



Le Sueur County, MN

Tuesday, January 17, 2017

Board Meeting

Item 12

11:30 a.m. Darrell Pettis, County Administrator / Engineer

RE: MCIT

RE: Henderson Flood Feasibility Study

RE: Equipment Purchasing Corrections

RE: Out-of-State travel request, Tom Beer to attend ATTSA Conference from March 20-22, 2017 in Fargo, ND

RE: Le Sueur - Rice County Joint Ditch 38 Informational Meeting, March 16th

RE: Le Sueur - Rice County Joint Ditch 38 Redetermination of Benefits Public Hearing

RE: Recommendation to reclassify Cindy Westerhouse, full time Human Resources Director in Human Resources, Grade 14, Step 7 at \$35.35 to Grade 15, Step 6 at \$36.21 per hour, effective January 9, 2017.

Staff Contact:



Minnesota Counties Intergovernmental Trust

100 Empire Drive, Suite 100
St. Paul, MN 55103-1885
www.mcit.org

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BOARD OF DIRECTORS

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January 3, 2017

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

From: Steve Nelson, MCIT Deputy Director

RE: MCIT BOARD VACANCY

The Minnesota Counties Intergovernmental Trust is seeking an individual to fill a mid-term vacancy on the board of directors created by the departure of Lac qui Parle County Commissioner, Graylen Carlson.

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 and whose recommendation is approved by the MCIT Board.

Section 7.4, Article C. (Vacancy) of the MCIT Bylaws provides that "At Large" board member vacancies "shall be filled by appointment of the remaining members of the Board until the next annual meeting of MCIT at which time the unexpired term shall be filled by election."

Persons applying for this position must:

- Be a County Commissioner, County Auditor or County Auditor-Treasurer
- Represent a county participating in MCIT
- Be actively serving in the county

No county may have more than one representative on the MCIT board.

A nominating committee appointed by the MCIT board chair will review the qualifications of candidates and select those for an interview. Interviews will be conducted February 10, 2017. No applicant is guaranteed an interview.

The successful applicant will be required to stand for election at the 2017 MCIT Annual Meeting which also coincides with the expiration of Carlson's term (December 2017).

When filling a vacancy the board considers a variety of factors including demographics, geography, experience and existing board composition to ensure the board is representative of the county membership.

For your consideration, you will find attached a job description, key roles and

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

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 considered for this position on the MCIT Board of Directors you are required to submit a letter of interest and qualifications to MCIT Deputy Director Steve Nelson, MCIT, Suite 100, Empire Drive, St. Paul, Minnesota 55103-1885 or snelson@mcit.org . Letters of interest and qualifications must be received by the close of business on January 25, 2017.

POSITION DESCRIPTION

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

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

BOARD AND COMMITTEE MEETINGS

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.

MCIT STANDING COMMITTEES

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
- B. Review MCIT Bylaws

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

Study Initiation

The Minnesota Department of Transportation (MnDOT), in cooperation with the City of Henderson, Sibley County, Scott County, and LeSueur County, has initiated a feasibility study to investigate transportation improvements in the Minnesota River Valley to determine possible improvements that would minimize roadway closures due to flood events. The study will focus on the bridges and approach roadways for state Highway 19, Highway 93, and Sibley County Road 6. The Highway 93 and County Road 6 alternatives will primarily be related to elevating the roadway profiles above the 100-year flood elevation and the Highway 19 alternatives will study raising the bridge and roadway approaches above the flood elevation and an option aimed at improving the roadway stability and strategies to mitigate slope failures.

The goal of the study is to identify a safe and accessible, 10-ton route into and out of Henderson to limit the length of detours and impacts to businesses and regional traffic during high water events.

The feasibility study will take place through 2017 and will include the following key elements:

- Public and agency involvement
- Hydraulic model development and analysis (including bridge analysis)
- Traffic modeling and analysis
- Development and screening of conceptual design alternatives
- Feasibility report with findings and recommendations



Source: Mankato Free Press



Background

Flooding in the Minnesota River Valley has created traffic and mobility challenges for MnDOT and local communities for decades. The roadways leading into and out of the City of Henderson (Highways 19 and 93 and County Road 6) have been hit especially hard in recent years, with closures due to flooding reaching an all-time high. During seasonal flooding events, residents and commuters traveling through the area have to resort to detours that take them miles out of their way, costing both time and money. The lengthy detours and restricted access to the Henderson Area can substantially impact local businesses and regional traffic.

As noted in the 2016 Henderson Comprehensive Plan, “every spring when the annual flooding of the Minnesota River begins, and every time a large rain storm is predicted in the summer, the level of concern rises with the water levels as townspeople ask themselves if this will be the next time that the roads into town are flooded or washed-out again and the community becomes stranded with only one way out.”

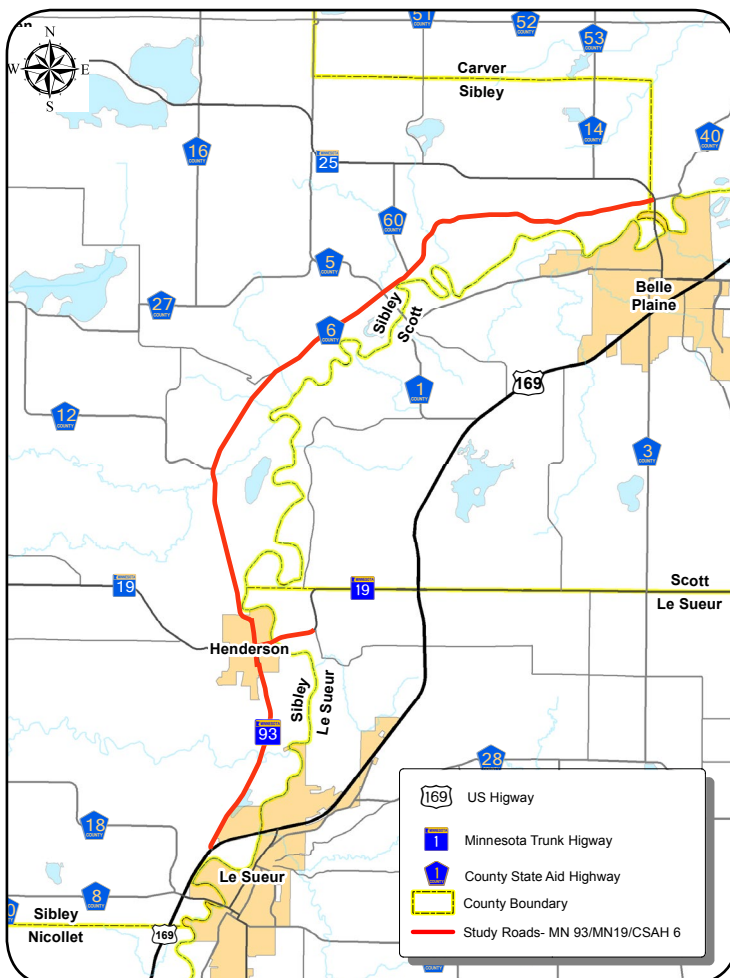
Public Involvement

We encourage your participation and questions throughout the study process. MnDOT and the City of Henderson will be hosting two public open house meetings as part of the study process. The first public open house meeting will be held in Spring 2017. Detailed exhibits will be available for review, and staff will be present to answer questions and hear your comments. Each open house will be preceded by a newsletter. A final newsletter will be distributed at the completion of the study.

Where can I get more information?

For the most up-to-date project information, visit:

<http://www.dot.state.mn.us/d7/projects/hwy19study/index.html>



Project Management Team

The Project Management Team (PMT), comprised of staff from MnDOT, local governmental units (city of Henderson and the counties of Sibley, Scott, and LeSueur) will meet regularly throughout the study process and serve as a communication link to constituents and elected officials. Meetings may also be held with environmental review and permitting agencies during the study period.

Contact Us

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MnDOT District 7
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Mankato, MN 56001-6888
Phone: 507.304.6183

Email: matthew.young@state.mn.us

PURCHASE REQUESTS

1. Retriever		
Retriever motor grader attachment from Ziegler	\$18,350.41	
2. Bobcat		
Bobcat compact track loader from Bobcat of Mankato	\$69,002.34	
3. Waterville - F350		
F350 Chassis from Factor Motors, Le Center, MN	\$25,192.88	\$25,292.88
Body from Towmaster Truck Equipment, Litchfield, MN (Includes electric hoist, hitch, tool box)	\$16,828.00	\$17,101.00
	\$42,020.88	\$42,393.88
4. Service Truck		
2017 Ram 5500 Chassis from Mike Motors, Ely, MN	\$51,075.00	
Body from Towmaster Truck Equipment, Litchfield, MN (Includes welder and crane)	\$89,441.00	
	\$140,516.00	
5. MACK Tandem		
MACK GU713 Tandem Axle Cab and Chassis from Nuss Truck And Equipment, State of Minnesota contract	\$114,560.00	\$116,521.00
Body from Towmaster Truck Equipment, Litchfield, MN (Includes hoist, plow, wing, scraper, auger and spinner)	\$110,499.00	\$110,499.00
	\$225,059.00	\$227,020.00