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# Le Sueur County, MN

Tuesday, October 18, 2016

Board Meeting

## Item 8

**10:05 a.m. Darrell Pettis, County Administrator / Engineer**

*RE: MCIT*

*RE: CD #18 Order Amending Viewer Appointments*

*RE: CD #63 Order Amending Viewer Appointments*

*RE: November 5, 2016 West Jefferson Informational Meeting*

*RE: November 15, 2016 West Jefferson Public Hearing?*

*RE: Le Sueur Shop*

*RE: 60 mph Speed Limit*

Staff Contact:



# Minnesota Counties Intergovernmental Trust

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## BOARD OF DIRECTORS

### Scott Sanders

*Chair  
Watonwan County  
Commissioner*

### Felix Schmiesing

*Vice-chair  
Sherburne County  
Commissioner*

### Graylen Carlson

*Secretary/Treasurer  
Lac qui Parle County  
Commissioner*

### Kevin Corbid

*Washington County  
Auditor-Treasurer*

### Don Diedrich

*Polk County  
Commissioner*

### Richard Downham

*Cass County  
Commissioner*

### Charles Enter

*Brown County  
Administrator*

### Dan Kuhns

*Waseca County  
Commissioner*

### Randy Schreifels

*Stearns County  
Auditor-Treasurer*

Oct. 3, 2016

**To: MCIT Member County Commissioners, Auditors and Auditor/Treasurers**

**From: Steve Nelson, MCIT Deputy Director**

**RE: 2016 ANNUAL MEETING ANNOUNCEMENT AND NOTICE OF BOARD ELECTION**

The 2016 MCIT Annual Membership Meeting will be held Monday, Dec. 5, 2016, at 4:00 p.m. in conjunction with the AMC annual conference in the Regency Room at the Hyatt Regency Hotel in downtown Minneapolis. The meeting will be held in the Regency Room (2<sup>nd</sup> floor) with registration beginning at 3:30 p.m.

MCIT is governed by a board of nine officials. Eight of the seats are at-large positions with four-year terms that can be filled by either a county commissioner or a county auditor/auditor-treasurer. No more than three auditors/auditor-treasurers may serve on the board at the same time. The final seat is a two-year term filled by a county administrator/coordinator who is recommended by the Minnesota Association of County Administrators. The MCIT Board must approve the recommendation.

The election of at-large positions is held during MCIT's annual meeting. Elections are required when the officer's term on the MCIT Board expires.

### **This year, three seats are up for election:**

**SEAT A: Cass County Commissioner Richard Downham has served on the Board since 2012. Downham is seeking re-election to the board for a four-year term that expires Dec. 31, 2020.**

**SEAT B: Waseca County Commissioner Dan Kuhns has served on the Board since 2012. Kuhns is seeking re-election to the board for a four-year term that expires Dec. 31, 2020.**

**SEAT C: Washington County Auditor-Treasurer Kevin Corbid has served on the Board since 2013. Corbid is seeking re-election to the board for a four-year term that expires Dec. 31, 2020.**

Prior to the annual meeting, county commissioners and county auditors/auditor-treasurers receive this letter as notice of the coming election. Persons interested in being a candidate are required to contact the MCIT deputy director. A nominating

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*"Providing Minnesota counties and associated members cost-effective coverage with comprehensive and quality risk management services."*

committee appointed by the MCIT Board chair will review the qualifications of candidates.

Candidates selected by the Nominating Committee will be contacted prior to the MCIT annual meeting to schedule an interview in conjunction with the meeting. No applicant is guaranteed an interview.

The Nominating Committee makes a report to the membership during the annual meeting, placing the names of any candidates in nomination for consideration for the at-large position. Nominations from the floor are accepted when properly presented by a member's voting delegate.

Nominating speeches and candidate speeches may be permitted at the discretion of the board chair or his designee.

MCIT Board members must come from a county participating in MCIT and must be actively serving in the county. No county may have more than one representative on the MCIT Board.

Each county is allowed one vote for each open position. Prior to the annual meeting, each county must provide MCIT the name of its voting delegate and alternate. Only the voting delegate, or the alternate in the absence of the delegate, is allowed to make motions, nominate a candidate or vote.

For your consideration, you will find attached a job description, key roles and responsibilities for board members, and information about board and committee meetings. You are encouraged to contact the MCIT deputy director if you have questions regarding service on the MCIT Board.

**If you are interested in being a candidate for election at the MCIT Annual Membership Meeting, it is necessary that you submit a letter of interest and qualifications designating which seat you are pursuing to MCIT Deputy Director Steve Nelson, MCIT, 100 Empire Dr., Suite 100, St. Paul, MN 55103-1885 or [snelson@mcit.org](mailto:snelson@mcit.org) by Nov. 10, 2016.**

## POSITION DESCRIPTION

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**POSITION: BOARD MEMBER**

### **BASIC FUNCTIONS/PURPOSE**

The job of the board is to set policy; ensure the organization meets all expected goals and objectives; and represent and lead the organization by determining and demanding appropriate and excellent organizational performance.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

These are not to be construed as exclusive or all-inclusive. To distinguish the board's own unique job from the jobs of the executive director and staff, the board will concentrate its efforts on the following:

- Utilize all available avenues to ensure meaningful linkage with members.
- Represent the Trust to potential members and other related organizations.
- Develop written governing policies, which at the broadest levels, address:
  - Organizational products, impacts, benefits, results, services, recipients and their relative worth.
  - Constraints on executive authority, which establish the practical, ethical and legal boundaries within which all executive activity and decision-making will take place.
  - How the board will conceive, carry out and monitor its own work.
  - How authority is delegated to the executive director and how the executive director's use of that authority is monitored; the executive director's role, authority and accountability.
- Evaluate the executive director's performance annually.
- Ensure that the mission of MCIT is fulfilled or modified as needed.
- Follow policies adopted by the board and model good risk management and loss control planning.
- Attend monthly board meetings and other necessary committee meetings.

### **KEY BOARD ROLES AND RESPONSIBILITIES**

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#### **ROLES OF A BOARD MEMBER**

Members of the board of directors have several key roles. They are to be a:

- Leader
- Decision-maker
- Advocate for the mission of the organization and for its programs and services
- Representative of the organization and its mission

#### **ACCOUNTABILITIES**

- Accept legal responsibility for assuring that the organization complies with all laws, regulations, etc.
- Establish a clear mission
- Develop a strategic plan to accomplish the mission
- Monitor and update the plan annually
- Provide direction, encouragement and support for the executive director
- Provide all necessary resources to achieve strategic goals and objectives as permitted by the financial ability of the organization
- Ensure a fair system of policies and procedures for staff management
- Represent the organization to the membership and statewide associations
- Commission and act upon an annual audit
- Monitor overall operational effectiveness

## **LEGAL AND FINANCIAL RESPONSIBILITIES**

- Be an active participant in board meetings and board actions
- Ensure that accurate records are kept
- Allow no conflict of interest between you and the organization
- Comply with IRS and other codes, laws and regulations
- Carry out the mission of the organization
- Comply with all governing documents

## **BOARD RESPONSIBILITIES**

There are seven key board responsibilities. They are to:

### **I. SET THE STRATEGIC DIRECTION FOR MCIT**

- Develop vision, mission, values
- Set goals and objectives
- Determine measurable outcomes
- Be accountable for the strategic plan

### **II. OVERSEE FINANCES**

- Approve the budget
- Monitor financial conditions
- Participate in financial planning
- Safeguard and manage the organization's assets

### **III. PROVIDE RESOURCES**

- Provide adequate resources—people, dollars, facilities—to achieve strategic goals and objectives

### **IV. REPRESENT MCIT**

- Be an ambassador and spokesperson for the organization and its issues
- Identify member needs
- Ensure that programs and services are designed to meet member needs

### **V. CREATE AN EFFECTIVE ORGANIZATIONAL STRUCTURE**

- Understand and follow governing documents
- Delegate board work to committees as appropriate
- Have and follow clear policies and procedures
- Monitor policies
- Ensure performance management systems for management and staff
- Orient new board members
- Have effective board recruitment processes
- Evaluate the executive directors' performance
- Maintain board records

### **VI. HIRE/ EVALUATE THE EXECUTIVE DIRECTOR**

- Have a clear position description
- Provide a clear strategic plan
- Develop a compensation package for the executive director (who administers compensation for the balance of staff)
- Evaluate the executive director annually

- Establish personnel policies

## VII. MONITOR AND EVALUATE

- Document and review operations, performance and results
- Monitor financial performance
- Verify compliance with all financial, legal and ethical requirements

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## BOARD AND COMMITTEE MEETINGS

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MCIT Board of Directors' Meetings are generally held the second Friday of every month except when the meeting coincides with a holiday. The December board meeting is always held in conjunction with the AMC Annual Conference.

- The board typically conducts two strategic planning sessions each year that are generally held in March and September.
- The Claims Committee regularly convenes each month after the board meeting.
- The Governance Committee generally meets two times a year in April and October.
- The Personnel Committee meets at least once during the year, but other meetings may be scheduled as needed.
- The Audit Committee meets at least twice during the year, but other meetings may be scheduled as needed.
- The Annual Membership Meeting is held in conjunction with the AMC Conference in December.

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## MCIT STANDING COMMITTEES

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### Claims Committee

Appointed annually by the chair at the first meeting of the year. There are no limits on the number of years an individual can serve on the committee.

- Comprised of three voting members and one alternate who has no voting capacity unless one voting member is absent.
- Meetings typically follow the regular board meeting each month.
- Meetings are eligible for a per diem as provided for by board action.
- Typically only commissioners have served on this committee.
- This is a standing committee of the board that is subject to MS Chapter 13.

The committee's responsibilities include:

- A. Review claims
- B. Review large losses
- C. Review litigation strategy
- D. Review and authorize settlements when appropriate
- E. Review reports—quarterly, the board of directors will be apprized of notable claims in a closed session. The committee may direct that other information be provided to the board as deemed necessary.

### Governance Committee

Appointed annually by the chair at the first meeting of the year. There are no limits on the number of years an individual can serve on the committee.

- Comprised of four members.

- Meetings are held as needed during the year, typically in the spring and fall.
- Meetings are eligible for a per diem as provided for by board resolution.
- Commissioners, auditors, auditor-treasurers and coordinators/administrators have served on this committee.
- The committee is advisory to the MCIT Board of Directors.

The committee's responsibilities include:

- A. Review MCIT Coverage Document—this committee reviews new services and products.
- B. Review MCIT Bylaws—the committee considers modifications to the coverage document.

### **Personnel Committee**

Appointed annually by the chair at the first meeting of the year. There are no limits on the number of years an individual can serve on the committee.

- Comprised of the Executive Committee of the board (chair, vice-chair, secretary/treasurer) and another selected by the chair.
- Meetings are held as needed during the year.
- Meetings are eligible for a per diem as provided for by board resolution.
- The committee is advisory to the MCIT Board of Directors.

The committee's responsibilities include:

- A. Evaluation of the executive director
- B. Oversee MCIT's salary and benefits
- C. Assist the executive director
- D. Employee grievances

### **Audit Committee**

Appointed annually by the chair at the first meeting of the year. There are no limits on the number of years an individual can serve on the committee.

- Comprised of the Chair, Vice-Chair and others as selected by the chair which typically is a County Auditor or County Auditor-Treasurer.
- Meetings are held as needed during the year.
- Meetings are eligible for a per diem as provided for by board resolution.
- The committee is advisory to the MCIT Board of Directors.

The committee's responsibilities include meeting with MCIT's independent audit firm to:

- A. Discuss projects and workflows of the annual audit prior to the initiation of the audit
- B. Review any issues of concern relative to MCIT's financial responsibilities
- C. Review the results of the annual audit prior to its presentation to the MCIT board

STATE OF MINNESOTA  
LE SUEUR COUNTY BOARD OF COMMISSIONERS  
SEATED AS DRAINAGE AUTHORITY UNDER STATUTES CHAPTER 103E  
FOR LE SUEUR COUNTY DITCH 18

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The matter of the request for the  
Redetermination of Benefits for Le Sueur  
County Ditch 18

**Order Amending Viewer  
Appointments**

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Commissioner \_\_\_\_\_ made a motion to adopt the following Order:

**WHEREAS**, on September 27, 2016, the Le Sueur County Board of Commissioners, Drainage Authority for Le Sueur County Ditch (LCD) 18, adopted findings and an order initiating a redetermination of benefits for LCD 18; and

**WHEREAS**, the Board reserved appointment of viewers to a subsequent order based on the availability of viewers to perform the redetermination of benefits; and

**WHEREAS**, the Board has identified viewers available to perform viewing duties.

**THEREFORE**, the Le Sueur County Board of Commissioners, Drainage Authority for LCD 18, amends its order initiating a redetermination of benefits for LCD 18 as follows:

**ORDER**

**IT IS HEREBY ORDERED** that Tom Mahoney, Dan Ruby and Gary Ewert are appointed viewers, with Ron Ringquist as alternate viewer/consultant, to redetermine and report the benefits and damages for LCD 18.

The motion was seconded by Commissioner \_\_\_\_\_, and after discussion, the Order was approved by a vote of \_\_\_ yes and \_\_\_ no.

[26666-0001/2447672/1]

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Dated this 18 day of October, 2016.

LE SUEUR COUNTY BOARD OF COMMISSIONERS  
SEATED AS DRAINAGE AUTHORITY UNDER  
STATUTES CHAPTER 103E FOR LE SUEUR COUNTY  
DITCH 18

By \_\_\_\_\_  
Chairperson

[26666-0001/2447672/1]

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STATE OF MINNESOTA  
LE SUEUR COUNTY BOARD OF COMMISSIONERS  
SEATED AS DRAINAGE AUTHORITY UNDER STATUTES CHAPTER 103E  
FOR LE SUEUR COUNTY DITCH 63

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The matter of the request for the  
Redetermination of Benefits for Le Sueur  
County Ditch 63

**Order Amending Viewer  
Appointments**

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Commissioner \_\_\_\_\_ made a motion to adopt the following Order:

**WHEREAS**, on September 27, 2016, the Le Sueur County Board of Commissioners, Drainage Authority for Le Sueur County Ditch (LCD) 63, adopted findings and an order initiating a redetermination of benefits for LCD 63; and

**WHEREAS**, the Board reserved appointment of viewers to a subsequent order based on the availability of viewers to perform the redetermination of benefits; and

**WHEREAS**, the Board has identified viewers available to perform viewing duties.

**THEREFORE**, the Le Sueur County Board of Commissioners, Drainage Authority for LCD 63, amends its order initiating a redetermination of benefits for LCD 63 as follows:

**ORDER**

**IT IS HEREBY ORDERED** that Tom Mahoney, Dan Ruby and Gary Ewert are appointed viewers, with Ron Ringquist as alternate viewer /consultant, to redetermine and report the benefits and damages for LCD 63.

The motion was seconded by Commissioner \_\_\_\_\_, and after discussion, the Order was approved by a vote of \_\_\_ yes and \_\_\_ no.

[26666-0002/2447542/1]

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Dated this 18 day of October, 2016.

LE SUEUR COUNTY BOARD OF COMMISSIONERS  
SEATED AS DRAINAGE AUTHORITY UNDER  
STATUTES CHAPTER 103E FOR LE SUEUR COUNTY  
DITCH 63

By \_\_\_\_\_  
Chairperson

[26666-0002/2447542/1]

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