

Otter Tail County Board of Commissioners: How Do I Schedule an Item on the County Board Agenda?

Meeting with the County Board

Otter Tail County welcomes all county residents and constituents to meet with the Otter Tail County Board of Commissioners. We ask that each person contact the County Administration office at 218-998-8060 or email the [Board Secretary](#). This office will facilitate the process to determine if the caller's concerns can be addressed by one of our County Departments:

- If Department staff or the Department Director is not able to satisfactorily resolve a caller's concerns, they will coordinate with the Division Director and/or County Administrator to help answer a constituent's question(s) or seek resolution to a presenting issue.
- If an answer is not provided, or an issue is not satisfactorily resolved using these administrative steps, a constituent's request to meet with the full County Board will be scheduled. This will enable a constituent to address a concern, recommend improvements, or seek resolution of an issue.

Scheduling Time to Meet with the Board

County residents who choose to address the Otter Tail County Board of Commissioners at a meeting are asked to contact the County Administration office at (218) 998-8060 **before noon on the Thursday preceding an upcoming Board meeting.** This is needed to assist in managing the Board's schedule.

When speaking with the board, we will ask that:

- Speakers approach one of the microphones located on the counter in front of the Board members.
- When addressing the Board, to please state your name and county of residence for the record.
- Each speaker limits their individual comments to five minutes per person.

Otter Tail County Board of Commissioner members may choose to listen, engage in dialogue with speakers, and/or refer the matter to the County Administrator and/or appropriate county department(s). The Board will typically not act at the time of the presentation but will direct County staff to respond appropriately to issues raised by residents. Depending on the issue, the County Board may ask a resident and/or assigned County staff to report back to the Board.