



October 16, 2024

To: Sourcewell Voting Member Entities

From: Chad Coauette, Chief Executive Officer

Re: Upcoming Election

We are pleased to announce the upcoming election for the Board of Directors. To ensure a fair and transparent process, we would like to outline the procedure for nominating candidates for this role.

Sourcewell membership is divided into four subregions. Subregions I, II, and III comprise school districts, and Subregion IV comprises cities, counties, and other government agencies. Each Subregion elects two elected officials to serve on the Sourcewell Board of Directors.

**There are two (2) seats available:**

- one (1) four-year term from Sub Region III
- one (1) four-year term from Sub Region IV

**Terms of office, which expire on 12/31/2024, are presently held by:**

- Sub-Region III Douglas Dahlberg – Board Member, Little Falls School District
- Sub-Region IV Greg Zylka- Mayor, City of Little Falls

Candidacy nominations must be filed with the Sourcewell Chief Executive Officer between **October 31, 2024, and December 13, 2024**. Each candidate must be nominated by a resolution passed by the majority of the governing body of the Voting Member. It is important to note that all persons nominated must be elected officials as of January 2025 and remain nominated officials throughout their term.

Please take the enclosed information to your next Board meeting and ask your Board to consider nominating one of your members to serve for the indicated terms. Each candidate must be nominated by a resolution passed by a majority of the governing body of the Voting Member. Then, complete the enclosed nomination form and return it with a copy of the minutes no later than **December 13, 2024**.

Enc: Sourcewell Board of Directors Nomination Form  
Sourcewell Board Member Job Description  
Sourcewell Full Voting Sub-Regional Membership

## Nomination Form for the Board of Directors

Please return mail:  
Sourcewell  
Attn: Administration  
PO Box 219  
202 12<sup>th</sup> Street NE Staples, Mn 56479  
or  
via email: [administration@sourcewell-mn.gov](mailto:administration@sourcewell-mn.gov)  
No later than December 13, 2024

### Requirements:

Individuals must be elected officials as of January 2025 to be eligible for nomination. Each candidate must be nominated by a resolution passed by a majority of the governing body of the Voting Member.

### There are two (2) seats available:

one (1) four-year term from Sub Region III	Term Expires 12/31/2028
one (1) four-year term from Sub Region IV	Term Expires 12/31/2028

### Nominee Information

Name	
Current Position	
Phone Number	
Email Address	

### Nominee's Qualifications

Please provide a biographical sketch of the nominee's qualifications, including relevant experience, skills, and accomplishments that make them a suitable candidate for the Board of Directors. The biography will be distributed to all eligible members with the election ballots.

[Attach Description]

### Nominator Information

Name of Entity	
Current Position	
Phone Number	
Email Address	

### Certification

By signing below, we certify that the information provided is accurate and that the nomination meets all requirements. **Note:** Don't forget to include a copy of the meeting minutes with your nomination form.

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Signature

Printed Name

Board Chair

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Signature

Printed Name

Board Clerk

## POSITION DESCRIPTION & EXPECTATIONS

**Position Title:** Board Member

**Immediate Supervisor's Position Title:** Minnesota State Legislature and Governor

### Powers and Duties of the Board are defined in the Sourcewell By-Laws, Article XI, Section 1.

1. Exercise all powers enumerated in Minn. Stat. § 123A.21, specifically, Minn.Stat. § 123A.21, Subd. 7;
2. Delegate to the Sourcewell Executive Director, or his or her designee, all powers, authority, responsibilities and duties as it deems necessary and proper;
3. Provide adequate office, service center, and administrative facilities by lease, purchase, gift, or otherwise;
4. Establish an annual budget for each fiscal year;
5. Approve the use of administrative fees for any purpose allowed by law;
6. Certify and assess fees in accordance with law and these bylaws;
7. Hire an Executive Director, set compensation and provide employment benefits to the same;
8. Employ personnel as necessary to support general operations and the programs, products, services, and solutions offered by Sourcewell and to set compensation and provide employment benefits to the same;
9. Make application for, accept, and expend private, state, and federal funds that are available for programs of the members;
10. Accept gifts and donations for the benefit of the public corporation and agency, subject to limitations imposed by law;
11. To acquire real and personal property for the benefit of this public corporation and agency and its members;
12. To prosecute, defend or settle all actions and claims in courts of law and other legal forums;
13. To appoint special advisory committees composed of superintendents, central office personnel, building principals, teachers, parents, laypersons, and representatives from cities, counties and other government agencies;
14. To enter into contracts with school boards of local education agencies, including school districts outside of the geographic boundaries of Region Five;
15. To enter into joint powers contracts and relationships with other qualifying entities in Minnesota and throughout the United States;

16. To enter into contracts with other public and private agencies and institutions to provide administrative staff and other personnel as necessary to furnish and support the agreed upon programs and services;
17. To establish cooperative, working relationships, and partnerships with post- secondary educational institutions, other public agencies, business, and industry and may appoint special and advisory committee representative of these partners;
18. To procure insurance against liability of the public corporation and agency, as well as its directors, officers, employees, and agents.
19. To join governmental, joint powers, pooled risk organizations, as provided for by Minn. Stat. § 471.59;
20. To employ qualified professionals, including but not limited to, attorneys, accountants, and other consultants;
21. To select advisory councils or committees to give advice and counsel to the Board of Directors comprised of representatives from public and non-public schools, cities, counties, and other governmental units, as well as representatives from strategic business partners.
22. To the extent possible, make technical assistance for long term planning available to Voting Member government agencies upon request and shall establish a common base for local and regional decision-making.

### Work Requirements and Characteristics

- a. Directly supervises the following Positions:
  - i. Executive Director
- b. Indirectly supervises:
  - i. None
- c. Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, citizen groups, the media and others. Physical requirements:
 

i. Stand	occasionally
ii. Walk	occasionally
iii. Sit	continuously
iv. Reach with arms and hands	rarely
v. Climb or balance	rarely
vi. Stop/kneel/crouch or crawl	rarely
vii. Talk or hear	continuously
viii. Taste or smell	rarely
ix. Lift and carry up to 10 pounds	rarely
x. Lift and carry up to 25 pounds	rarely
xi. Lift and carry up to 50 pounds	rarely
- d. Occasional air travel with multiple overnight stays possible.

### Core Competencies

- a. Experience on a Board of Directors

### Required Qualifications

- a. Must currently hold the office of elected official of a member school board, city, county, or other governmental unit and subsequently be elected to serve on the Sourcewell Board of Directors.

I acknowledge receipt and understanding of this Position Description & Expectations.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

# Region 5 Voting Members

Sub-Region	Buy Sourcewell Account Number	Account Name	Type	Sub-Type	Address Line 1	Address Line 2	City	State/Province	Zip/Postal Code	Region 5 Voting Member
Region I	1315	Bertha Hewitt Schools Independent School District 786	Education	Public K-12	310 Central Ave S		Bertha	Minnesota	56437-1122	Yes
	1579	Browerville Independent School District 787	Education	Public K-12	620 Park Ave N		Browerville	Minnesota	56438-7104	Yes
	14322	Freshwater Education District	Education	Public K-12	2222 Industrial Dr		Wadena	Minnesota	56482-2549	Yes
	5078	Long Prairie-Grey Eagle Schools ISD 2753	Education	Public K-12	205 2nd St S		Long Prairie	Minnesota	56347-3353	Yes
	5414	Menahga Independent School District 821	Education	Public K-12	216 Aspen Ave NW	P O Box 160	Menahga	Minnesota	56464-3161	Yes
	7157	Sebek Independent School District 820	Education	Public K-12	200 1st St NW # 249		Sebek	Minnesota	56477-4203	Yes
	7753	Staples-Motley Schools Independent School District 2170	Education	Public K-12	905 4th St NE		Staples	Minnesota	56479-2262	Yes
	33164	Vernadale Independent School District 818	Education	Public K-12	411 SW Brown St		Vernadale	Minnesota	56481-3000	Yes
	10634	Wadena-Deer Creek Schools Independent School District 2155	Education	Public K-12	600 Collar Ave SW		Wadena	Minnesota	56482-3750	Yes
Subtotal	Count	9								
Region II	11260	Cass Lake-Bena Schools Independent School District 115	Education	Public K-12	208 Central Ave NW		Cass Lake	Minnesota	56633-3373	Yes
	2855	Crosby Ironton Schools Independent School District 182	Education	Public K-12	711 Poplar St		Crosby	Minnesota	56441-1135	Yes
	6067	Northland Community Schools ISD No.118	Education	Public K-12	315 Main St E		Romer	Minnesota	56572-4557	Yes
	6449	Pequot Lakes Schools Independent School District 186	Education	Public K-12	4276 W Lake St		Pequot Lakes	Minnesota	56473-3014	Yes
	6503	Pillager Independent School District 116	Education	Public K-12	323 E 2nd St		Pillager	Minnesota	56473-8057	Yes
	6526	Pine River Backus School District	Education	Public K-12	401 Murray Ave		Pine River	Minnesota	56474-4484	Yes
	8791	Walker Hackensack Akeley Independent School District 113	Education	Public K-12	301 4th Street		Walker	Minnesota	56484	Yes
Subtotal	Count	7								
Region III	15688	Brainerd Independent School District 181	Education	Public K-12	804 Oak St		Brainerd	Minnesota	56401-3755	Yes
	5043	Little Falls Schools Independent School District 482	Education	Public K-12	1001 5th Ave SE		Little Falls	Minnesota	56345-3357	Yes
	40599	Mid-State Education District 6979	Education	Public K-12	15770 18th Street Ma		Little Falls	Minnesota	56345-6564	Yes
	6492	Piera Schools ISD No.484	Education	Public K-12	112 Kammic St		Pierz	Minnesota	56364-4000	Yes
	6940	Royalton Independent School District 485	Education	Public K-12	320 S Hawthorn St		Royalton	Minnesota	56373-9111	Yes
	11398	Swanville Independent School District 486	Education	Public K-12	602 Dagraff Ave		Swanville	Minnesota	56382-3340	Yes
	33156	Upsala Independent School District 487	Education	Public K-12	415 S Main St		Upsala	Minnesota	56384-8410	Yes
Subtotal	Count	7								
Region IV	1784	Cass County	Government	County	303 Minnesota Ave		Walker	Minnesota	56484-2270	Yes
	535	Central Lakes College	Education	Public Higher Ed	501 W College Dr		Brainerd	Minnesota	56401-3900	Yes
	34965	City of Baxter	Government	Municipality	13190 Memorywood Dr		Baxter	Minnesota	56425-3000	Yes
	18227	City of Brainerd	Government	Municipality	501 Laurel St		Brainerd	Minnesota	56401-3525	Yes
	84933	City of Brezzy Point	Government	Municipality	8319 County Road 11		Pequot Lakes	Minnesota	56472-3114	Yes
	36435	City of Brownville	Government	Municipality	544 Main St S	P.O. Box 247	Brownville	Minnesota	56438-1200	Yes
	2163	City of Clarissa	Government	Municipality	PO Box 396		Clarissa	Minnesota	56440-0396	Yes
	16521	City of Crosslake	Government	Municipality	37028 County Road 66		Crosslake	Minnesota	56442-2528	Yes
	50069	City of Emily	Government	Municipality	39811 State Highway 6		Emily	Minnesota	56447-4079	Yes
	490	City of Little Falls	Government	Municipality	100 7th Ave NE		Little Falls	Minnesota	56345-2300	Yes
	40597	City of Menahga	Government	Municipality	115 2nd St NE	P O Box C	Menahga	Minnesota	56464-3916	Yes
	30664	City of Mieswa	Government	Municipality	5442 City Hall St	P O Box 410	Mieswa	Minnesota	56468-2478	Yes
	89808	City of Piera	Government	Municipality	101 Main St S		Piera	Minnesota	56364-4400	Yes
	33248	City of Pine River	Government	Municipality	200 Front St N	PO Box 67	Pine River	Minnesota	56474-2303	Yes
	91447	City of Royalton	Government	Municipality	12 N Birch St	P O Box 276	Royalton	Minnesota	56373-9167	Yes
	40598	City of Sebek	Government	Municipality	PO Box 305		Sebek	Minnesota	56477-0305	Yes
	33244	City of Staples	Government	Municipality	122 6th St NE Ste 2		Staples	Minnesota	56479-2944	Yes
	83290	City of Vernadale	Government	Municipality	PO Box 156	101 South Brown St	Vernadale	Minnesota	56481-0156	Yes
	19360	City of Wadena	Government	Municipality	222 2nd St SE		Wadena	Minnesota	56482-3569	Yes
	2876	Crow Wing County	Government	County	325 Laurel St Ste 22		Brainerd	Minnesota	56401-3589	Yes
	5559	Minnesota State Community and Technical College	Education	Public Higher Ed	1414 College Way		Fergus Falls	Minnesota	56533-3009	Yes
	5640	Morrison County	Government	County	213 1st Ave SE Ste 1		Little Falls	Minnesota	56345-3100	Yes
	40600	Region 5 Development Commission	Government	Special District	200 1st St NE Ste 2		Staples	Minnesota	56479-2398	Yes
	8774	Wadena County	Government	County	415 Jefferson St S Ste 174		Wadena	Minnesota	56482-3587	Yes
Subtotal	Count	24								
Total	Count	47								