

# Faribault County Board Meeting Guide

## About the Meetings

Faribault County Board meetings are open to the public and occur on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 9 a.m. in the Board Room on the Middle Level of the main Courthouse building located at 415 North Main Street, Blue Earth. Residents and staff that are scheduled to meet with the Board are encouraged to arrive earlier than their appointment time as the Board, if ahead of schedule, may elect to address their issue earlier in the meeting. **If you would like to schedule an item for discussion with the County Board or have any questions about meeting attendance, please contact the Central Services Office at 507-526-6225.**

Faribault County Courthouse is handicap accessible through “A” door on the north side of the building. Street parking is available on the north and south sides. The Board Room typically has seating for 12 people. A television is available for presentations. Please contact Central Services Office at 507-526-6225 in advance for requirements and assistance.

Meeting minutes are available online. Minutes are not posted until they are approved at the next Board meeting and can be found on the Faribault County web site, [www.co.faribault.mn.us](http://www.co.faribault.mn.us). County officials are interviewed by KBEW AM 1560 at 10:10 a.m. on the Wednesday following a meeting to give a recap of actions taken by the Board.

During Board meetings, the commissioners receive information from staff, community agencies, and residents to assist them in developing policy and making decisions impacting the operation of County government. The agenda of upcoming meetings may be viewed in advance at [www.co.faribault.mn.us](http://www.co.faribault.mn.us) on the Friday before a board meeting.

## Respectful Behavior

Faribault County is committed to respectful behavior. No name-calling or abusive language will be allowed. Disrespectful behavior may result in being asked to leave. Comments from speakers may be curtailed by the Board Chair if the speaker is overly argumentative, redundant, or repetitive.

The Board reserves the right during board meetings and public hearings to manage public comments by asking speakers not to repeat comments and setting a time limit on how long an individual can speak. This is done to make efficient use of meeting time.

## County Board Agenda

- 1) **Call to Order** - The Board Chair starts the meeting at 9:00 a.m.
- 2) **Pledge of Allegiance** – All are asked to stand and recite the Pledge of Allegiance.
- 3) **Consideration of Agenda** - Commissioners can add items or delete from the agenda before final approval.
- 4) **Payment of Bills** - Bills are provided to and reviewed by each Commissioner in advance of the Board meeting and questions asked of staff before authorizing payment.
- 5) **Department or Program Items** – County departments and community agencies seek direction and provide reports to the Board. In some cases, the Board conducts public hearings allowing residents to provide input on decisions being considered by the Board.
- 6) **Commissioner Reports** – Each commissioner reports on his or her recent activities since the last Board meeting including attendance at meetings and issues discussed.
- 7) **Public Comment** – The Board Chair invites residents in the audience to share their comments and concerns about subjects not on the Board meeting agenda. **Drainage Authority Public Comment** – is offered at the first meeting of the month at 11:00 a.m.
- 8) **Adjournment** – Recessing the official County Board meeting until the second one in the month or closing the meeting if the final meeting of the month.

## Public Hearings

Public hearings, which are scheduled during regular Board meetings, give residents the opportunity to express their opinions and suggest solutions to the Board on county issues. Notice of the public hearing is published in the official county newspaper, the Faribault County Register, at least 10 days before the public meeting.

Public Hearing procedures are as follows:

- County staff introduces the topic of the public hearing
- Board Chair opens the hearing to the public
- Speakers from the public are invited to make comments
- Board Chair closes the public hearing portion of the meeting
- Commissioners discuss the public hearing subject
- Commissioners take action or schedule a public hearing continuation date (the date and time are published in the county's legal newspaper)