WRIGHT COUNTY BOARD
AGENDA
FEBRUARY 9, 2016

Interpreter Services for the hearing impaired will be provided upon written request.

I. 9:00 A.M. PLEDGE OF ALLEGIANCE

II. MINUTES - DISPENSE WITH READING. APPROVE AS WRITTEN/REVISED.

A. COUNTY BOARD MINUTES 2-02-16

Documents: 2016-02-02 WRIGHT COUNTY BOARD MINUTES (INFO).PDF

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. ADMINISTRATION

1. Approve Charitable Gambling License Form LG220, Church Of St. Mary Of Czestochowa, 1867 95th St. SE, Delano MN (Franklin Twp.)

Documents: CHARITABLE GAMBLING APPLICATION.PDF

B. AUDITOR/TREASURER

1. Informational Item:
   A. Temporary Liquor License For Maple Lake - Lake Property Owner's Association Moved From 2-06-16 To 2-20-16

Documents: AGENDA 2-9 MAPLE LAKE-LAKE PROPERTY.PDF

C. AUDITOR/TREASURER

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of $1,567,795.11 With 182 Vendors And 269 Transactions

Documents: AGENDA 2-9 CONSENT CLAIMS.PDF

D. HEALTH & HUMAN SERVICES

1. Position Replacement
   A. Child Support Officer
   B. Financial Worker

Documents: 2016-02-09 WC REQUEST FOR BOARD ACTION - CSO (SL).PDF, 2016-02-09 WC REQUEST FOR BOARD ACTION - FW.PDF

E. HIGHWAY DEPARTMENT

1. Refer To Personnel Committee The Request To Hire A Full-Time Diesel Mechanic

Documents: 02-09-16 REFER TO PERSONNEL MECHANIC POSITION.PDF

F. SHERIFF'S OFFICE

1. Position Replacement:
   A. Deputy Sheriff

Documents: 02-02-16 REQUEST FOR 1 DEPUTY POSITION - KORBEL RETIREMENT.PDF

V. TIMED AGENDA ITEMS

A. 9:05 A.M. TONY RASMUSON, COUNTY ASSESSOR

1. Introduce Tricia Gruber, Wright County Assessor's Office

Documents: BOARD ACTION - INTRODUCE NEW EMPLOYEE TRICIA GRUBER.PDF

B. 9:06 A.M. KAREN PUNDSACK, GRRL EXECUTIVE DIRECTOR, AND SHEILA RIEKE, COKATO LIBRARY SERVICES COORDINATOR

1. Great River Regional Library 2015 Activities Report

Documents: 2016-2020 STRAT PLAN HANDOUT FINAL.PDF, 2015 END OF YEAR LIBRARY IMPACT REPORT FINAL.PDF, GRRL GREAT THINGS - 2015 DATA WRIGHT CO.PDF

C. 9:20 A.M. STEVE JOBE, COUNTY SURVEYOR

1. New Edition Of The Wright County Plat Book Available

Documents: BOARD ACTION 16FEB09 PLAT BOOKS FOR SALE_2.PDF

D. 9:25 A.M. BOB HIIVALA, AUDITOR/TREASURER

1. Ratify MnCCC (Minnesota Counties Computer Cooperative) Contract For IFSpi
2. Approve Purchase For Real Asset Management
3. Update On Status Of Tax Forfeiture Properties For 2015

Documents: AGENDA 2-9 RATIFY MNCCC IFSPI SUPPORT CONTRACT.PDF, AGENDA 2-9 MNCCC IFSPI SUPPORT CONTRACT.PDF, AGENDA 2-9 APPROVE REAL ASSET MANAGEMENT.PDF, AGENDA 2-9 REAL ASSET MANAGEMENT - MNCCC AGREEMENT.PDF, AGENDA 2-9 REAL ASSET MANAGEMENT - MNCCC_FIXED ASSET_SYSTEM.PDF, AGENDA 2-9 UPDATE -FORFEITURE PROPERTY TRANSFER UPDATE.PDF

E. 9:30 A.M. MIKE YOUNG, WRIGHT COUNTY DRAINAGE INSPECTOR

1. Discussion Regarding The Needed Repairs And Maintenance On County Ditch 31

Documents: AGENDA 2-9 COUNTY DITCH 31.PDF, AGENDA 2-9 CD 31 REPAIR REPORT.PDF, AGENDA 2-9 CD 31 HISTORICAL INFO.PDF

F. 9:45 A.M. CONTINUITY OF OPERATIONS PLAN (COOP) COMMITTEE

1. 2015 Annual Report

Documents: AGENDA FORM BOARD ACTION REQUEST.PDF, COOP POWER POINT PRESENTATION.PDF

G. 10:00 A.M. LAUNETTE FIGLIUZZI, NUCLEAR PREPAREDNESS

1. Request The Board To Authorize Signatures On The 2016-2017 Radiological Emergency Preparedness Grant Agreement (Number: A-REP-WRIGHTCO-0005) From The MN Department Of Public Safety, Homeland Security & Emergency Management Division

Documents: REQUEST FOR BOARD ACTION - AUTHORIZE SIGNATURES ON THE RADIOLOGICAL EMERGENCY PREPAREDNESS GRANT 2016 TO 2017.PDF, HSEM REP-2016 GRANT AGREEMENT-WRIGHTCO-.PDF

H. 10:02 A.M. LAUNETTE FIGLIUZZI, VETERANS SERVICES

1. Adoption Of A Resolution To Enter Into A Grant Contract With The MN Department Of Veterans Affairs

Documents: BOARD ACTION REQUEST - ADOPTION OF A RESOLUTION FOR MNDVA GRANT 2016.PDF, 2016 MNDVA GRANT-COUNTY RESOLUTION.PDF, CVSO OPERATIONAL ENHANCEMENT GRANT AGREEMENT.PDF

I. **10:05 A.M. TRI-COUNTY REGIONAL FORENSIC LAB (DALEIDEN)**

VI. ITEMS FOR CONSIDERATION

A. COMMITTEE MINUTES

1. Committee Of The Whole.

Documents: 2016-02-02 COMMITTEE OF THE WHOLE MINUTES AND ATTACHMENTS.PDF

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. CLAIMS LISTING

Documents: AUDIT LIST FOR BOARD 2-9-2016.PDF

THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
FEBRUARY 2, 2016

The Wright County Board met in regular session at 9:00 A.M. with Husom, Sawatzke, Daleiden, Potter and Borrell present.

MINUTES
Borrell moved to approve the 1-26-16 County Board Minutes as presented, seconded by Husom. The motion carried 5-0.

AGENDA
Husom moved to approve the Agenda, seconded by Daleiden. The motion carried 5-0.

CONSENT AGENDA
On a motion by Borrell, second by Daleiden, all voted to approve the Consent Agenda:

A. ADMINISTRATION
   1. Claim, Madden, Galanter & Hansen, LLP $1,581.53
   2. Claim, Klein Bank, 2015 Employee Recognition Gift Cards, $6,715.00

B. ADMINISTRATION
   1. Approve Charitable Gambling Application, Form LG220, Ancient Free & Accepted Masons of MN, 4-02-16, Rockford Township Hall, 3039 Dague Ave SE, Buffalo MN (Rockford Township).

C. ADMINISTRATION
   1. Authorize Attendance, AMC Legislative Conference, 3-10-16 & 3-11-16, St. Paul.

D. AUDITOR/TREASURER
   1. Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of $288,358.33 with 144 Vendors and 313 Transactions.

E. HEALTH & HUMAN SERVICES
   1. Position Replacement
      A. Accounting Clerk

F. HIGHWAY DEPARTMENT
   1. Schedule Bid Opening Dates for Various Projects
      Friday, 3-04-16, Location: Wright County Public Works Building
      11:00 A.M. Seasonal Requirements (Seal Coat, Micro-surfacing, Pavement Markings, Plant Mix Bituminous, and Equipment)
      11:15 A.M. 2016 Pavement Preservation Contract

      Friday, 4-08-16, Location: Wright County Public Works Building
      11:00 A.M. CSAH 35 Flood Control (Wolff Swamp)
      11:15 A.M. CSAH 39 Intersection Improvements

      Recommendations for award will be made to the County Board at a future meeting upon satisfaction of all criteria by the low bidders.

G. PLANNING & ZONING
   1. RACHEL PROPERTIES LLC - Planning Commission unanimously recommend approval of the rezoning of the riparian portion of the property as shown on the revised concept plan completed by Campion Engineering Services, Inc. dated 11/17/2015 from AG General Agricultural and S-2 Residential-Recreational Shorelands to R-1 Urban-Rural Transitional and S-2.

H. PLANNING & ZONING

1. RACHEL PROPERTIES LLC - (Corinna Twp.) The Commission finds that the criteria in section 614.2(3) of the zoning ordinance are met, the Plan will meet the requirements for common open space as regulated in 614.9, and the Town Board has approved. Therefore the Commission recommends that the County Board approve the rezoning from AG General Agricultural and S-2 Residential Recreational Shorelands to A/R Agricultural-Residential and establishment of a Rural Planned Unit Development District as shown on the revised concept plan completed by Campion Engineering Services, Inc. dated 11/17/2015 for a maximum of 20 lots in accord with the outline development plan.

TIMED AGENDA ITEMS

VIRGIL HAWKINS, HIGHWAY ENGINEER

Annual Resolution for Spring Load Restrictions

Daleiden moved to adopt Resolution #16-09, seconded by Borrell, carried 5-0 on a roll call vote.

Approve TH 25 Corridor Coalition Joint Powers Agreement

Hawkins presented for approval a Joint Powers Agreement (JPA) with Sherburne County, Big Lake Township, and the Cities of Monticello and Big Lake regarding the TH 25 Corridor between I-94 and TH 10. Hawkins said this is a TH 25 regional and advocacy group to work with MnDOT on Corridor decisions, similar to the I-94 and TH 55 Corridor Coalitions. The annual estimated County contribution is $8,000-$10,000, starting with the 2017 budget.

Potter stated that he has attended the TH 25 Corridor Meetings from the beginning. Sherburne County has a project planned which could have a significant impact on TH 25 traffic. A separate bridge crossing may be proposed west of TH 25. Being part of the Coalition will allow Wright County input when MnDOT is making the decision on the bridge location. Hawkins stated that this bridge would be in addition to one proposed 15 years ago closer to Clearwater.

Discussion followed on funding, voting members, and bridge location. With regard to the JPA, Wright and Sherburne Counties would fund one quarter each, and the Cities and Township would fund the remaining half. Sherburne County would carry three votes and Wright County two votes. Hawkins stated that the goal will be for representatives to advocate together on what is best for the Region. The JPA will be presented for approval to each member of the JPA. The initial meeting is planned for June.

Daleiden moved to table discussion until Sherburne County approves the JPA allowing additional time for review. The motion was seconded by Borrell and carried 4-1 with Potter casting the nay vote.

Select Five-Year Highway Construction Plan Meeting

Daleiden moved to set the Five-Year Highway Construction Plan Meeting for 2-23-16 at 1:30 P.M. in the County Board Room. The motion was seconded by Potter and carried unanimously.

ITEMS FOR CONSIDERATION

1-26-16 BUDGET COMMITTEE OF THE WHOLE MINUTES

On a motion by Borrell, second by Daleiden, all voted to approve the minutes. The 1-26-16 Budget Committee Of The Whole Minutes follow:

I. Audit Entrance Meeting

Pietrick and Mader presented an introduction to the Office of the State Auditor's (OSA) process for the upcoming County audit of the 2015 year. A planning/entrance meeting with County officials is required by the OSA at the outset of the process.

Pietrick provided an overview of the OSA audit process. Information was provided regarding the staff assigned to the project, the audit time line, procedures and scope. Pietrick reviewed the County's

1-26-16 BUDGET COMMITTEE OF THE WHOLE MINUTES (cont.):

responsibilities in completing the audit. A list of requested information was provided to the County earlier in January. OSA staff are currently gathering information onsite. Additional onsite work will take place during the week of March 21st and April 7th.

Mader reviewed the County's audit findings from the 2014 year end audit with the Committee. New accounting and auditing pronouncements have been issued by the Government Accounting Standards Board (GASB). There was discussion on the impact these changes will have on the year 2015 and subsequent audits.

Recommendation: Informational

(End of 1-26-16 Budget Committee Of The Whole Minutes)

1-27-16 PERSONNEL COMMITTEE MINUTES

Husom made a motion to approve the minutes and recommendation, seconded by Daleiden. Lee Kelly, County Coordinator, said the reorganizational plan will take effect 5-02-16 following the retirement of an employee at the end of April. Capt. Todd Hoffman said the intent is to work with Human Resources to proceed with the application and hire process prior to that date. This will potentially create the need to backfill other positions. The goal is to have all changes completed and in effect by 5-02-16. The motion carried 5-0. The 1-27-16 Personnel Committee Minutes follow:

I. <u>Sheriff Department Reorganizational Plan</u>

Sheriff Hagerty proposed a revised organizational structure for the Administrative, Patrol and Criminal Divisions of the Sheriff's Office. This request includes adding one (1) Captain position without increasing overall staffing by eliminating one (1) Sergeant position. The additional Captain position will provide the ability to divide the Patrol and Criminal Divisions which is necessary due to growth in the Divisions. The elimination of one (1) Sergeant position will occur through attrition (upcoming retirement).

Overall staffing/FTE's in the Sheriff's Office will not change. Impact to budget is estimated at approximately $5000-$8000 annually.

Recommendation: Recommend proposed Sheriff Department Reorganizational Plan as proposed to the County Board for approval on February 2, 2016.

(End of 1-27-16 Personnel Committee Minutes)

1-27-16 TECHNOLOGY COMMITTEE MINUTES

Discussion at the County Board Meeting relating to the Technology Committee Minutes included the potential for fiber expansion to the Historical Society. Adam Tagarro, Information Technology Director, said the advantage of doing so at this time is not clear as there are no products or goals they are trying to attain. Once the Records Manager is on staff, a benefit may be identified. Tagarro proposed running conduit from the Highway Building to the Historical Society prior to concrete being laid for the Highway Department Project. Daleiden said the Nintex product will be funded from the website budget. Daleiden moved to approve the 1-27-16 Technology Committee Minutes and recommendations, seconded by Borrell. It was clarified that the motion includes directing Tagarro to obtain a cost estimate on the conduit run for the fiber expansion to the Historical Society. Sawatzke said the conduit should run only to the point where it needs to (under the concrete). The remainder can be done at a later time. Tagarro will consult with the Highway Engineer. The motion carried 5-0. The 1-27-16 Technology Committee Minutes follow:

I. <u>Board Video Streaming Update:</u>

Tagarro stated that YouTube testing has been successful except for one incident when the recorder ran out of space and YouTube video was lost. LiveStream provided a fallback. Video recording equipment periodic cleanup procedures are being implemented to prevent this issue from happening in the future. Tagarro stated that current intent is to keep monthly subscription with LiveStream through February in order to work out all the issues with YouTube.

DRAFT

1-27-16 TECHNOLOGY COMMITTEE MINUTES (cont.):

Tagarro recommended to review and address quality of audio and video recording equipment in 2016.

Recommendation: Informational only.

II. Land Records Onbase Conversion:

Tagarro reported that the "Land Records Conversion to OnBase" project has been a great success. Janckila stated that there is one outstanding issue to be resolved in the Recorders office. The project is currently under budget. Tagarro stated that this project was phase two in the initiative of moving away from the old document imaging system - Oracle. Nelson stated that support for Oracle is expiring in 2016, and converting to Hyland OnBase document imaging system as a new EDMS standard in Wright County is a less expensive option than renewing support with and upgrading Oracle.

Recommendation: Informational only.

III. OnBase Upgrade:

Tagarro stated that Hyland OnBase database had to be upgraded to version 15 as a part of Health and Human Services Remote EDMS Project. This work required system downtime with an impact on all departments using OnBase (Sheriff's, Court Services, Land Records, etc). The OnBase Database Upgrade took place after business hours and has gone very well.

Recommendation: Informational only.

IV. Potential Fiber Expansion to Historical Society - Project Initiation Example:

Tagarro distributed project scope documentation for the Historical Society Fiber Expansion project as an example of how Project Scope Documentation presented during last Technology Committee meeting could be used (see attached).

Tagarro stated that the fiber extension to the Historical Society cost estimate is approximately $15,000. There are a couple of options on how to run this connection. Tagarro stated that additional discovery is necessary on how this connection is going to be used in order to make an educated choice. Nelson stated that a potential of creating an additional point of failure on the County network without having 24x7 access to equipment is a significant concern. Committee members discussed a number of expansion options. Tagarro stated $15,000 estimate is just for extending fiber, which does not include additional network equipment necessary. An early estimate for the project is $45,000.

Recommendation: IT to provide project estimate to the County Board for review and decision.

V. Wireless Upgrade Status

Nelson stated that the Wireless Upgrade project has been slightly delayed. Second week of February is the target date to begin the project. Nelson said that the Government Center Building is going to be the starting point. Currently it is being evaluated whether to take everything down and replace at once, or perform incremental upgrade. Communication is taking place with department Technology Coordinators on specifics of the cutover.

Nelson stated that current equipment is very old, outside of support and our connectivity does not meet current security standards. Committee members discussed options of allowing public to connect to County wireless network. Tagarro stated a number of options are currently being researched. Current project scope to bring us up to required standards, implement modern equipment and security. Second phase of the project is to evaluate overall coverage throughout work areas.

Recommendation: Informational only.

DRAFT

1-27-16 TECHNOLOGY COMMITTEE MINUTES (cont.):

VI. Email Archiving Retention Update:

Tagarro stated that last year committee discussed setting up retention of 5 years on email. A number of issues with County current email archive system has been discovered while trying to implement this retention schedule. Nelson stated that they are working with a vendor on the challenges. Meanwhile county email data is growing and there is a strong necessity to archive email and manage its size. There is a possibility that we would need to look into upgrading our current email archive system in order to solve current issues. This upgrade has not been planned for or discussed in the past.

Recommendation: Informational only.

VII. Nintex Workflow and Forms (Added to the Agenda 01-27-16):

Tagarro stated that County staff have successfully tested a trial of Nintex Workflow and Forms product. It allows departments to create workflow and forms in SharePoint. This product also provides an option for our current initiative to secure forms on our public website. Tagarro stated that this product is also going to be proposed to the Web Committee for approval. Committee discussion benefits on Nintex product. Tagarro stated that software cost is estimated at approximately $20,000 with $4,800 annual software assurance support (see attached).

Recommendation: Move forward with purchasing Standard Edition of Nintex Workflow and Forms Product with annual software support.

(End of 1-27-16 Technology Committee Minutes)

CENTRAL MN EMS REGION ADVISORY BOARD (HUSOM)

Husom said letters of interest were received from three candidates interested in serving on the Central MN EMS Regional Advisory Board. She said the EMS community is in strong support of reappointing Brian Nord, Allina EMS Operations Manager, and Steve Berg, Wright County Emergency Management Coordinator. Husom made a motion to reappoint Nord and Berg, seconded by Daleiden, and carried 5-0. Kelly stated that the openings were not listed on the website as both incumbents were interested in being reappointed.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Central MN EMS Region. Husom attended a meeting on 1-29-16. Tony Spector, Executive Director for the EMS Regulatory Board, provided information on goals including being transparent and determining ways to support EMS and ambulance services throughout the State. The EMS receives funding through seat belt ticketing. With 94% compliancy, other funding mechanisms will have to be looked at. State versus National EMS recertification is being reviewed. Centra Care has started a community paramedic program. Information was provided to the group on the opiate anecdote and training.
2. Web Committee. Daleiden said the County continues to move forward with the acceptance of credit cards. A convenience fee is being looked at as a means of covering the cost of doing business.

The meeting adjourned at 10:03 A.M.

DRAFT

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Church of St. Mary of Czestochowa

Previous Gambling Permit Number: X-86015-007

Minnesota Tax ID Number, if any: 8260713

Federal Employer ID Number (FEIN), if any: 41-1467499

Mailing Address: 1867 95Th ST. SE.

City: Delano State: MN Zip: 55328 County: Wright

Name of Chief Executive Officer (CEO): REV. JOSEPH-QUOC VUONG

Daytime Phone: 952-446-1054 Email: N/A

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Church of St. Mary of Czestochowa

Address (do not use P.O. box): 1867 95 Th ST. SE.

City or Township: Delano Zip: 55328 County: Wright

Date(s) of activity (for raffles, indicate the date of the drawing): July 17, 2016

Check each type of gambling activity that your organization will conduct:

☑ Bingo* ☐ Paddlewheels* ☑ Pull-Tabs* ☐ Tipboards*

☑ Raffle **(total value of raffle prizes awarded for the calendar year: $_____)**

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to **www.mn.gov/gcb** and click on ***Distributors*** under ***LIST OF LICENSEES***, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

____ The application is acknowledged with no waiting period.

____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

____ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title:_____ Date:_____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

____ The application is acknowledged with no waiting period.

____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

____ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title:_____ Date:_____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer:_____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 1/24/16
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status, and

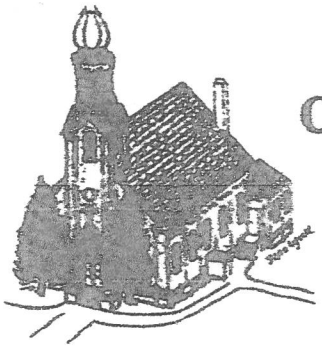
____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.



Church of St. Mary of Czestochowa

1867 - 95th St. S.E.
Delano, Minnesota 55328
(952) 955-1139

Form ST-17
(Rev. 7-88)
RV-01014-02

Minnesota Department of Revenue — Sales and Use Tax Division
Centennial Office Building — St. Paul, Minnesota 55145
(612) 296-6181

CERTIFICATE OF EXEMPT STATUS — EXEMPT ORGANIZATION

Under the provisions of Section 297A.25, Subdivision 1 (p) of the Minnesota Sales and Use Tax Law, the organization listed below is certified to be exempt from sales and use taxes on purchases, rentals and leases of tangible personal property. The property must be used exclusively in the performance of charitable, religious or educational functions or, in the case of senior citizen groups, in the pleasure, recreation or other nonprofit functions, of the group.

St. Mary's Church
Route 1
Delano, Minnesota 55328

Certificate No.
ES 21889

Date Issued September 15, 1969
Date Reissued: September 23, 1983

Commissioner of Revenue

By J. J. Majerle
J. J. MAJERLE, Director
Sales and Use Tax Division

This certificate is valid until revoked by the Minnesota Department of Revenue.

The exemption does not apply to purchases of meals or lodging.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	2-9-16	***Consent Agenda*:**	X
Amt. of Time Required:		***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Informational Item: Temporary Liquor License For Maple Lake – Lake Property Owner's Assn. Moved from 2/6/2016 to 2/20/2016.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Their Ice Fishing Derby was scheduled for Saturday, February 6, 2016. From their website www.maplelakefishingderby.com:

"the fishing derby board met with wright county sheriff's department at 8:30 am 1.22.2016 on maple lake and they drilled 10 holes in various spots. The ice in the activity area has grown nicely – but not safe enough to hold an event of our size on February 6th.
as much as we hate to do it, for the reason of safety, we are moving the fishing contest date to Saturday, February 20th, 2016."

The Department of Public Safety, Alcohol & Gambling Enforcement already re-issued their permit.

Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	**County Attorney Review/Date:**	**Financial Implications: $** **Budgeted:** **Yes** **No** **Funding:** **Levy** **Other**
County Coordinator/Date	**Administrative Recommendation:** **Approval** **Denial** **No Recommendation**	
Comments:		**Comments:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	2-9-16	***Consent Agenda*:**	X
Amt. of Time Required:		***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of $1,567,795.11 with 182 Vendors and 269 Transactions.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	**County Attorney Review/Date:**	**Financial Implications: $** **Budgeted:** **Yes** **No** **Funding:** **Levy** **Other**
County Coordinator/Date	**Administrative Recommendation:** **Approval** **Denial** **No Recommendation**	
Comments:		**Comments:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: BOARD MEETING DATE: 2/9/16 CONSENT AGENDA: Y

AMT. OF TIME REQUIRED: ITEM FOR CONSIDERATION: 5 Minutes

HUMAN SERVICES
ORIGINATING DEPARTMENT/SERVICE

X
REQUESTOR'S SIGNATURE

2/1/16
REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Approve hiring for a Child Support Officer vacancy in the Child Support L-Z Unit.

BACKGROUND/JUSTIFICATION:

Terri Rieland submitted her resignation with an effective date of February 12, 2016. This position assists the Child Support program in running efficiently by keeping caseloads a workable size so that optimal case management and collections can be achieved.

	COUNTY ATTORNEY REVIEW DATE:	**FINANCIAL IMPLICATIONS: $_____**
COUNTY COORDINATOR/DATE:	**ADMINISTRATIVE RECOMMENDATION:** ☐ APPROVAL ☐ DENIAL ☐ NO RECOMMENDATION	**BUDGETED:** ____ YES ____ NO **FUNDING:** ____ LEVY ____ OTHER

COMMENTS:	**COMMENTS:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: BOARD MEETING DATE: 2/9/2016 ***CONSENT AGENDA: X***

AMT. OF TIME REQUIRED: _____ ***ITEM FOR CONSIDERATION:*** ***Position replacement***

HUMAN SERVICES

ORIGINATING DEPARTMENT/SERVICE

X

REQUESTOR'S SIGNATURE

2/1/16

REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Replacement position for Financial Worker position being vacated 3/4/2016.

BACKGROUND/JUSTIFICATION:
Requesting approval for Financial Worker replacement as of 3/7/2016.

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:
- ☐ APPROVAL
- ☐ DENIAL
- ☐ NO RECOMMENDATION

FINANCIAL IMPLICATIONS:
$_____

BUDGETED: **X** (YES) ____ (NO)

FUNDING: X **PMAPs and grants** **LEVY** **OTHER**

COMMENTS:

COMMENTS:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* 02-09-16 *CONSENT AGENDA:* X

AMT. OF TIME REQUIRED: _____ *ITEM FOR CONSIDERATION:* _____

HIGHWAY
ORIGINATING DEPARTMENT/SERVICE

REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Refer to Personnel Committee (2/24/16) to Hire a Fulltime Diesel Mechanic

BACKGROUND/JUSTIFICATION:

We have been short staffed for a few months, and the backlog of work is making it necessary to send work out that we would normally handle in-house.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

DATE/TIME RECEIVED IN ADMINISTRATION OFFICE:

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____.

BUDGETED: ____. YES ____. NO

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:
__ APPROVAL
__ DENIAL
__ NO RECOMMENDATION

FUNDING: _____. LEVY ____. OTHER

COMMENTS:

COMMENTS:

Wright County
Request for Board Action

Req. Agenda Time:	Board Meeting Date: 02-09-16	Consent Agenda	Yes
Amt of Time Required:	Item for Consideration:		

BOARD ACTION REQUESTED:

Request position replacement for 1 deputy sheriff.

Originating Department

Todd Hoffman

Digitally signed by Todd Hoffman
DN: cn=Todd Hoffman, o=Sheriff's Office, ou, email=todd.hoffman@co.wright.mn.us, c=US
Date: 2016.02.02 13:16:10 -06'00'

Requestor's Signature

Reviewed by/date

BACKGROUND/JUSTIFICATION:

Request position replacement for 1 deputy due to the retirement of Todd Korbel effective February 19, 2016.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

Date/Time Received in Administration Office:	County Attorney Review Date:	Financial Implications
County Coordinator/Date	Administrative Recommendation: __ Approval __ Denial __ No recommendation	Budgeted: Funding:
COMMENTS:		**COMMENTS:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

Req. Agenda Time:	*5 Min.*	*Board Meeting Date:*	2-09-16	*Consent Agenda:*	
Amt. of Time Required:		*Item For Consideration:*	Introduce new office technician to the Board.		

Assessor's Office	**Board Action Requested:**
Originating Department/Service	
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Introduce newest member of the Wright County Assessor's Office, – Tricia Gruber

Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	County Attorney Review/Date:	Financial Implications: $ Budgeted: Yes No Funding: Levy Other
County Coordinator/Date	Administrative Recommendation: Approval Denial No Recommendation	
Comments:		Comments:

2016-2020 GRRL STRATEGIC PLAN

Service Priorities, Organizational Priorities & Goals

PATRON CENTERED

GREAT RIVER REGIONAL LIBRARY

CORE VALUES

MISSION & VISION

Mission:
Explore, Learn, Connect

Vision:
The Neighborhood Gateway: Inspiring Central Minnesota to shape the future through exploration, knowledge and connection.

EXCEPTIONAL SERVICE

- *Empowered, knowledgeable staff.*
- *Honesty, integrity.*
- *Respect for all, appreciate our opportunity to serve.*
- *Free and equal access to information.*

FORWARD THINKING

- *Challenge ourselves.*
- *Innovation and new ideas.*
- *Build on past success.*
- *Responsive to a changing world.*
- *Anticipate future service needs.*

COMMUNITY FOCUS

- *Trust, team.*
- *Communicate.*
- *Create partnerships, promote our libraries and services.*
- *Inclusive and embrace diversity.*

ONE LIBRARY - 32 LOCATIONS

SERVICE PRIORITIES

LITERACY

- *Improve and expand literacy efforts.*
- *Develop and improve literacy skills.*

ACCESS

- *Reliable and welcoming physical & virtual spaces.*
- *Support community connection and engagement.*

LIFELONG LEARNING

- *Explore topics of personal interest.*
- *Continue to learn and complement quality of life.*

ORGANIZATIONAL PRIORITIES

EXCEPTIONAL SERVICE

- *Empowered, engaged, well trained staff.*
- *Provide exceptional service.*

OPERATIONAL EXCELLENCE

- *Adaptable to future needs.*
- *Sustainable funding.*

COMMUNITY FOCUS

- *Enhanced services.*
- *Embracing the diversity of our communities.*

GREAT RIVER REGIONAL LIBRARY - ONE LIBRARY 32 LOCATIONS

Library Impact Report

GRRL BOT Meeting - January 19, 2016

2015

A snapshot of how GRRL patrons used their libraries throughout the year.

1,412,164 Visits

82,400 Wireless Connections

235,248 Information Transactions

3,275,115 Items Checked Out

190,886 Digital Checkouts

2,714 Meeting Room Uses

79,033 Patrons Attended 3,167 Programs

183,380 Computer Uses

539,504 Checkout Sessions

GREAT RIVER REGIONAL LIBRARY

Grant Funded Kits Expand Learning Through Play

Children have increased opportunities for playful learning at the library, thanks to a grant received by GRRL from the Minnesota Department of Education/State Library Services.

The grant opportunity, called "Playful Learning in Libraries," addresses the need for "welcoming and engaging spaces and experiences for children ages 0-8 years old and their caregivers in public libraries." Researchers have established links between early learning and play.

Grant funds have purchased 20 We Play Here kits, materials to enhance the early learning environment in each library, and materials to enhance Baby Bounce and Toddler Time storytelling kits.

We Play Here kits

The kits will be rotated among GRRL's 32 library locations for use in-house. Each kit contains educational toys, instructions for parents, and printable handouts.

Materials to enhance the early learning environment

Branch libraries have received items such as kid-friendly signage that encourages parents to engage their children in conversation.

Materials to enhance Baby Bounce and Toddler Time Storytelling Kits

Adding a sensory play component to the existing Baby Bounce and Toddler Storytelling Kits increases the engagement, learning, and motor skills of children.

The original grant was researched and initiated by Patron Services Librarian Connie Laing. A new set of mini "We Play Here" kits is being created for Howard Lake Public Library funded with a $700 donation from the Howard Lake Early Childhood Family Education. The new mini kits are also designed to encourage playful learning at the library. Howard Lake will be their permanent location, but they will be available through the catalog to parents at all GRRL locations. After use they will be returned to Howard Lake. They will be searchable on the library catalog using the keyword 'kit.'

Summer Reading Program Attracts 11,262 Children

11,262 children registered for the 2015 Summer Reading Program: 1,084 babies/toddlers, 8,676 children, and 1,570 teens. The program theme was ***"Read To The Rhythm,"*** and much of the individual programming had a music component. Examples of creative programs associated with ***Read To The Rhythm*** include:

- **Rain Music:** making your own rainstick
- **The Music In Me:** exploring similarities between music and art
- **Frog Symphony:** using homemade instruments to imitate calls of local frogs
- **Blues For Kids:** Harmonica lessons and concert by The Everett Smithson Band
- **Musician Paul Spring:** a family concert
- **Pint Size Polkas:** tunes celebrating popular American heroes such as Casey Jones and Amelia Earhart
- **Musical Instrument Building:** making music with instruments created from everyday items
- **Twin Rivers Bella Corda:** teen guitar ensemble
- **Teen Battle Of Music:** a music trivia game
- **Karaoke Day At The Library**
- **Voyageur Songs, Culture and History**

The 2016 Summer Reading Program theme is ***"Read For The Win,"*** and activities are likely to include games of various kinds. Some may tie in to the summer Olympics taking place in August, 2016.

Great River Regional Library

GREAT RIVER REGIONAL LIBRARY

Wright County

Wright County served by public libraries in Annandale, Buffalo, Cokato, Delano, Howard Lake, Monticello, Rockford, and St. Michael.

Wright County population 129,918 (2014)

32,703 (25.17%) are library cardholders

Your Library as a Service Center

Wright County

- **349,336 library visits** in 2015
- 148,730 checkout sessions
- **912,126** items checked out
- 41,643 Internet uses
- 21,731 wireless uses

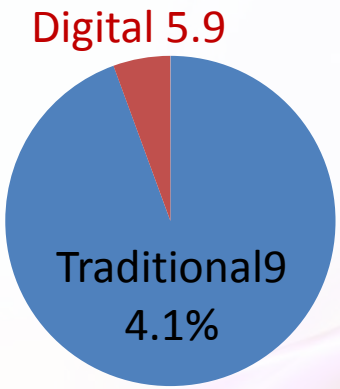
GRRL Adds Value to Central Minnesota Communities

- Across system, 950,384 items (books, DVDs, CDs, etc.) valued at $17,598,388.78. Average item value is $18.52
- In 2015, 912,126 items were loaned in Wright County libraries with a value of **$16,892,573**

Traditional checkouts for GRRL 2015 = 3,275,115

Digital checkouts for GRRL 2015 = 193,905

Digital circulation is 5.9 % of total circulation



Databases

pronunciator:

referenceUSA®

ancestry

lynda.com

Summer Reading Program

Wright County

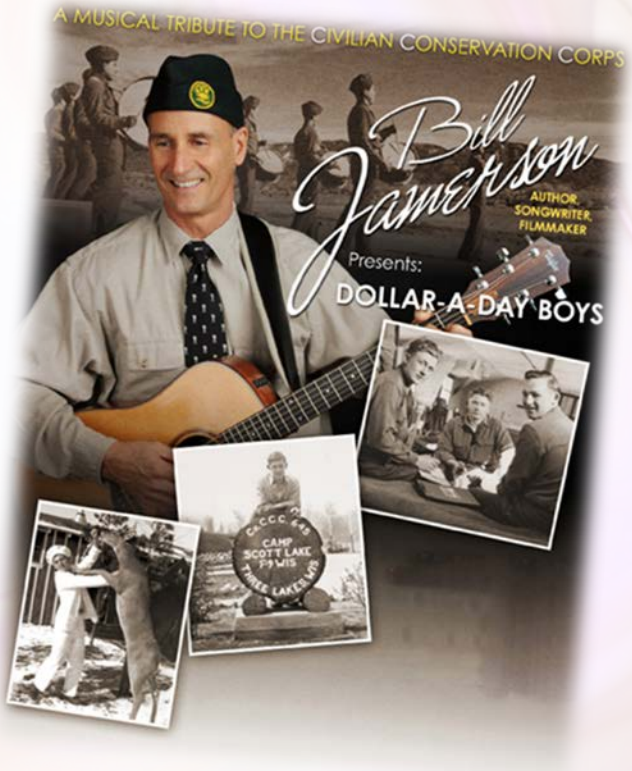
Baby/Toddlers registered	394
Children registered	3,502
Teens registered	560

Total participation: 4,456

2015 Program Totals
for Wright County Public libraries

825 programs attended by 22,752 individuals

- **Information technology programs for adults**
- **Basic literacy programs for children**
- **Legacy programs for all ages**



Great River Regional Library

One Great Library at 32 Great Locations

2010

Wright County
Request for Board Action

Req. Agenda Time: _____ Board Meeting Date: 02/09/2016 Consent Agenda _____

Amt of Time Required: 5 min. Item for Consideration: _____

SURVEYOR

Originating Department

Requestor's Signature

BOARD ACTION REQUESTED:

Informational

Reviewed by/date

BACKGROUND/JUSTIFICATION:

A new 2016 edition of the Wright County Plat Book is now available for purchase at the Wright County Surveyor Department, 1901 Highway 25 North, Buffalo, MN 55313. The price is: $30 per book, plus $6.00 shipping and handling if mailed out. For more information call 763-684-2390. The books are also sold at the Auditor/Treasurer's service counter for walk up customers. The book includes aerial view maps opposite the landownership map pages. These maps include the property boundaries for all rural parcels within the township, the name of the owner and the number of acres owned. Also, there is a handy landowner index for easy cross referencing.

Stop by the Surveyor Department before March 11, 2016 to enter our drawing for a free Wright County Wall Map or SmartMap.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

Date/Time Received in Administration Office:	County Attorney Review Date:	Financial Implications
County Coordinator/Date	Administrative Recommendation: __ Approval __ Denial __ No recommendation	Budgeted: Funding:

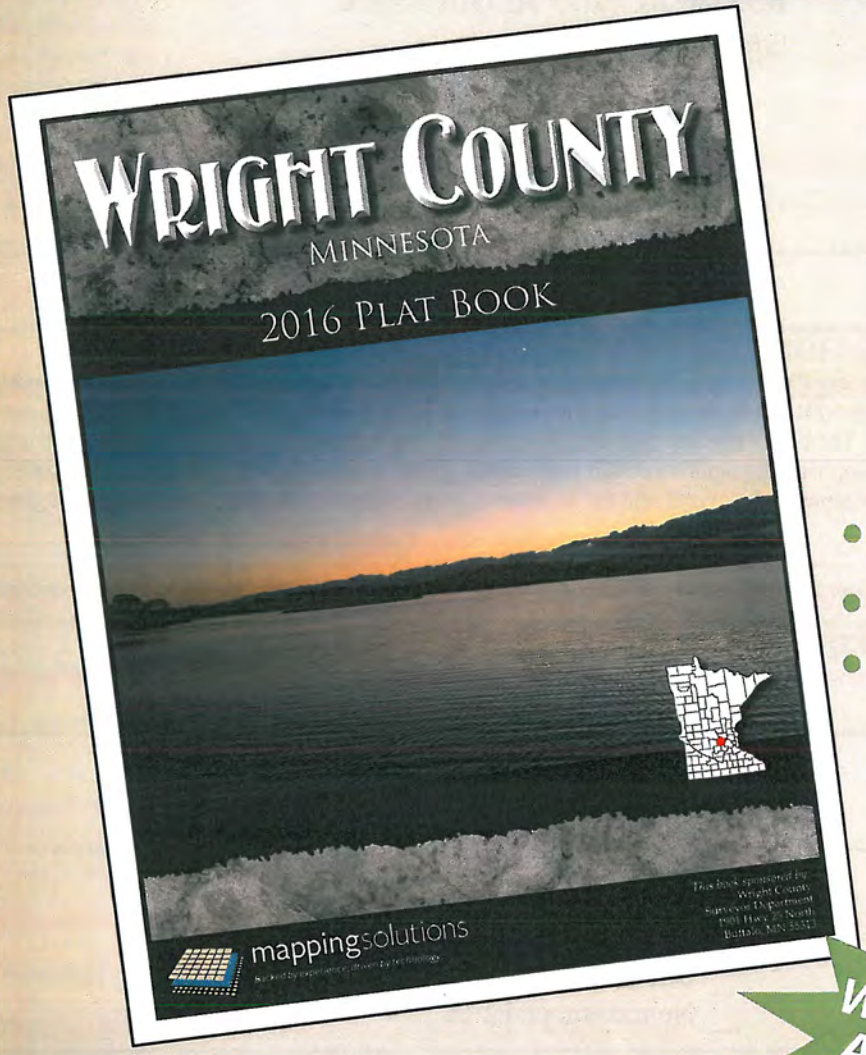
COMMENTS:

COMMENTS:

On Sale Now!

The New 2016 Plat Book

SmartMaps also available



- View your location on a map using the built-in GPS device
- Measure distances and areas
- Add points of interest, photos, labels, notes and location info.

Wall Maps Available

Featuring aerial view maps

Now Available at:
Wright County Surveyor Department
1901 Hwy 25 North
Buffalo, MN 55313
763-684-2390
www.co.wright.mn.us/surveyor

mappingsolutions
Backed by experience, driven by technology.

NEW!

Wright County 2016 Plat Books

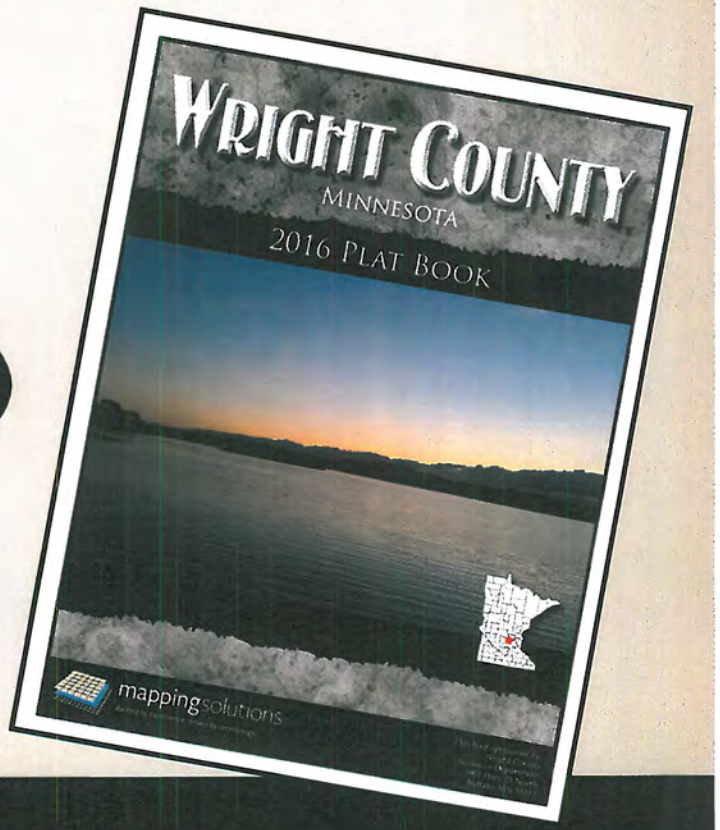
View your property on landowner & aerial maps

On Sale Now

Wright County Surveyor Department

1901 Hwy 25 North
Buffalo MN 55313
763-684-2390

Wall Maps Available



Stop by before March 11, 2016, to enter our drawing for a free Wright County Wall Map or SmartMap.

Visit mappingsolutionsGIS.com for plat books, wall maps, eBooks, and SmartMaps in over 500 additional counties.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	2-9-16	***Consent Agenda*:**	
Amt. of Time Required:	2 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Ratify MnCCC Contract for IFSpi.
Bob Hiivala	
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

IFSpi is our accounting software that we use, along with 77 other MN counties. This system is supported by a company (Trimin) and is a three-year contract for support. The significant stresses on the support contract was the need to keep the system modernized (web browser, [IE Microsoft opting not to support earlier web browsers], security, documentation standards…), and the enhancements made, where training will be needed, and the enhancements to come that will/should require a technical analyst to perfect what is needed.

Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	**County Attorney Review/Date:**	**Financial Implications: $** **Budgeted:** **Yes** **No**
County Coordinator/Date	**Administrative Recommendation:** **Approval** **Denial** **No Recommendation**	**Funding:** **Levy** **Other**
Comments:		**Comments:**

Minnesota Counties Computer Cooperative

TO: IFS Users

FROM: Lisa Christine Meredith, Executive Director
651-917-6996, lisa@mnccc.org

DATE: January 22, 2016

SUBJECT: TriMin Contract for Support Board Ratification

Attached please find a copy of the fully executed Maintenance & Support Contract with TriMin for IFS. The Joint Integrated/IFS Committee (JIC) has approved the contract as well as the MnCCC Board. Your county or agency will now need your Board to approve and sign, then a copy should be returned to MnCCC at the following:

MnCCC
Lisa C. Meredith
100 Empire Drive Suite 201
Saint Paul, MN 55103

-or- via scan and email at lisa@mnccc.org

-or via fax at 651-917-6989

Also attached please find a copy of the approved 2016 Fees for Maintenance & Support. In addition to the Maintenance and Support Fees, there are enhancement fund fees approved by JIC in the amount of $300 per office or $600 per county. The MnCCC Membership Fees costs are split by each of the groups (CMHS, Midstates, MCIS, and MnCCC) and billing was sent according to each group's number of votes and split between participating counties/agencies. The billings you have received for maintenance & support, enhancement fund, and membership are all annual fees (no more quarterly billings). MCIS and CPUI provide the level one support for their counties. MCIS and CPUI will continue to bill for this service as they have in the past. MnCCC and CMHS level one support is included in your maintenance and support fee to TriMin through the MnCCC billing.

For more information and a little history on this change:
JIC was moved under MnCCC in 2013. JIC owns and controls IFS on behalf of all of the users which is comprised of four groups: Computer Management for Human Services (CMHS), Midstates-Auditors/Treasurers, MCIS-Auditors/Treasurers, and MnCCC's Finance & General Government (F&GG) Group representing Auditors/Treasurers. Until

the end of 2015, there were approximately 82 contracts with Trimin for maintenance and support of the IFS system. JIC decided it would be in everyone's best interest to simplify to a single contract that represented all users under MnCCC. In addition to changing to one contract, the group approved to increase support with Trimin and add on a modernization piece to support.

To stay informed on JIC meetings and IFS Announcements & Trainings, here is some information that I hope will be helpful:

JIC Committee Information: http://www.mnccc.org/user-groups/jic-committee

Our RSVP System is a self-subscribed calendar system that will provide you with information on announcements, meetings, trainings, conferences, etc. Please be sure to sign yourself up along with any staff that may be interested. To set up a profile, click on this link http://calendar.mnccc.org/register.aspx Complete the contact information, be sure to include IFS Users and JIC in the meeting categories. And, be sure to include at least JIC and IFS Training in meeting types. You should begin receiving notices after signing up.

For more information on RSVP, you can visit http://www.mnccc.org/about/rsvp.

If you need any assistance, please feel free to contact me. Thank you!

BOARD RATIFICATION STATEMENT

The Board of _____ has ratified the PROFESSIONAL SERVICES AGREEMENT BETWEEN MINNESOTA COUNTIES COMPUTER COOPERATIVE And TRIMIN SYSTEMS, INC. for the maintenance and support of IFS.

The Agreement will be effective January 1, 2016 through December 31, 2018. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this contract.

Signed:_____
Board Chair

Date: _____

Attest: _____

Title: _____

Date: _____

Approved 2016 IFS Trimin Support - JIC

Approved by JIC on December 18, 2015 *Updated: January 5, 2016*

County/Agency	Population*	Auditor/Treasurer Group	2015 CMHS Support Costs	2015 Aud/Treas Support Costs	Current Total	% of Pop	2016 Proposed CMHS Support Costs	2016 Proposed Aud/Treas Support Costs	Total Agency	Total for 2015	Difference in Totals
Aitkin County	15,749	MCIS	$ 2,412.48	$ 974.60	$ 3,387.08	0.76%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Becker County	33,167	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.59%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Beltrami County	45,652	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	2.19%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Benton County	39,219	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.88%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Big Stone County	5,127	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	0.25%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Brown County	25,465	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.22%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Carlton County	35,505	MCIS	$ 2,412.48	$ 974.60	$ 3,387.08	1.70%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Carver County	95,463	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	4.58%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Cass County	28,604	MCIS	$ 2,412.48	$ 974.60	$ 3,387.08	1.37%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Chippewa County	12,146	MCIS	$ 2,412.48	$ 974.60	$ 3,387.08	0.58%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Chisago County	53,743	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	2.58%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Clay County	60,426	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	2.90%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Clearwater County	8,837	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	0.42%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Cook County	5,185	MCIS	$ 2,412.48	$ 974.60	$ 3,387.08	0.25%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Cottonwood County	11,610	MCCC		$ 2,165.00	$ 2,165.00	0.56%	$ -	$ 4,387.00	$ 4,387.00	$ 2,165.00	$ 2,222.00
Dodge County	20,342	MCIS		$ 974.60	$ 974.60	0.98%	$ -	$ 2,361.00	$ 2,361.00	$ 974.60	$ 1,386.40
Douglas County	36,529	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	1.75%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Faribault County	14,192	MCCC		$ 2,165.00	$ 2,165.00	0.68%	$ -	$ 4,387.00	$ 4,387.00	$ 2,165.00	$ 2,222.00
Fillmore County	20,827	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.00%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Freeborn County	30,917	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.48%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Goodhue County	46,447	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	2.23%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Grant County	5,990	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	0.29%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Houston County	18,814	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	0.90%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Hubbard County	20,585	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	0.99%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Isanti County	38,231	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.83%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Itasca County	45,542	MCIS	$ 2,412.48	$ 974.60	$ 3,387.08	2.18%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Jackson County	10,265	MCCC		$ 2,165.00	$ 2,165.00	0.49%	$ -	$ 4,387.00	$ 4,387.00	$ 2,165.00	$ 2,222.00
Kanabec County	16,009	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	0.77%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Kandiyohi County	42,351	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	2.03%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Kittson County	4,498	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	0.22%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Koochiching County	13,217	MCIS	$ 2,412.48	$ 974.60	$ 3,387.08	0.63%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Lac qui Parle County	7,041	MCIS	$ 2,412.48	$ 974.60	$ 3,387.08	0.34%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Lake County	10,777	MCIS	$ 2,412.48	$ 974.60	$ 3,387.08	0.52%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Lake of the Woods County	3,932	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	0.19%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Le Sueur County	27,834	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.34%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Lincoln County	5,830	CPUI		$ 974.60	$ 974.60	0.28%	$ -	$ 2,361.00	$ 2,361.00	$ 974.60	$ 1,386.40
Lyon County	25,648	CPUI		$ 974.60	$ 974.60	1.23%	$ -	$ 2,361.00	$ 2,361.00	$ 974.60	$ 1,386.40
McLeod County	36,095	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.73%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Mahnomen County	5,534	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	0.27%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Marshall County	9,424	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	0.45%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Martin County	20,429	MCCC		$ 2,165.00	$ 2,165.00	0.98%	$ -	$ 4,387.00	$ 4,387.00	$ 2,165.00	$ 2,222.00
Meeker County	23,109	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	1.11%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Mille Lacs County	25,817	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	1.24%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Morrison County	32,877	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.58%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Mower County	39,356	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.89%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Murray County	8,536	CPUI		$ 974.60	$ 974.60	0.41%	$ -	$ 2,361.00	$ 2,361.00	$ 974.60	$ 1,386.40
Nicollet County	33,002	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.58%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Nobles County	21,593	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	1.04%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92

Approved 2016 IFS Trimin Support - JIC

Approved by JIC on December 18, 2015 *Updated: January 5, 2016*

County/Agency	Population*	Auditor/Treasurer Group	2015 CMHS Support Costs	2015 Aud/Treas Support Costs	Current Total	% of Pop	2016 Proposed CMHS Support Costs	2016 Proposed Aud/Treas Support Costs	Total Agency	Total for 2015	Difference in Totals
Norman County	6,634	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	0.32%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Otter Tail County	57,588	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	2.76%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Pennington County	14,121	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	0.68%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Pine County	29,125	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.40%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Pipestone County	9,306	CPUI		$ 974.60	$ 974.60	0.45%	$ -	$ 2,361.00	$ 2,361.00	$ 974.60	$ 1,386.40
Polk County	31,569	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.51%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Pope County	10,929	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	0.52%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Red Lake County	4,071	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	0.20%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Redwood County	15,755	CPUI		$ 974.60	$ 974.60	0.76%	$ -	$ 2,361.00	$ 2,361.00	$ 974.60	$ 1,386.40
Renville County	15,214	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	0.73%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Rice County	64,656	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	3.10%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Rock County	9,524	CPUI		$ 974.60	$ 974.60	0.46%	$ -	$ 2,361.00	$ 2,361.00	$ 974.60	$ 1,386.40
Roseau County	15,522	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	0.74%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Sherburne County	90,203	MCIS	$ 2,412.48	$ 974.60	$ 3,387.08	4.33%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Sibley County	15,074	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	0.72%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Stearns County	152,063	N/A	$ 2,412.48	$ 2,165.00	$ 4,577.48	7.30%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 4,577.48	$ 2,311.52
Steele County	36,417	CPUI		$ 974.60	$ 974.60	1.75%	$ -	$ 2,361.00	$ 2,361.00	$ 974.60	$ 1,386.40
Stevens County	9,748	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	0.47%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Swift County	9,551	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	0.46%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Todd County	24,374	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	1.17%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Traverse County	3,460	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	0.17%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Wabasha County	21,442	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	1.03%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Wadena County	13,821	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	0.66%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Waseca County	19,075	MCCC		$ 2,165.00	$ 2,165.00	0.92%	$ -	$ 4,387.00	$ 4,387.00	$ 2,165.00	$ 2,222.00
Watonwan County	11,136	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	0.53%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Wilkin County	6,558	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	0.31%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Winona County	51,362	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	2.46%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Wright County	128,459	MCCC	$ 2,412.48	$ 2,165.00	$ 4,577.48	6.16%	$ 4,528.00	$ 4,387.00	$ 8,915.00	$ 4,577.48	$ 4,337.52
Yellow Medicine County	10,150	CPUI	$ 2,412.48	$ 974.60	$ 3,387.08	0.49%	$ 4,528.00	$ 2,361.00	$ 6,889.00	$ 3,387.08	$ 3,501.92
Tri-County Corrections	15,000	MCCC		$ 2,165.00	$ 2,165.00	0.72%	$ -	$ 2,827.00	$ 2,827.00	$ 2,165.00	$ 662.00
Kanabec/Pine PH	45,134		$ 2,412.48		$ 2,412.48	2.17%	$ 4,528.00	$ -	$ 4,528.00	$ 2,412.48	$ 2,115.52
SW Health & Human Services: LLMP (Lincoln, Lyon, Murray, Pipestone Public Health), Pipestone Family Services, Redwood, and Rock	74,599	N/A	$ 2,412.48		$ 2,412.48	3.58%	$ 4,528.00	$ -	$ 4,528.00	$ 2,412.48	$ 2,115.52
Minnesota Prairie Alliance: Dodge, Steele, and Waseca	75,834	N/A	$ 2,412.48		$ 2,412.48	3.64%	$ 4,528.00	$ -	$ 4,528.00	$ 2,412.48	$ 2,115.52
Des Moines Valley DVHHS: Cottonwood and Jackson	21,875	N/A	$ 2,412.48		$ 2,412.48	1.05%	$ 4,528.00	$ -	$ 4,528.00	$ 2,412.48	$ 2,115.52
							$ 307,904.00	**$ 267,690.00**	**$ 575,594.00**	**$ 291,254.64**	**$ 284,339.36**

***MN Demographer's Annual Estimate (Based on population on April 1, 2013)*

***Crow Wing dropping IFS, not included.*

AGREEMENT TO PROVIDE PROFESSIONAL SERVICES BETWEEN

MINNESOTA COUNTIES COMPUTER COOPERATIVE

And

TRIMIN SYSTEMS, INC.

January 1, 2016

This Agreement dated and to be effective as of the date set forth above by and between the Minnesota Counties Computer Cooperative (MnCCC), a joint powers organization, 100 Empire Drive, Suite 201, St. Paul, Minnesota, 55103, for the benefit of and use by its participating end user members ("MnCCC") and TriMin Systems, Inc., 2277 Highway 36 West, Suite 250, Roseville, Minnesota, 55113 ("TriMin").

WITNESSETH

WHEREAS, MnCCC wishes to retain professional services to obtain computer programming and technical assistance for the maintenance and support of computer software system known as IFSpi, solely owned by MnCCC; and

WHEREAS, TriMin has and will be expected to render substantial service hereunder.

NOW THEREFORE, in consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the parties agree as follows:

I. Systems to be Supported

TriMin agrees to provide computer programming, technical assistance, and related services to support and maintain the systems and systems components of the Integrated Financial System Platform Independent version (IFSpi), which for purposes of these and related agreements includes the Cash Drawer module, in exchange for MnCCC's payment of certain fees pursuant to the support fee summary attached and incorporated by reference as ***Attachment A***.

II. Definition of Included Support Services

The fees paid by MnCCC under this Agreement and identified in ***Attachment A*** shall fully compensate TriMin for the following Services:

A. General IFSpi Support Activities

These activities are in support of all IFSpi users:

1. Track IFSpi support incidents and report out to Joint IFSpi Committee (JIC) per the IFSpi Service Level Agreement (SLA) attached and incorporated by reference as ***Attachment B***.
2. Provide supporting documentation for JIC meetings (up to 6 times per year) with respect to IFSpi bugs/fixes and open Enhancement Requests (including categories Approved, Completed, New, Committee, Tabled, Denied, Withdrawn and Study statuses).
3. Provide any IFSpi revisions necessitated by changes in applicable Minnesota statutes, laws or regulations. MnCCC will advise TriMin of any requested changes to IFSpi as necessitated by changes in Minnesota statutes, laws, or regulations and provide sufficient details to support TriMin in making

the changes. Further, these changes will be subject to the same enhancement scope limitation as listed in Section III – H.

B. Level 1 Support

Logging of, and responding to, email and phone support requests from IFSpi users regarding IFSpi application usage. Each support request to be logged as to nature of the request/issue and county/agency/department that originated the request. Level 1 support will resolve basic user issues for the IFSpi users and escalate more complex issues to Level 2 support. Also described in ***Attachment B***.

Level 1 support will be performed by TriMin for participating MnCCC counties and agencies and other applicable independent users as approved by MnCCC, and only these users are to be charged for Level 1 support. See *Attachment C.*

C. Level 2 Support

Engage with IFSpi users on more complex support issues as escalated from Level 1 support. Will resolve issues that can be addressed via ad hoc training, provide alternate approaches to resolving issue, or by documenting the issue more fully so that it can be addressed by Level 3 support as an MnCCC bug, or enhancement request. Level 2 support will provide direction to IFSpi users and to Level 3 support in terms of whether or not the IFSpi functionality is working as designed, or appearing to be a "bug" in the code that needs to be addressed by Level 3. If it is determined that the code is functioning as designed, then the IFSpi user will be instructed to submit an enhancement request to MnCCC (via their logical support organization). Level 2 support will also perform functional application testing prior to new release of updates to applications.

Level 2 support will be performed by TriMin and chargeable to MnCCC as listed in *Attachment C.* These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

D. Level 3 Support

Perform IFSpi code analysis, programming, testing and project management related to bugs as escalated from Level 2 support.

Level 3 support will also include the following:

1. Estimating of IFSpi Functional Enhancement Requests, based on the documented requirements as submitted by MnCCC and Level 2 support.
2. Technical Design of approved Functional Enhancement Requests, with review and sign-off by MnCCC prior to coding activities on projects over 20 hours.
3. Project Management, Coding and Technical testing of Functional Enhancements.
4. On-going design, development, technical testing and deployment as described in "IFSpi Infrastructure Modernization" Section II – E below.

Level 3 support will be performed by TriMin and chargeable to MnCCC. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

E. Installation Support

For counties/agencies not able or interested in performing their own IFSpi product updates or installation of new releases, or who do not have another provider (MSCC or MCIS), TriMin will perform the installations as part of this optional support element. A minimum hourly fee will be charged per installation per the fee table in ***Attachment A***.

Installation support will be performed by TriMin and chargeable only to counties who choose this option.

F. IFSpi Analyst

The TriMin staff assigned the IFSpi Analyst work load will proactively engage in the following:

1. On-going updates to IFSpi end user documentation.
2. Develop training materials and training videos for use by IFSpi community. Provide web and/or "live" training quarterly at events mutually agreed upon with MnCCC.
3. Work directly with MnCCC's and individual MnCCC end users as appropriate, to fully define and document requirements for IFSpi functional enhancements prior to submission to Level 3 for estimates, or coding activities.

IFSpi Analyst role will be performed by TriMin and chargeable to MnCCC. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

G. IFSpi Infrastructure Modernization

With the specific activity as agreed to and approved by MnCCC, Level 3 support will work continuously on the underlying architecture of IFSpi with the goal of remaining current with respect to the "code stack" that supports the functional capabilities of IFSpi, and which will take up to 3,000 person hours to complete. The code stack refers to, but is not limited to: security layer, web browser, web server, framework, software and scripting language, web services and other interfaces. In addition to this activity, also includes new capabilities to support a more automated installation of product updates and new releases, and on-going technical documentation of same. Technical documentation requirements to be defined with MnCCC and prioritized along with code update activity. Examples of technical documentation:

1. Detailed documentation on the database structure and core application design, interfaces and Microsoft AD integration.
2. Documentation on all application module usage and code levels, including any registrations or licensing. Develop a plan to keep these current, patched and up to date.

The IFSpi infrastructure modernization fund is to include 3,000 person hours during this agreement, initially allocated at 1,000 hours for each calendar year, with bi-monthly report out on specific progress made against approved plans and hours logged. Should 1,000 hours not be sufficient for the demand/needs in this area, then additional hours may be authorized by MnCCC during a calendar year, including the allocation of hours from future years, and/or new hours chargeable at time and materials rates, per ***Attachment A***.

Should TriMin fail to utilize 1,000 hours in support of IFSpi infrastructure modernization during a given calendar year, then any unused hours will be rolled into the next calendar year(s). During year 3 of this agreement, if the balance of hours required for IFSpi infrastructure support, based on actual activity in

year 1 and year 2, is projected to be greater than remaining hours required to support known modernization activities then hours may be shifted to IFSpi functional enhancement activity to "consume" available hours. At this contract's end (December 31, 2018) any unused hours will not be recoverable.

IFSpi modernization will be performed by TriMin only and associated costs are included in this Agreement.

H. Additional Requirements

1. TriMin must obtain written permission from MnCCC to add any plug ins or third party code incorporated into the IFSpi system. This includes, but is not limit to, any "Freeware" or "Shareware". Once approved, those plugins will be maintained and updated as part of this Agreement without any additional fees, unless a special support addendum is executed and attached to this Agreement. TriMin shall provide to MnCCC within 90 days of contract signing, a detailed list specifing all third party code and plugins, used in the existing IFSPi application. MnCCC acknowledges and agrees that pre-existing plug ins and third party code incorporated into the IFSpi system are accepted, and shall remain subject to support hereunder.
2. TriMin shall provide current, full and detailed database and application design and programming documentation for all parts of the IFS application including 3rd party add ons, per provision in Section II – G above.
3. TriMin shall follow the MnCCC policy on submission of source code and documentation to MnCCC.

I. Service Level Agreement, Priorities and Escalation – See ***Attachment B.***

J. Virus, Malware, Unapproved and/or Unauthorized Code

1. The current business practice in today's world is the electronic distribution of application software, data, help files, etc. from TriMin. This can be achieved either via an electronic download of information through the internet, or through the receipt of electronic media (e.g. DVD, CD, tape, etc.). It is imperative that TriMin take responsibility for delivering their electronic files with no virus, malware or unapproved/unauthorized code to MnCCC. TriMin warrants and represents that any data, programs, hardware or firmware provided, or sourced, by TriMin to MnCCC shall be free, at the time of shipment, of any computer virus, malware, unapproved and/or unauthorized code.
2. "Virus, Malware, Unapproved and/or Unauthorized Code" shall be defined as any harmful or hidden programs or data incorporated therein with malicious or mischievous intent, including any code, program or device that would shut off or otherwise allow unrestricted access and use by MnCCC, its members and other licensees. This would also include, but not limited to, the entering of any illegal, virus, malware, unapproved and/or any unauthorized code containing or triggering any copyright, insane, mentally disturbing, vulgar, adult or porn type, virus, malware, trojans, bugs, tracking or reporting code or device, or politically motivating data into MnCCC and / or member systems or networks.

K. Compliance with Laws

The parties shall each abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or here after adopted, pertaining to this Agreement or the subject matter of this Agreement. This shall include obtaining all licenses, permits or other rights required for the provision of services contemplated by this Agreement. This Agreement shall be governed by and construed in accordance with the internal substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement, to be commenced by TriMin or MnCCC, shall be venued in the applicable federal or state courts located in Ramsey County,

Minnesota, and TriMin and MnCCC each hereby irrevocably consents to the jurisdiction and venue of such courts.

L. Ownership, Proprietary Considerations and Data Security

1. TriMin agrees to ensure confidentiality of all work performed pursuant to this Agreement, including source code development and all MnCCC/TriMin documentation pertaining to the system design to avoid pirating of this information and subsequent software license disputes. TriMin shall assign to MnCCC, and MnCCC shall solely own any data, databases, programs, or interfaces developed by TriMin as a result of this Agreement.
2. MnCCC and TriMin agree that all materials and information developed under this Agreement shall become the sole property of MnCCC.
3. TriMin agrees to protect the security of and to keep confidential all data received or produced under the provisions of this Agreement, and shall not disclose them without the prior written consent of MnCCC.
4. Procedures and software created by TriMin pursuant to this Agreement, or modifications made to existing software to meet the specifications herein, shall be proprietary to MnCCC. TriMin shall not disclose or otherwise make said software available to third parties, or utilize in any other non-related applications without prior written consent of MnCCC.
5. TriMin shall not disclose to any party any information identifying, characterizing, or relating to any risk, threat, vulnerability, weakness or problem regarding data security in users' computer systems, or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by MnCCC and/or MnCCC members, without express written authorization of the other party. The provisions of this Section, shall survive the expiration or termination of this Agreement.

III. Items Not Included

This Agreement does not include support for non-IFSpi issues. Below are some examples of items not included in this support agreement, which will be identified and disclosed by TriMin to MnCCC as non-included services, in order to provide an opportunity for MnCCC (and in certain cases, MnCCC's end user) to accept or decline such services in writing and prior to initial performance by TriMin in each case:

A. Any third party software (fees or support), this does not include a party code or plugins used in the application.
B. Server migrations and server setup.
C. Operating System updates or troubleshooting (IBM i or Windows servers).
D. Applying application server and/or web server updates.
E. Networking issues internal to county or agency.
F. PC issues or PC troubleshooting.
G. Remote connection issues.
H. IFSpi functional enhancements greater than 20 hours, without additional approval and funding by-MnCCC.
I. Other support for non-IFSpi / non-Cash Drawer applications or county systems.
J. Future third party fees (if any) for what is currently "freeware" embedded within IFSpi (i.e. Crystal Reports viewer, xls converter, PDF viewer, etc.).

IV. Billings of Charges and Costs

A. TriMin shall bill MnCCC the charges and costs for all support services, and at the rates set forth in ***Attachment A***.

The minimum fee to be paid to TriMin for support services for IFSpi support over the duration of this Agreement shall be $575,000 in 2016, $600,000 in 2017, and $625,000 in 2018, with support fees as defined in ***Attachment A***. Any expenditure in addition to those specified above must be pre-authorized in writing by MnCCC. Additional services will be provided at the hourly rates and specifications defined in Sections C and D below.

Calendar quarter shall mean three (3) consecutive calendar months and the quarter shall commence with, respectively, the months of January, April, July, and October, of each calendar year. TriMin shall invoice MnCCC, and MnCCC shall invoice and collect quarterly support fees from its users.

B. Invoices pursuant to Section III – A, above, shall be billed in advance to MnCCC on a quarterly basis and shall be paid by MnCCC within sixty (60) days of the date of the invoice, other than any portion(s) disputed in good faith by MnCCC.

C. The chargeable hourly rates by TriMin during the duration of this Agreement for project management, technical work and training personnel shall be those as defined in ***Attachment A***.

D. For additional services pre-authorized by MnCCC, the breakdown of the actual hours worked shall be reported by TriMin to MnCCC, which reserves the right to inspect TriMin's time records to substantiate charges and costs.

E. Direct Support (projects outside of this support Agreement) will also be available to users at the annual rates specified in ***Attachment A***.

F. For services pre-authorized and performed pursuant to this Agreement, TriMin is authorized to bill for time incurred in actual travel, and for all transportation and overnight expenses except automobile mileage as per the US General Services Administrative Schedule.

G. Non-payment and remedies of TriMin: In the event that MnCCC does not pay TriMin within sixty (60) days of the date of the invoice (other than any portion disputed in good faith), TriMin shall have the option to terminate its obligation to render further services to MnCCC upon at least ninety (90) days' written notice thereof.

V. Representations, Warranties and Indemnifications of the Parties

A. Each party represents and warrants that it has the right to enter into this agreement.

B. Except as expressly provided in this Agreement, neither party makes any warranty, either express or implied, with respect to the IFSpi computer software system or software supports services provided herein, their quality, merchantability, or fitness for a particular purpose. Except as expressly provided in this Agreement, there are no warranties, either express or implied, regarding the IFSpi computer software system or software support services provided hereunder, and any and all such warranties are hereby disclaimed and negated. No oral or written information or advice given by either party or its employees shall create a warranty or make any modification, extension or addition to this warranty.

C. In no event whatsoever shall either party be liable to the other or to third parties for any damages caused, in whole or in part, by the use of the IFSpi computer software system or the software support services provided hereunder, or for any lost revenues, lost profits, lost saving or other direct or indirect, incidental, special, statutory or consequential damages incurred by any person, even if advised of the possibility of such damages or claims.

D. TriMin further represents, warrants and agrees as follows:

1. TriMin represents and warrants that any modifications, enhancements, or related products furnished pursuant to Section I above will be designed and developed in a skilled, ethical, professional and lawful manner, and are designed to and will meet the functional and performance specifications and standards to be agreed upon by the parties and will execute on the IBM iSeries, Current Microsoft Server and SQL, PC networks, and Websphere Application server (or mutually agreed upon future modernizations).
2. TriMin further warrants that these services will not alter or diminish the underlying performance of the existing IFSpi software system.
3. TriMin represents and warrants that the modifications or enhancements and related products are, or shall be when completed and delivered hereunder, original work products, that are each hereby irrevocably assigned to and shall be owned by MnCCC, that neither the modifications, enhancements, and related products nor any of their elements nor the use thereof shall violate or infringe upon any patent, copyrights, trade secret or other third party legal rights.
4. TriMin will provide true, correct and complete copies of the IFSpi source code to MnCCC and at no charge at least twice per calendar year, and at other times upon MnCCC's reasonable request. MnCCC will provide TriMin with written media, logistics, and delivery instructions.
5. TriMin agrees to perform background checks on any new hires that may provide services to MnCCC during the term of this Agreement, and to have all employees providing services hereunder as of or after January 1, 2016, bonded to work on a financial system by a bonding company authorized by the State of Minnesota. If MnCCC desires to increase the bonding amount beyond the amount TriMin has secured then any additional fees associated with the increase in bonding amount will be paid for by MnCCC over and above the fees listed in Section IV above.

E. MnCCC further represents, warrants and agrees as follows:

1. MnCCC represents, warrants, and covenants that it will provide the cooperation and assistance of its personnel, as reasonably required, and as would be necessary for the completion of TriMin's services hereunder, to the extent that the services are being rendered for MnCCC and for the MnCCC activity or system involved.
2. MnCCC represents and warrants that it will make prompt and full disclosure to TriMin of any unpublished information it receives regarding the government requirements and regulations related to the government program which the system services, in order to assist TriMin with its ongoing contractual obligations to monitor Minnesota legislative and administrative activities, and to update IFSpi, in order to accommodate applicable changes in Minnesota laws.

VI. Other Conditions

A. Entire Agreement

Requirement of a Writing: It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties relating to the subject matter hereof.

Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the authorized representatives of the parties.

B. Non-Assignment

TriMin shall not assign any interest in the Agreement without the prior written consent of MnCCC thereto, provided, however, that claims for money due or to become due to TriMin from MnCCC under this Agreement may be assigned to a bank, trust company, or other financial institutions without such approval.

C. Conflicts of Interest

TriMin covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance under this Agreement. TriMin further covenants that in the performance of this Agreement, no persons having any such conflicting interest shall be employed.

D. Subcontracting

None of the work or services covered by this Agreement, and properly authorized by MnCCC, shall be subcontracted without prior written approval of MnCCC.

Said written consent shall not be unreasonably withheld in the event that TriMin shall reasonably request the authority to delegate or subcontract or consult regarding services to be provided hereunder and shall do so in writing except in the event of emergency, and shall request such authority only as to qualified personnel or entities, all of which shall be without any release of the full responsibility and liability of TriMin hereunder to MnCCC.

Furthermore, such third party subcontractor(s) shall produce an expressed agreement acknowledging receipt of a copy of this Agreement and such third party's agreement to be bound by its provisions, as well as any nondisclosure agreements or other obligations in force between TriMin and MnCCC.

E. Expenses Incurred

No payment shall be made under this Agreement for any expenses incurred in a manner contrary to any provision contained herein or in a manner inconsistent with any federal, state, or local law, rule, or regulation.

F. Independent Contractor

For the purpose of this Agreement, TriMin is an independent contractor. Any and all employees, members, or associates or other persons, while engaged in the work or services required to be performed by TriMin under this Agreement, shall be considered employees of TriMin; and any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or TriMin, shall in no way be the obligation, liability or responsibility of MnCCC.

G. Insurance. TriMin, for the benefit of itself and MnCCC, at all times during the term of this Agreement, shall maintain and keep in full force and effect the following:

1. A single limit, combined limit, or excess umbrella automobile liability insurance policy, if applicable, covering agency-owned, non-owned, and hired vehicles used regularly in the

provision of services under this Agreement, in an amount of not less than one million five hundred thousand dollars ($1,500,000) per accident for combined single limit.

2. A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than one million dollars ($1,000,000) for property damage arising from one (1) occurrence, one million dollars ($1,000,000) for total bodily injury including death and/or damages arising from one (1) occurrence, and one million dollars ($1,000,000) for total personal injury and/or damages arising from one (1) occurrence. Such policy shall also include contractual liability coverage.
3. Statutory Worker's Compensation Insurance.
4. Professional liability (errors and omissions) insurance in an amount of not less than two million dollars ($2,000,000).
5. TriMin will provide MnCCC with certificates of insurance by the end of the first month of the Agreement. The certificate of insurance shall provide that the insurance carrier will notify MnCCC in writing at least thirty (30) days prior to any reduction, cancellation, or material alteration in TriMin's required minimum insurance coverage. MnCCC shall be named as an additional insured party in each policy.

H. Local Alterations

For the system supported under this Agreement, the version maintained by TriMin shall be designated the "Base System". The parties to this Agreement agree to accept the base system and modifications to the base system as approved by the MnCCC. TriMin shall not be liable for claims arising from any and all versions that include local alterations. The term "Local Alterations" shall include, but not be limited to, any software modification, and any modification to system operations contrary to those specified in the system documentation.

I. Data Practices

All data collected, created, received, maintained, disseminated or used for any purposes in the course of TriMin's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and any other applicable state statutes and rules adopted to implement the Act as well as other applicable state and federal laws, including those on data privacy. TriMin agrees to abide by these statutes, rules and regulations currently in effect and as they may be amended. TriMin designates Joe McNiff, as its "responsible authority" pursuant to the Minnesota Government Data Practices Act for purposes of this Agreement, the individual responsible for the collection, reception, maintenance, dissemination, and use of any data on individuals and other government data including summary data. Any replacement of TriMin's responsible authority will be effective on MnCCC's receipt of written notice thereof given by TriMin.

J. Force Majeure

TriMin shall not be held responsible for delay or failure to perform when such delay or failure is due to any of the following uncontrollable circumstances: fire, flood, epidemic, strikes, wars, acts of God, unusually severe weather, acts of public authorities, or delays or defaults caused by public carriers.

K. Severability

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or other phrase of this Agreement is, for any reason, held to be contrary to the law or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining provisions of this Agreement.

L. Governing Laws

The internal laws of the State of Minnesota shall govern as to the interpretation, validity, and effect of this Agreement, without regard for applicable conflicts of law principles.

M. Non-Discrimination

In carrying out the terms of this Agreement, TriMin shall not discriminate against any employee, applicant for employment, or other person, supplier, or contractor, because of race, color, religion, sex, marital status, national origin, disability, or public assistance.

N. Document Examination

All books, records, documents and accounting procedures and practices of TriMin relative to this Agreement are subject to examination by MnCCC, and either the legislative auditor or the state auditor as appropriate in accordance with the provisions of Minn. Stat. Section 16B.06, Subd. 4.

VII. Term and Termination

The term of this Agreement shall be January 1, 2016, to December 31, 2018, inclusive, unless earlier terminated prior to expiration as provided by herein.

This Agreement may be terminated prior to expiration by MnCCC or by TriMin for default, and by written notice of default given by the non-breaching party, and to be effective upon expiration of a designated cure period of not less than thirty (30) days', unless the party alleged to be in default has cured such default(s) within such thirty (30) day cure period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed intending to be bound thereby.

TriMin Systems

By: Jon McNeff

Title: Director of Services

Date: 1/19/16

MnCCC

By:

Title: Chair

Date: 1/14/2016

MnCCC

By:

Title: Executive Director

Date: 1/15/2016

MnCCC

By: Kathleen Ryan

Title: JIC Chair

Date: 12/29/15

ATTACHMENT A

IFSPI Support Agreement 2016 – 2018

Fee Summary – Annual

Support Elements	2016 Support Fees	2017 Support Fees	2018 Support Fees
Level 1 Support	$ 100,000.00	$ 107,500.00	$ 115,000.00
IFSpi Analyst, Level 2/3 Support	$ 325,000.00	$ 337,500.00	$ 350,000.00
Infrastructure Modernization	$ 150,000.00	$ 155,000.00	$ 160,000.00
Annual Contract Total	**$ 575,000.00**	**$ 600,000.00**	**$ 625,000.00**

IFSpi Release Update Fees	2016	2017	2018
Hourly Rates	$150	$155	$160

ATTACHMENT B

Service Level Agreement (SLA) Obligations and Procedures – IFSpi Support

This Attachment defines the SLA requirements referenced in the master agreement.

Severity Levels, Prioritization, and Response Time Requirements

- Each Support request will be logged into TriMin's support tracking system (JIRA) and assigned a unique tracking number.
- New Support Requests will be given a label regarding Severity:

  Severity 1: Critical Business Impact - IFSpi system is not accessible

  Severity 2: Significant Business Impact – An IFSpi component is unavailable to users

  Severity 3: Some Business Impact - IFSpi system is fully available, but a significant issue is causing delays or workarounds

  Severity 4: Minimal Business Impact - IFSpi system is fully available, but minor issue requires assistance
- Highest priority will be given to Severity 1 issues, with Severity 2, 3, and 4 in descending priority sequence.
- End user will assign severity, TriMin can adjust severity label with MnCCC approval.
- Response Time Goals:

  Severity 1 – Within 1 hour for initial response, with all available TriMin resources to support until IFSpi system is up and running again. TriMin resources will work 7 days a week, 24 hours a day until the issue is solved. TriMin will provide regular updates to the client personnel on the status and resolution of the issue. MnCCC and the effected client personnel shall be notified if the issue is not resolved in 4 hours. The notification shall include an expected time to resolution. This update shall occur every 4 hours until the issue is resolved.

  Severity 2 – Within 2 hours for initial response, subject to Severity 1 priorities, with all available resources to support issue resolution until the issue is solved. Regular updates (at least at every 20 hour work interval) will be provided by TriMin to client designated staff. Escalation to designated MnCCC and client-personnel is required after 20 working hours if the issue has not been resolved. TriMin will work on these issues during normal business hours.

  Severity 3 – Within 4 hours for initial response, subject to Severity 1 and 2 priorities. Regular updates (at least at every 40 hour work interval) will be provided by TriMin to client designated staff. Escalation to designated MnCCC and client-personnel is required after 60 working hours if the issue has not been resolved. TriMin will work on these issues during normal business hours.

  Severity 4 – within 8 hours for initial response, subject to Severity 1, 2 and 3 priorities. TriMin will work on during normal business hours. These issues are expected to be resolved within a commercially reasonable time. No escalation of these types of issues is required unless the issue has not been resolved within 3 months. After 3 months escalation of the issue must be made to MnCCC, and the affected client designated staff.

Hours of Service

TriMin Support for IFSpi will be staffed and available from 8:00 A.M. to 4:30 P.M. central time, Monday through Friday, excluding TriMin holidays.

Boundaries of Service

The focus of TriMin's support is the IFSpi application and while many other factors can affect the availability and performance of IFSpi, TriMin will engage and assist in problem determination until an acceptable resolution is reached. Issues not covered by IFSpi support may include:

- Internal county/agency IT responsible systems
- Another vendor/application support not related to IFSPi
- IBM core operating systems, except as related to IBM standard updates that IFSPi must operate under/or with.
- Microsoft core operating systems, except as related to Microsoft standard updates that IFSPi must operate under/or with.
- Billable services from TriMin (for a project outside of IFSpi Support Agreement)

Examples of services not covered under the IFSpi Support Agreement:

- 3rd party software fees or support unless the 3rd party software is part of the IFSPi application.
- Server migrations and server setup.
- Operating System updates or troubleshooting (IBM or Windows servers), except as related to Microsoft or IBM standard updates that IFSPi must operate under / or with.
- Applying OS updates to application and/or web server updates.
- Networking issues internal to county or agency.
- PC issues or PC troubleshooting, except as related to Microsoft or IBM standard updates that IFSPi must operate under / or with.
- Remote connection issues.
- Issues controlled by State of MN.
- Issues caused or initiated by county/agency that impact IFSpi or Cash Drawer that require TriMin assistance to resolve (i.e. user error - approving budget prematurely and needing to manually "fix" data).
- Support for non-IFSpi / non-Cash Drawer applications or county systems.
- Future 3rd party fees (if any) for what is currently "freeware" embedded within IFSpi (i.e. Crystal Reports viewer, xls converter, PDF viewer, etc.) These must be identified ASAP and a written report supplied to MnCCC within 90 days of contract signing.

Customer Responsibilities

- IFSpi Users will support their own requests for support with timely communication during and after problem resolution.
- IFSpi users will provide a high speed remote access capability to TriMin, as needed, to help resolve support issues. TriMin agrees to follow the individual agencies / counties requirements for this connectivity.
- IFSpi users will work with their local IT staff to rule out local issue before contacting TriMin.

- IFSpi users are encouraged to consult the TriMin IFS Portal and/or IFS Golden for additional help information.
- Users need to supply as much detail of the issue to the TriMin help desk as possible. Examples of information needed is:
    - Knowing if they are running IE in compatibility mode, and what IE version they are on.
    - Knowing if the issue is isolated, or happening multiple time and to different IFSpi users.
    - If the problem can readily be recreated, knowing the specific steps that cause the issue.
    - Knowing if any changes have occurred in the local system/network environment (new levels of operating system, or hardware, or web server, etc.).
    - If any local diagnostics were run, being able to share them with TriMin.
    - Sharing screen shots of issue, or error code.

Reporting

- TriMin will provide MnCCC approved reports to MnCCC concerning the following aspects of IFSpi Support, These reports shall be supplied bi-monthly or on a schedule mutually agreed to by MnCCC, and TriMin
    - Volume of Support Issues (new vs. resolved).
    - Resolution Type for Support Issues.
    - Volume of Issues by reporting agencies.
    - Trends in support.
    - Severity 1, 2, 3, 4 issues reported/resolved.
    - "Bugs" fixed/pending.
    - Enhancements completed/pending.
    - Modernization activities status and hours usage.

ATTACHMENT C

TriMin supports all CMHS counties/agencies for all levels of support.

TriMin supports all MnCCC county auditor/treasurers for all levels of support.

TriMin supports part of Level 2 and all of Level 3 support for MCIS and MSCC counties. MCIS and CPUI will contact TriMin on behalf of their counties for any needed support.

County/Agency	Computer Cooperative
Aitkin County	MCIS
Becker County	MnCCC
Beltrami County	MnCCC
Benton County	MnCCC
Big Stone County	MSCC
Brown County	MnCCC
Carlton County	MCIS
Carver County	MnCCC
Cass County	MCIS
Chippewa County	MCIS
Chisago County	MnCCC
Clay County	MnCCC
Clearwater County	MnCCC
Cook County	MCIS
Cottonwood County	MSCC
Dodge County	MCIS
Douglas County	MSCC
Faribault County	MnCCC
Fillmore County	MnCCC
Freeborn County	MnCCC
Goodhue County	MnCCC
Grant County	MSCC
Houston County	MnCCC
Hubbard County	MnCCC
Isanti County	MnCCC
Itasca County	MCIS
Jackson County	MnCCC
Kanabec County	MnCCC
Kandiyohi County	MSCC
Kittson County	MnCCC
Koochiching County	MCIS
Lac qui Parle County	MCIS
Lake County	MCIS
Lake of the Woods County	MnCCC
Le Sueur County	MnCCC
Lincoln County	MSCC

County/Agency	Computer Cooperative
Lyon County	MSCC
McLeod County	MnCCC
Mahnomen County	MnCCC
Marshall County	MSCC
Martin County	MnCCC
Meeker County	MSCC
Mille Lacs	MSCC
Morrison County	MnCCC
Mower County	MnCCC
Murray County	MSCC
Nicollet County	MnCCC
Nobles County	MSCC
Norman County	MSCC
Otter Tail County	MnCCC
Pennington County	MnCCC
Pine County	MnCCC
Pipestone County	MSCC
Polk County	MnCCC
Pope County	MSCC
Red Lake County	MnCCC
Redwood County	MSCC
Renville County	MSCC
Rice County	MnCCC
Rock County	MSCC
Roseau County	MnCCC
Sherburne County	MCIS
Sibley County	MnCCC
Stearns County	N/A
Steele County	MSCC
Stevens County	MSCC
Swift County	MSCC
Todd County	MSCC
Traverse County	MSCC
Wabasha County	MnCCC
Wadena County	MnCCC
Waseca County	MnCCC

County/Agency	Computer Cooperative
Watonwan County	MnCCC
Wilkin County	MSCC
Winona County	MnCCC
Wright County	MnCCC
Yellow Medicine County	MSCC
Tri-County Corrections	MnCCC
Kanabec/Pine PH	
SW Health & Human Services: LLMP (Lincoln, Lyon, Murray, Pipestone Public Health), Pipestone Family Services, Redwood, and Rock	
Minnesota Prairie Alliance: Dodge, Steele, and Waseca	
Des Moines Valley DVHHS: Cottonwood and Jackson	

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WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	2-9-16	***Consent Agenda*:**	
Amt. of Time Required:	3 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Purchase for Real Asset Management.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

As indicated in the audit finding from 2014, we are in need of changing out our capital asset system. Real Asset Management has been demoed to Wright County staff, and I am confident that this system will fit our needs now and well into the future.

Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	**County Attorney Review/Date:**	**Financial Implications: $** **Budgeted:** **Yes** **No**
County Coordinator/Date	**Administrative Recommendation:** **Approval** **Denial** **No Recommendation**	**Funding:** **Levy** **Other**
Comments:		**Comments:**

SOFTWARE LICENSING AND SUPPORT AGREEMENT BETWEEN MnCCC AND REAL ASSET MANAGEMENT INC.

This Contract is made and jointly entered into by and between Minnesota Counties Computer Cooperative organized and doing business under Minnesota's joint exercise of powers statute, Minnesota Statutes § 471.59 100 Empire Dr # 201, St Paul, MN 55103 (hereinafter referred to as "Purchaser"), and Real Asset Management Inc., located at 309 Court Avenue, Suite 244, Des Moines, Iowa 50309 (hereinafter referred to as "Contractor").

WHEREAS, the Purchaser requires Core Software License, Annual License & Support and Services as further described in Exhibits A, B, C, D, E, & F and

WHEREAS, Contractor desires to and is capable of providing the necessary Core Software License, Annual License & Support and Services as stated in Exhibits A, B, C, D, E, & F.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein the parties agree as follows:

1. CONTRACT TERM/DURATION

This Contract shall be in effect from the date of execution by all parties, or from the commencement of services hereunder, whichever is first, and shall continue in effect until all services to be provided by Contractor pursuant to this Contract are satisfactorily completed and final payment is made unless earlier terminated by law or according to the provisions herein.

2. CONTRACTOR'S OBLIGATIONS

2.1 General Description. Contractor shall provide the Core Software License, Annual License & Support and Services and items as described in Exhibits A, B, C, D and E. Payments will be made in accordance with Exhibit A. Purchaser reserves the right to purchase current technology at negotiated prices and to modify the quantity ordered in accordance with this Agreement.

2.2 CORE LICENSE

2.2.1 The Software shall be the items stated in Exhibit A and any enhancements made to the Software by the Contractor. The Core License shall be the permission granted to the Purchaser by the Contractor to use the Software within the terms of this Agreement. No ownership whatsoever in the Software shall pass or accrue to the Purchaser.

2.2.2 The Core License Fee shall be the total of the Software fees and charges as stated in Exhibit A. In consideration of payment of the Core License Fee to the Contractor by the Purchaser, the Contractor hereby grants to the Purchaser a limited, non-exclusive, non-transferable, irrevocable license to use the Software within the conditions contained in the Agreement.

2.2.3 Unless otherwise stipulated in Exhibit A, the Purchaser agrees to use the Software exclusively by sublicensing to its participating end users who have agreed to honor the Core License terms, and for each such end user's own internal purposes and in particular not for the provision of a data processing service to any third party by way of trade or otherwise. The Purchaser may make only such copies of the Software as are necessary for operational use, back up and security. The Core License applies to such copies as it applies to the Software.

2.3 ANNUAL LICENSE & SUPPORT CHARGE

2.31 The Contractor agrees to replace the Software with new versions of the Software from time to time for the purpose of correcting reported faults, incorporating any new tax and accountancy regulations and supplying additional functionality. The Purchaser agrees to adopt each new version within 12 months of its published release date and to cease the use of all previous versions.

2.3.2 The Annual License & Support Charge is payable by the Purchaser to the Contractor on each Due Date and for the Minimum Period, both as stated in Exhibit A. On receipt of payment, the Contractor will issue an Annual Activation Key to the Purchaser which will be effective from its associated Due Date and will enable use of the Software for a period of one year and 30 days from that Due Date.

2.3.3 In consideration of the Annual License & Support Charge, the Contractor will also use its best endeavors to provide Software Support in accordance with Exhibit B. If payment for any year has not been received by the Contractor by the Due Date, the Contractor reserves the right to suspend Software Support with immediate effect.

2.3.4 The Contractor has the right to change the Annual License & Support Charge but must first notify the Purchaser in writing giving at least 90 days' prior notice of such change, given on or before June 1 of that calendar year. No change will exceed the accumulative US Consumer Price Index (CPI) since the last change or since the Agreement Date, whichever is the latest and can be made only once in any 12-month period, the first being no sooner than 1 year after the Agreement Date.

2.4 Prices. Contractor represents and warrants that any and all prices for products and services, now or subsequently specified in this Agreement, are as low as and no higher than prices which Contractor has charged or intends to charge customers other than Purchaser for the same or similar products and services of the same or equivalent quantity and quality for delivery or performance during the same periods of time. Contractor agrees to provide MnCCC and Participating Users with the lowest pricing at all times on a "most favored nations" basis among all Minnesota governmental users and this price will not be offered to any other non-MnCCC Minnesota government user; provided however such "most favored nations" pricing shall not apply to temporary sales promotions. In the event that during the term of this Agreement Contractor shall reduce any or all prices charged to any or all customers other than Purchaser for the same or similar products or services specified herein, Contractor shall make an equal or equivalent reduction in corresponding prices for said specified products or services, Contractor also represents and warrants that any and all prices set forth in this Agreement and any and all prices in addition which Contractor may charge under the terms of this Agreement do not and will not violate any existing Federal, State or Municipal law or regulation concerning price discrimination and/or price fixing. Contractor agrees to indemnify, exonerate, and hold Purchaser harmless from any such violation now and throughout the term of this Agreement. The Contractor has the right to change its prices however no change will exceed the accumulative US Consumer Price Index (CPI) since the last change or since the Agreement Date, whichever is the latest and can be made only once in any 12-month period, the first being no sooner than 1 year after the Agreement Date.. If CPI adjustment is negative then no Contract adjustment will be made.

2.5 Implementation. Contractor shall implement and complete the requirements of this Agreement in accordance with the Statement of Work, hereinafter referred to as Exhibit D.

2.6 Conformance to Specifications. Contractor shall perform its obligations under this

Agreement so as to meet or exceed the standards, specifications and service levels set out in Exhibit B.

2.7 The Contractor warrants that the Software will perform in accordance with the Contractor's published specification but provides no other warranties, expressed or implied, that the Software meets the specific requirements of the Purchaser.

2.8 Timeliness.

a. Time of delivery is of the essence, and the failure of Contractor to deliver the specified goods in accordance with Exhibit D, the Statement of Work, shall constitute a material breach of this Agreement which shall entitle Purchaser to immediately terminate this Agreement by delivery of written notice to Contractor.

b. It is understood and acknowledged by the parties to this Agreement that in the course of this project Exhibit D, the Statement of Work, may be amended from time to time, upon consultation and written agreement of the parties. Notwithstanding this, it is understood that time is of the essence with regard to the Contractor's performance of obligations under this Agreement and the Contractor is expected to diligently proceed with completion of obligations.

c. Contractor expressly agrees that extension of time will not be granted for delays caused by Contractor or Contractor's staff, such as equipment breakdown, inadequate or insufficient staff, failure of Contractor to place orders for equipment or materials or permits or licenses sufficiently in advance to insure delivery when needed, etc. The Contractor further agrees that it will not be allowed extra compensation for costs incurred by it because of accelerated operations to maintain Exhibit D, the Statement of Work. Contractor agrees that the prices named in this Agreement include allowance for all hindrances and delays caused by the Contractor during the performance of the work.

2.9 Reports/Evaluations

a. In order to assist Purchaser in its obligation to evaluate and monitor Contractor's performance, Contractor shall allow personnel of Purchaser access to the work site.

b. Contractor shall maintain and upon request furnish Purchaser with program, and financial information, including evaluation and performance criteria and reports which are reasonably required for effective administration and evaluation of services. Notwithstanding the above, no access to the source code or source code documentation will be requested or granted,

c. Contractor shall, upon reasonable notice, meet with Purchaser's personnel to assist Purchaser in evaluation of services and performance under this Agreement.

2.10 Contractor's Personnel. Contractor shall provide Purchaser with such information regarding the qualifications of its staff, including professionals, volunteers, and others, as is required by Purchaser to verify that present and subsequent services are being rendered by competent, trained, and properly licensed or certified personnel. The following key personnel have been identified as initial Contractor team members assigned to this project: (Kevin Ragan, Jon Martin, Mikel Morris, Adrick Smith, Chris Walterbach, Derek Haas or Stephanie Thorndyke). MnCCC must approve, in writing, any key personnel changes

2.11 Contractor shall comply with all federal, state and local laws and ordinances and regulations applicable to its obligations under this Agreement.

2.12 Indemnification.

a. Any and all claims that arise or may arise against Contractor, its agents, servants or employees as a consequence of any act or omission on the part of Contractor or its agents, servants, or employees while engaged in the performance of this Agreement shall in no way be the obligation or responsibility of Purchaser (MnCCC). Contractor shall indemnify, hold harmless and defend Purchaser, its agents, officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which Purchaser, its agents, officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of Contractor, its agents, servants or employees, in the execution, performance, or failure to adequately perform Contractor's obligations pursuant to this Agreement.

b. It is the responsibility of the Purchaser to test all new Installations and Releases that are issued by the Contractor to the Purchaser in a secure sandpit environment and to verify that they perform to a satisfactory standard before authorizing release of the Software to Users. The Purchaser shall also review and test the software to ensure that it is free of any computer virus or malware. "Virus and malware" shall be defined as any harmful or hidden programs or data incorporated therein with malicious or mischievous intent (the "Virus").

c. Contractor warrants and represents that any data or programs provided to MnCCC shall be free, at the time of Installation by Contractor, of any computer virus or malware. "Virus and malware" shall be defined as any harmful or hidden programs or data incorporated therein with malicious or mischievous intent (the "Virus"). Contractor shall, at its option, immediately replace all system(s) which cannot be corrected or cured within a reasonable period of time or shall immediately reestablish the affected system(s) to be functionally equivalent to that which existed prior to the introduction of the Virus. For the avoidance of doubt in no event will Contractor's failure to provide an Annual Activation Key for Purchaser's failure to pay the Annual License and Support Charge be considered a breach of Section 2.12.

d. To the maximum extent permitted by law, neither Party shall be liable for any indirect, incidental, special, punitive or consequential damages or for any loss of profits, revenue, data or data use. The maximum liability of both parties, whether in contract or in tort, for any damages arising out of or related to this Agreement or related to a separate Purchaser's purchase order for the items specified in Exhibit A of this Agreement, shall be limited to the Core License Fee specified in Exhibit A herein.

e. The Contractor has no responsibility whatsoever for the performance of the equipment used to operate the Software, whether this is the Purchaser's equipment or is equipment provided by a managed hosting service with which the Purchaser has contracted directly.

2.13 Designated Representative. Contractor designates the VP of US Operations, currently Mr. Marcus J Scholes, as Contractor's representative with respect to this Agreement, such person(s) shall have complete authority to transmit instructions, receive information, interpret and define the Contractor's policies and decisions with respect to services covered by

this Agreement.

2.14 Contractor shall not enter into any subcontract for performance of any services contemplated under this agreement, nor assign or otherwise transfer any interest in the Agreement without the prior written approval of the Purchaser. Any assignment may be made subject to such conditions and provisions as the Purchaser may impose. If specifically authorized by the Purchaser, Contractor is responsible for the performance of all subcontractors and shall compensate said subcontractors pursuant to the requirements of Minnesota Statute § 471.425.

3. PURCHASER'S OBLIGATIONS

3.1 Purchaser shall provide full information as to requirements for the software and they will be documented in the Acceptance Test Plan, hereinafter referred to as Exhibit E. The Acceptance Test Plan will document the requirements along with a clear definition of what constitutes a pass/fail.

3.2 Purchaser shall assist the Contractor by placing at its disposal all available written public data pertinent to the project, including existing reports and other public data affecting the project.

3.3 Purchaser shall guarantee access to the project site and make all provisions for the Contractor to enter upon public property as required by the Contractor to perform the services under this Agreement while observing all security and related restrictions.

3.4 Purchaser shall give prompt written notice to the Contractor whenever the Purchaser observes or otherwise becomes aware of any defect in the project.

3.5 Purchaser shall act promptly on all studies, reports, proposals and other documents presented by the Contractor for approval and authorization.

3.6 Any liability of Purchaser shall be governed by the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable laws. Nothing in this Agreement shall constitute a waiver by Purchaser of any defenses, statute of limitations or exceptions on liability.

3.7 Designated Representative. Purchaser designates Lisa Meredith, MnCCC Executive Director, as Purchaser's representative with respect to the Contractor's services to be performed under this Agreement; such person shall have complete authority to transmit instructions, receive information, interpret and define the Purchaser's policies and decisions with respect to products and services covered by this Agreement.

4 CONFLICTING TERMS

4.1 If there is any conflict between this Agreement and Exhibits A, B, D, E, this Agreement shall govern.

4.2 Contractor shall promptly notify Purchaser of any discrepancy between this Agreement and Exhibits A, B, D, E, and any conditions at the site, or any errors, or omissions, or instructions, which may be discovered in the course of the work. Purchaser will make a determination in writing whether any error or discrepancy exists. Any adjustment or work done without this determination shall be at the Contractor's own risk and expense.

5 WARRANTIES/GUARANTEES & INTELLECTUAL PROPERTY RIGHTS INDEMNITY

5.1 The Contractor warrants that the Software will perform in accordance with the Contractor's published specification and Exhibit E, the Acceptance Test Plan, but provides no other warranties, expressed or implied, that the Software meets the specific requirements of the Purchaser.

5.2 The Contractor will use its best endeavors to provide Software Support in accordance with the

Service Level Agreement, Exhibit B.

5.3 The Contractor shall fully indemnify the Purchaser against all damages (excluding consequential damages), costs, charges and expenses arising from or included by reason of any infringement or alleged infringement of third party Intellectual Property Rights in consequence of the unauthorized use of or possession of the Software or documentation supplied by the Contractor under this Agreement, subject to the following;

5.4 The Purchaser shall promptly notify the Contractor in writing of any alleged infringement of which the Purchaser has notice.

5.5 The Purchaser must make no admissions without the Contractor's prior written consent.

5.6 The Purchaser, at the Contractor's request and expense, shall allow the Contractor to conduct negotiations or litigations or settle any claim. The Purchaser shall give the Contractor all reasonable assistance. The costs incurred or recovered in such negotiations or settled claim shall be for the Contractor's account.

5.7 If at any time an allegation of infringement is made in respect of the Software or in the Purchaser's reasonable opinion such an allegation is likely to be made, the Contractor may, at its own expense, modify or replace the Software so as to avoid the infringement, without detracting from the Software's overall performance.

5.8 Acceptance. The Software shall be deemed accepted by Purchaser~~,~~ on successful completion of the Acceptance Test Plan, Exhibit E

6 PAYMENT

6.1 Compensation. Purchaser shall, upon acceptance pursuant to Exhibit E, pay for purchased Core License and Annual License and support at the rates specified in Exhibit A.

6.2 Invoices. Contractor shall, within fifteen (15) working days following the last day of each calendar month in which products and/or services were provided, submit an invoice and request for payment on an invoice form acceptable to Purchaser. The invoice shall itemize the following:

6.2.1 the hours of services or Software Programs rendered, listed by classification;
6.2.2 the date such services were provided;
6.2.3 a general description of the Products or Services provided;
6.2.3.1 the name of client receiving services;
6.2.4 the amount and type of all reimbursable expenses being charged; and
6.2.4.1 the dates of the performance period covered by the invoice.

6.3 Time of Payment. Purchaser shall, after acceptance, make payment to Contractor within thirty-five (35) days from the dates specified in Exhibit A. If the invoice is incorrect, or there is an issue with acceptance, defects, or some item is otherwise improper, Purchaser will notify Contractor within ten (10) days of receipt and/or testing. Purchaser shall in such case, make payment within thirty-five (35) days of correction and receipt of the corrected invoice from Contractor, but the notices and payments provided in this Section 6.3 shall not alter or waive any of Purchaser's rights or remedies regarding subsequent discovery of any such defects.

6.4 Right to Withhold Payment. Purchaser may withhold payment of the whole or part of any amount due to or claimed by the Contractor to such extent as may be necessary to protect Purchaser from loss on account of:

~~a.~~ Failure to pass the Acceptance Test Plan or defective work not remedied or guarantees not met;

b. failure of Contractor to complete any part of its work in accordance with any permit, binding agreement or completion schedules established in or made a part of this

Contract;

c. claims filed or reasonable evidence indicating probable filing of claims; and/or

d. damage to another Contractor.

In the event Purchaser withholds payment, then no interest or other penalty shall accrue against Purchaser for non-payment of disputed claims.

6.5 Required System Revisions. Any required system development, revision or conversion effort will be performed in accordance with predetermined, pre-approved in writing and uniformly applied work plans. In the event Contractor is notified of specific deficiencies that fall outside of the Service Level Agreement, Exhibit B; these items will be managed with the following guidelines:

a. Purchaser shall bear all costs of modifications necessitated by Purchaser's revision of system requirements, as requested by Purchaser in writing, but only to the extent such costs represent additional Contractor effort.

~~b.~~ Contractor alone shall bear all costs of modifications to the software necessitated by Contractor's failure to satisfy requirements defined in the agreed Acceptance Test Plan, Exhibit E of this Agreement.

6.6 Unauthorized Claims. Purchaser shall not pay any claim which is not specifically authorized by this Agreement. Payment of a claim shall not preclude Purchaser from questioning the propriety of the claim. Purchaser reserves the right to offset any overpayment or disallowance of claim by reducing future payments.

6.7 Payment Upon Early Termination. In the event this Agreement is terminated before the completion of services, Purchaser shall pay Contractor for services provided in a satisfactory manner, a sum based upon the actual time spent on a prorated basis, and taking into account the expenses and ability to reasonably complete such partially completed services and work product.

7 PAYMENT LIMITATION DUE TO NON-APPROPRIATION OF FUNDS

Non-appropriation. Notwithstanding any provision of this contract to the contrary, this Agreement may be immediately terminated by either party in the event sufficient funds from Purchaser, State, or Federal sources are not appropriated, obtained and continued at least at the level relied on for the performance of this contract, and the non-appropriation of funds did not result from any act of bad faith on the part of Purchaser. In the event of such termination, Contractor shall be entitled to Payment, determined on a pro-rata basis, for services satisfactorily performed.

8 CONTRACT ASSIGNMENT

Contractor shall not assign nor transfer any right or obligation under this Agreement without the prior written consent of Purchaser.

9 INDEPENDENT CONTRACTOR STATUS

At all times and for all purposes hereunder, Contractor shall be an independent contractor and is not an employee of Purchaser (MnCCC) for any purpose. No statement contained in this Agreement shall be construed so as to find Contractor, its assigns, employees, or servants, to be an employee of Purchaser, and they shall not be entitled to any of the rights, privileges, or benefits of employees of Purchaser, including, but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.

10 OWNERSHIP, PROPRIETARY CONSIDERATIONS AND DATA SECURITY

Contractor agrees to ensure and maintain confidentiality of all work performed pursuant to this Agreement, including sponsored bespoke source code development and all Purchaser/Contractor documentation as would conform with actual Agreement language for this project pertaining to the system design. Contractor irrevocably assigns and conveys to Purchaser and its assigns, sole ownership of any data, databases, custom programs, or interfaces developed as a result of this Agreement, and in each event, as of creation thereof.

10.1 Except for Contractor's work papers, Purchaser and Contractor agree that all materials and information developed under this Agreement shall become the sole property of Purchaser.

10.2 Any materials and information not developed under this Agreement, which Contractor considers to be proprietary and confidential, shall be plainly and prominently marked by Contractor as "Trade Secret", "Proprietary", or "Confidential".

10.3 Purchaser will use reasonable means to ensure that Contractor's confidential information is safeguarded and held in confidence. Purchaser agrees not to reproduce or distribute Contractor's proprietary material to non-Purchaser agencies without prior written permission from Contractor. Purchaser's obligation pursuant to this Article shall not apply to any material, data or information not plainly and prominently marked with the restrictive legends as set forth in subsection b, above.

10.4 Contractor agrees to protect the security of and to keep confidential all data received or produced under the provisions of this Agreement, and shall not disclose them without the prior written consent of Purchaser.

10.5 Procedures and software created by Contractor pursuant to this Agreement, or modifications made to existing software to meet the specifications herein are proprietary to and solely licensed for the Purchaser, and Contractor shall not disclose or otherwise make said software available to third parties without prior written consent of the Purchaser.

10.6 Contractor shall not disclose to any party any information identifying, characterizing, or relating to any risk, threat, vulnerability, weakness or problem regarding data security in Purchaser's computer system, or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by Purchaser, without express

10.7 written authorization of Purchaser. The provisions 10.4, 10.5, and 10.6, shall survive the expiration or termination of this Agreement.

11. ESCROW

The Contractor warrants that it has placed a copy of the Software source code into escrow with NCC Inc., 1731 Technology Drive, San Jose, CA 95110. The Contractor shall at all times during the term of this Agreement maintain a copy of the source code for the Software in escrow with NCC, Inc.; provided, however, that in the event that such escrow agreement is terminated, Contractor shall immediately enter into a replacement escrow agreement with no less favorable terms to Purchaser, and Contractor will notify Purchaser thereof and will provide Purchaser with a copy of such new escrow agreement as soon as practical. The Purchaser acknowledges that as a Licensee that wishes to benefit from the ESCROW Agreement, the Purchaser must independently register and pay the associated fees with the NCC. Purchaser is responsible for the ongoing fees to maintain the Licensor portion of the escrow and will ensure that the Licensor portion of the escrow is maintained throughout the term of this Agreement. In the event the Contractor fails to maintain an Escrow agreement it shall be deemed in breach of a material obligation of this Agreement and Purchaser shall be eligible to the terms, as documented in the Escrow agreement listed as Exhibit C including the Release Events. Upon the occurrence of a Release Event, Contractor will not object to a release request. Upon a release of the source code, Purchaser and any Divested Entity, if applicable, will

be deemed to have received irrevocable perpetual rights to use the source code only for the purpose of maintaining, updating and enhancing the Software for the uses authorized by this Agreement and for no other purpose. Purchaser agrees that the source code is Confidential Information. The Agreement between the Contractor and the NCC is attached as Exhibit C.

12. CHANGE ORDERS

Without invalidating this Agreement, Purchaser may order changes in the work, including additions, modifications, or deletions. Price and time will be adjusted accordingly. All such changes in the work shall be in writing and signed by the Contractor and Purchaser and attached to the Agreement. The Contractor must not provide work that is not specified in the Agreement without first obtaining a signed change order.

13 TERMINATION OF AGREEMENT

13.1 Termination for Insolvency. Purchaser may, upon service of Notice of Termination on Contractor, terminate this Agreement immediately in the event of the insolvency of Contractor. Contractor shall be deemed to be insolvent if:

13.1.1 Contractor has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition for bankruptcy has been filed, and whether or not insolvent within the meaning of the Federal Bankruptcy Law; or

13.1.2 a voluntary petition to have Contractor declared bankrupt has been filed; or

13.1.3 a Receiver or Trustee for Contractor has been appointed; or

13.1.4 Contractor has executed a general assignment for the benefit of creditors.

13.2 Termination for Nonperformance. Purchaser may terminate all or any part of this Agreement following service of written Notice of Termination on Contractor for nonperformance of this Agreement under the following circumstances: or

Contractor fails to perform any of the provisions of this Agreement; or

Contractor fails to perform installation of the software or equipment or fails to perform services under this Agreement within the time specified in this Agreement (or as specified in any authorized extension thereof); or

Contractor so fails to make progress as to endanger performance of this Agreement in accordance with this Agreement's terms; and Contractor does not cure such failure(s) within a period of fifteen (15) days (or such longer period as Purchaser may authorize in writing) after receipt of Notice of Termination from Purchaser.

14 PROCEDURE UPON TERMINATION

After Contractor receives a Notice of Termination, except as otherwise directed by Purchaser, Contractor shall:

1) Stop work under this Agreement on the date and to the extent specified in the Notice of Termination; and

2) Deliver to Purchaser all project sponsored bespoke software and other work product, software documentation and data and materials associated with the project; and

3) Promptly complete performance of such part of the work as shall not have been terminated by the Notice of Termination; and

4) Contractor shall submit to Purchaser, in the form and with any certifications as may be prescribed by Purchaser, its final invoice. Such invoice shall be submitted promptly, but in no event later than three (3) months from the date of termination specified in the Notice of Termination. Said final

invoice is subject to provisions 6 and 7 of this Agreement.

5) In the event Contractor fails to submit its final invoice, Purchaser may determine, based upon the information available to Purchaser, the amount, if any, due to Contractor and such determination shall be final.

15. REMEDIES

In the event Purchaser terminates this Agreement in whole or in part due to the Software failing to pass the Acceptance Test Plan, Exhibit E or due to Contractor's failure to perform in accordance with the Service Level Agreement, Exhibit B, insolvency or breach, Purchaser may request a refund of the core License fee.

The rights and remedies of Purchaser provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

Failure or neglect of either Party to require compliance with any term or condition of this Agreement shall not be deemed a waiver of such term or condition.

16 ARBITRATION

All claims, disputes and other matters in question between the parties to this Agreement, arising out of or relating to this Agreement or the breach thereof, may be decided by arbitration in accordance with the arbitration rules of the American Arbitration Association, if the parties mutually agree to said arbitration by separate written instrument duly signed in writing by the Purchaser's and Contractor's authorized representatives. Unless otherwise agreed in writing, the Contractor shall carry on the work and maintain its progress during any dispute, whether such dispute is submitted to arbitration or handled otherwise, and the Purchaser shall continue to make payments to the Contractor in accordance with this Agreement, except as to disputed work.

17 GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the substantive and procedural internal laws of the State of Minnesota, without giving effect to the privileges of conflict of laws. All proceedings related to this Agreement shall be venued in the State of Minnesota, County of Ramsey, and each party irrevocably consents to the jurisdiction and venue of the applicable trial courts located in Ramsey County, Minnesota.

18 DOCUMENTS

It is specifically agreed to by and between the parties that this Agreement includes the following documents attached and incorporated by reference herein, with any conflicts or inconsistencies between this Agreement and any Exhibits to be resolved by referring to this Agreement:

Exhibit A - Pricing
Exhibit B - Service Level Agreement
Exhibit C - Escrow Agreement
Exhibit D – Statement of Work
Exhibit E - Acceptance Test Plan

19 NOTICES

All notices or demands required or permitted to be given or made hereunder shall be in writing and shall be deemed to have been given if made by hand delivery with signed receipt, or when mailed by first class registered or certified mail, postage prepaid, addressed to Purchaser and Contractor at their respective addresses designated below.

Minnesota Counties Computer Cooperative

100 Empire Drive
Suite 201
Saint Paul MN 55103

20 FORCE MAJEURE

Neither Party shall be liable for failing to perform its obligations under this Agreement if such failure results from circumstances beyond reasonable control.

IN WITNESS WHEREOF, the agreements and covenants contained in this Agreement, Purchaser by resolution of its Board has caused this Agreement to be signed by the Chair of said Board on the 8th day of October, 2015, and as executed and agreed by Contractor, each warranting that they are empowered and authorized to execute the same.

Date: 10/8/2015

MnCCC

By: _____

Chair, Board of MnCCC

By: _____

Executive Director of MnCCC

CONTRACTOR

Date: October 16 2015

M. Scholes
VP of US Operations

SOFTWARE LICENSING AND SUPPORT AGREEMENT

Exhibit A - FEES AND CHARGES

Product or Service	Quantity	Price	Per	Amount
Software				
Series4000	1	$	License	$
Track5000s Module	1	$	License	$
Core License Fee				$
Annual License & Support				
Series4000 & Track5000s Annual License & Support	1	$	Year	$
Annual License & Support Charge				$
Services				
Project Management	1	$	Day	$
1 days Project Planning				
1 days Implementation & Project Meetings				
Data Conversion	1	$	Day	$
1 Excel worksheet containing 3,000 assets				
User Training	1	$	Day	$
Services Charge				$
Other				
The XYZ PDA	1	$	Each	$
Bar Code Labels	10,000	$	Batch	$
Other Charges				$
Total				**$**

Payment Terms

Software - Core License Fee Payable on successful completion of the Acceptance Test Plan, Exhibit E
Annual license & Support – Payable on successful completion of the Acceptance Test Plan, Exhibit E
Services and Other items – Payable on delivery.

Software Support

Software Support will be provided between 0800-1800hrs local time for the Purchaser except for weekends and US national holidays.

Minimum Period

To be 1 Year commencing on the Agreement Date

Initialed for
the Contractor

Initialed for
the Purchaser

Exhibit B - SERVICE LEVELS

1 **Definitions**

Case – An issue with the Software reported to the Contractor by the Purchaser.
Case Number – A unique reference allocated to a Case by the Contractor.
Fix – Temporary software to provide a workaround for a Case or to repair corrupted data.
Help Desk – The Contractor's employees or agents appointed to provide the Purchaser with Software Support.
New Release – A version of the Software issued by the Contractor.
Problem – An issue concerning the Software reported by the Purchaser to the Help Desk.
Target Resolution – The target time for the Contractor to resolve a Case less any Non-Working Days and any User Days.
User – An employee or agent of the Purchaser who has received formal training in the use of the Software.
User Days – Time taken by the Purchaser to provide Case-related information.

2 **Software Support**

2.1 The Contractor will provide a suitably trained Help Desk during the hours specified in Schedule 1 to provide assistance by telephone, fax and email, will remedy any faults in the Software.

2.2 Unless otherwise agreed, Software Support will be provided only to Users.

2.3 It is a condition of the Software Support service that the Purchaser keeps for reasonable periods, regular security copies of the data associated with the Software and accepts that data corruption, howsoever caused, may need to be corrected by copying back a security copy of the data.

2.4 In the event of data corruption caused by a Software fault, the Contractor will supply a Fix.

2.5 Software Support within the terms of this Agreement is for the Software only and does not include any warranty, maintenance or support for hardware supplied to the Purchaser by the Contractor. The Purchaser is responsible for arranging such support directly with the manufacturer of the hardware.

3 **Procedure**

3.1 The User will contact the Help Desk by telephone or email. A Case Number will be allocated by the Help Desk and the User advised of this. Wherever possible, the Problem will be resolved immediately. The Help Desk will contact the User on a regular basis until a method for resolution is determined. Where appropriate, the Help Desk will supply the User with a Fix or replacement Software.

4 **Call Priorities and Response Times**

Priority	Definition	Target Resolution	Method
High	A major Software function cannot be used and a workaround is not possible	2 working days	Fix or Next Release
Medium	A major Software function cannot be used and a workaround is possible	5 working days	Fix or Next Release
Low	Other incidents, minor faults or cosmetic issues	Next Release	Next Release

5 **Software Upgrades**

5.1 New Releases will be issued by the Contractor to the purchaser at no charge to the Purchaser from time to time for the purpose of correcting faults and adding functionality. The Purchaser agrees to install each New Release and any associated software within 12 months of notification by the Contractor of its availability.

5.2 It is the responsibility of the Purchaser to test all New Installations and Releases that are issued by the Contractor to the Purchaser in a secure sandpit environment and to verify that they perform to a satisfactory standard before authorizing release of the Software to Users. The Purchaser shall also review and test the software to ensure that it is free of any computer virus or malware.

5.3 All services provided by Contractor will be provided in a timely, professional, ethical and lawful manner.

Initialled for the Company	Initialled for the Customer

Exhibit C

Multi Licensee – Distributor Staggered Release Software Escrow Agreement

(Premium Solution)

Date	
Licensor	**Real Asset Management Plc**
Licensee	**Real Asset Management International**
Agreement Number	**39602**

Notice: The parties to this Agreement are obliged to inform NCC Group of any changes to the Software or in their circumstances (including change of name, principal office, contact details or change of owner of the intellectual property in the Software).

Escrow Agreement Dated:

Between:

(1) Real Asset Management Plc whose principal office is at Central Court, Knoll Rise Opington Kent BR607JA, United Kingdom ("**Licensor**");

(2) Real Asset Management International whose principal office is at 309 Court Avenue, Suite 244 Des Moines, IA 50309 United States of America ("**Distributor**"); and

(3) NCC Group, Inc. a corporation organized and existing under the laws of Virginia with its principal office at 1731 Technology Drive, Suite 880, San Jose, California, 95110, USA ("**NCC Group**").

Preliminary:

(A) Licensor has granted to Distributor a license to use a software package comprising computer programs and the right to grant sub-licenses to use that package.

(B) The Licensee has been granted a license to use a software package comprising computer programs.

(C) Certain technical information and documentation relating to the software package is the confidential property of Licensor and in the circumstances provided for in this Agreement would be required by Distributor and/or the Licensee for understanding, maintaining, modifying and correcting the software package in order to give continued effect to the Licensee's rights under the License Agreement.

(D) Licensor acknowledges that in certain circumstances, such information and/or documentation would be required by Distributor and/or Licensee in order for it to continue to exercise its rights under its License Agreement with the Licensor.

(E) The parties therefore agree that such information and/or documentation should be placed with a trusted third party, NCC Group, so that such information and/or documentation can be released to Licensee should certain circumstances arise.

Agreement:

In consideration of the mutual undertakings and obligations contained in this Agreement, the parties agree that:

1 **Definitions and Interpretation**

1.1 In this Agreement the following terms shall have the following meanings:

"**Agreement**" means the terms and conditions of this escrow agreement set out below, the Schedules hereto and the Letter of Intent.

"**Confidential Information**" means all technical and/or commercial information not in the public domain and which is designated in writing as confidential by any party.

"**Distribution Agreement**" means the agreement between Licensor and Distributor for the Software.

"**Escrow Material**" means the Source Code of the Software and such other materials and documentation (including updates and upgrades thereto and new versions thereof) as are necessary to comply with Clause 2 hereof.

"**Full Verification**" means the tests and processes forming NCC Group's Full Verification service and/or such other tests and processes as may be agreed between the parties for the verification of the Escrow Material.

"**Integrity Testing**" means the tests and processes forming NCC Group's Integrity Testing service, in so far as they can be applied to the Escrow Material.

"**Intellectual Property Rights**" mean any copyright, patents, design patents, registered designs, design rights, utility models, trademarks, service marks, trade secrets, know how, database rights, moral rights, confidential information, trade or business names, domain names, and any other rights of a similar nature including industrial and proprietary rights and other similar protected rights in any country or jurisdiction together with all registrations, applications to register and rights to apply for registration of any of the aforementioned rights and any licenses of or in respect of such rights.

"**Letter of Intent**" means the form completed by Licensor, Distributor or Licensee containing the information to enable NCC Group to set up of this Agreement or a Registration Agreement.

"**License Agreement**" means the agreement under which a Licensee was granted a license to use the Software.

"**Licensee**" means any person, firm, company or other entity:

1.1.1 to whom a license to use the Software has been granted; and

1.1.2 whom Licensor or Distributor has approved for registration under this Agreement; and

1.1.3 who has agreed to be bound by the terms and conditions of this Agreement by executing a completed Registration Agreement, forwarding the same to NCC Group and the receipt and registration of which has been acknowledged to the Licensee by NCC Group in writing;

and references in this Agreement to the Licensee shall be to the relevant Licensee(s) given the context in which such reference is made.

"**Registration Agreement**" means an agreement in the form attached as Schedule 2 to be signed by a party wishing to be a party to this Agreement and as a Licensee and, accordingly, to take the benefit of and be bound by the terms and conditions of this Agreement.

"**Release Event(s)**" means any of the events listed in Clauses 6.1.1 to 6.1.7 and Clauses 6.5.1 to 6.5.8.

"Release Purposes" means the purposes of understanding, maintaining, modifying and correcting the Software exclusively for and on behalf of Licensee together with such other purposes (if any) as are permitted under the License Agreement.

"Software" means the software together with any updates and upgrades thereto and new versions thereof licensed to Licensee under the License Agreement details of which are set out in Schedule 1.

"Source Code" means the computer programming code of the Software in human readable form.

1.2 This Agreement shall be interpreted in accordance with the following:

1.2.1 headings are for ease of reference only and shall not be taken into consideration in the interpretation of this Agreement;

1.2.2 all references to Clauses and Schedules are references to Clauses and Schedules of this Agreement; and

1.2.3 all references to a party or parties are references to a party or parties to this Agreement.

2 Licensor's Duties and Warranties

2.1 Licensor shall:

2.1.1 deliver a copy of the Escrow Material to NCC Group within 30 days of the date of this Agreement;

2.1.2 deliver an update or replacement copy of the Escrow Material to NCC Group within 30 days of a material update, error correction, enhancement, maintenance release or functional modification to the Software which results in an updated delivery of the object code version of the Software to Licensee ;

2.1.3 ensure that each copy of the Escrow Material deposited with NCC Group comprises the Source Code of the latest version of the Software used by Licensee(s);

2.1.4 deliver to NCC Group an update or replacement copy of the Escrow Material within 30 days after the anniversary of the last delivery of the Escrow Material to ensure that the Escrow Material represents the most current version of Source Code and that he integrity of the Escrow Material is maintained;

2.1.5 deliver with each deposit of the Escrow Material a Deposit Form which includes the following information:

2.1.5.1 details of the deposit including the full name of the Software (i.e. the original name as set out under Schedule 1 together with any new names given to the Software by Licensor) version details, media type, backup command/software used, compression used, archive hardware and operating system details; and

2.1.5.2 password/encryption details required to access the Escrow Material;

2.1.6 deliver with each deposit of the Escrow Material any of the following technical information (where applicable):

2.1.6.1 documentation describing the procedures for building, compiling and installing the software, including names and versions of the development tools;

2.1.6.2 software design information (e.g. module names and functionality); and

2.1.6.3 name and contact details of employees with knowledge of how to maintain and support the Escrow Material; and

2.1.7 deposit a detailed list of the suppliers of any software of any third party required to access, install, build or compile or otherwise use the Escrow Material.

2.2 Licensor warrants to NCC Group, Distributor and Licensee at the time of each deposit of the Escrow Material with NCC Group that:

2.2.1 It has the full right, ability and authority to deposit the Escrow Material;

2.2.2 in entering into this Agreement and performing its obligations under it, it is not in breach of any of its ongoing express or implied obligations to any third party(s); and

2.2.3 the Escrow Material deposited under Clause 2.1 contains all information in human-readable form and is on suitable media to enable a reasonably skilled programmer or analyst to understand, maintain, modify and correct the Software.

3 Distributor's and Licensee's Responsibilities and Undertakings

3.1 Licensee and/or Distributor shall notify NCC Group of any change to the Software that necessitates a replacement deposit of the Escrow Material.

3.2 In the event that the Escrow Material is released under Clause 6, Distributor and the Licensee shall:

3.2.1 keep the Escrow Material confidential at all times;

3.2.2 use the Escrow Material only for the Release Purposes;

3.2.3 not disclose the Escrow Material to any person save such of its employees or contractors who need to know the same for the Release Purposes. In the event that Escrow Material is disclosed to its employees or contractors, Distributor or the Licensee shall ensure that its employees and contractors are bound by the same confidentiality obligations as are contained in this Clause 3.2;

3.2.1 hold all media containing the Escrow Material in a safe and secure environment when not in use; and

3.2.2 forthwith destroy the Escrow Material should Distributor and the Licensee cease to be entitled to use the Software.

4 NCC Group's Duties

4.1 NCC Group shall:

4.1.1 at all times during the term of this Agreement, retain the Escrow Material in a safe and secure environment;

4.1.2 notify Licensor, Distributor and the relevant Licensee of the acceptance of any Registration Agreement; and

4.1.3 inform Licensor, Distributor and the Licensee of the receipt of any deposit of the Escrow Material by sending to all parties a copy of the Integrity Testing report or Full Verification report (as the case may be) generated from the testing carried out under Clause 10;

4.2 In the event of failure by Licensor to deposit any Escrow Material with NCC Group, NCC Group shall not be responsible for procuring such deposit and may, at its sole discretion, notify the Licensee and Distributor of Licensor's failure to deposit any Escrow Material.

4.3 NCC Group may appoint agents, contractors or sub-contractors as it deems fit to carry out the Integrity Testing and the Full Verification and NCC Group shall ensure that such agents, contractors or sub-contractors are bound by the same confidentiality obligations as are contained in Clause 8.

4.4 NCC Group has the right to make such copies of the Escrow Material as may be necessary solely for the purposes of this Agreement.

5 Payment

5.1 The parties shall pay NCC Group's fees and charges as published from time to time or as otherwise agreed, as listed in Schedule 3. NCC Group's fees as published are exclusive of any applicable sales tax.

5.2 If NCC Group is required to perform any additional or extraordinary services as a result of being an escrow agent including intervention in any litigation or proceeding, NCC Group shall receive reasonable compensation for such services and be reimbursed for all costs incurred, including reasonable attorney's fees.

5.3 NCC Group shall be entitled to review and vary its standard fees and charges for its services applicable under this Agreement from time to time but no more than once a year and only upon 45 days notice to the parties.

5.4 All invoices are payable within 30 days from the date of invoice. Interest shall accrue at the lesser of 1.5% per month or the maximum amount permitted by applicable law for any fees that are undisputed by the paying party and remain unpaid for more than 30 days past the due date of the applicable invoice.

5.5 In the event of a dispute made in good faith as to the amount of fees, the party responsible for payment agrees to remit payment on any undisputed amount(s) in accordance with Clause 5.1 above. In such circumstances, the interest on the fees shall not accrue as to any disputed unless not paid within 30 days after such dispute has been resolved by the parties.

5.6 NCC Group shall have no obligations under this Agreement until the initial invoice has been paid in full.

6 Release Events

6.1 Subject to (i) the remaining provisions of this Clause 6 and (ii) the receipt by NCC Group of the fees chargeable upon a release and any other fees and interest (if any) outstanding under this Agreement, NCC Group will release the Escrow Material to a duly authorized officer of Distributor if any of the following events (**"Release Events"**) occur:

6.1.1 a receiver, trustee or similar officer is appointed for the business and property of Licensor; or

6.1.2 Licensor files a petition in bankruptcy, files a petition seeking any reorganization (without confirming immediately in writing to Distributor that it will continue to maintain the Software in accordance with the terms of the Distribution Agreement or any applicable maintenance agreement), makes an arrangement, composition, or similar relief under any law regarding insolvency or relief for debtors, or makes an assignment for the benefit of creditors; or

6.1.3 any involuntary petition or proceeding under bankruptcy or insolvency laws is instituted against Licensor and not stayed, enjoined, or discharged within 60 days; or

6.1.4 Licensor takes any corporate action authorizing any of the above; or

6.1.5 any similar or analogous proceedings or event to those in Clauses 6.1.1 to 6.1.3 above occurs in respect of Licensor within any jurisdiction outside the USA; or

6.1.6 Licensor ceases to carry on its business or the part of its business which relates to the Software; or

6.1.7 Licensor or, where relevant, its agent, parent, subsidiary or associated company is in material breach of its obligations as to maintenance or modification of the Software under the Distribution Agreement or any maintenance agreement entered into in connection with the Software and has failed to remedy such default notified by Distributor to Licensor within a reasonable period.

6.2 Distributor must notify NCC Group, with a copy to Licensor and the Licensee, of the Release Event(s) specified in Clause 6.1 by delivering to NCC Group a notice in writing ("**Notice**") declaring that such Release Event has occurred, setting out the facts and circumstances of the Release Event, that the Distribution Agreement and any maintenance agreement, if relevant, for the Software was still valid and effective up to the occurrence of such event and exhibiting such documentary evidence in support of the Notice as NCC Group shall reasonably require.

6.3 Upon receipt of a Notice from Distributor claiming that a Release Event has occurred:

6.3.1 NCC Group shall submit a copy of the Notice to Licensor (with a copy to Distributor in order to acknowledge receipt of the Notice) by courier or equivalent type of post; and

6.3.2 unless within 14 calendar days after the date of dispatch of the Notice from NCC Group, NCC Group receives a counter-notice in writing from Licensor stating that in their view no such Release Event has occurred or, if appropriate, that the event or circumstance giving rise to the Release Event has been rectified as shown by documentation in support thereof

NCC Group will release the Escrow Material to Distributor for its use for the Release Purposes.

6.4 If the Escrow Material is released to Distributor under the provisions of Clause 6 above, Distributor will be solely responsible for its own performance of such Licensor's obligations contained in this Agreement as are consistent with the continued operation of this Agreement.

6.5 Subject to (i) the provisions of Clauses 6.7 and 6.8 and (ii) the receipt by NCC Group of the fees chargeable upon a release, and any other fees and interest (if any) outstanding under this Agreement, NCC Group will release the Escrow Material to a duly authorized officer of the Licensee if any of the following Release Events occur:

6.5.1 Distributor or, where relevant, its agent, parent, subsidiary or associated company is in material breach of its obligations as to maintenance or modification of the Software under the License Agreement or any maintenance agreement entered into in connection with the Software and has failed to remedy such default notified by the Licensee to Distributor within a reasonable period; or

6.5.2 a receiver, trustee or similar officer is appointed for the business and property of Distributor; or

6.5.3 Distributor files a petition in bankruptcy, files a petition seeking any reorganization (without confirming immediately in writing to the Licensee that it will continue to maintain the Software in accordance with the terms of the License Agreement or any applicable maintenance agreement), makes an arrangement, composition, or similar relief under any law regarding insolvency or relief for debtors, or makes an assignment for the benefit of creditors; or

6.5.4 any involuntary petition or proceeding under bankruptcy or insolvency laws is instituted against Distributor and not stayed, enjoined, or discharged within 60 days; or

6.5.5 Distributor takes any corporate action authorizing any of the above; or

6.5.6 any similar or analogous proceedings or event to those in Clauses 6.5.2 to 6.5.4 above occurs in respect of Licensor within any jurisdiction outside the USA; or

6.5.7 Licensor ceases to carry on its business or the part of its business which relates to the Software; or

6.5.8 Distributor fails to apply for release on the occurrence of the Release Events listed in Sub-Clause 6.1.1 to 6.1.6 (within 30 days of Distributor's actual knowledge of such Release Event).

6.6 The Licensee must notify NCC Group, with a copy to Licensor and Distributor, of the Release Event(s) specified under Clause 6.5 by delivering to NCC Group a notice in writing ("**Notice**") declaring that such Release Event has occurred, setting out the facts and circumstances of the Release Event, that the License Agreement and any maintenance agreement, if relevant, for the Software was still valid and effective up to the occurrence of such event and exhibiting such documentary evidence in support of the Notice as NCC Group shall reasonably require.

6.7 Upon receipt of a Notice from the Licensee claiming that a Release Event has occurred, NCC Group shall submit a copy of the Notice to Licensor and Distributor (with a copy to the Licensee in order to acknowledge receipt of the Notice) by courier or equivalent type of post; and unless within 14 calendar days after the date of dispatch of the Notice from NCC Group:

6.7.1 NCC Group receives a counter-notice in writing from Distributor stating that in their view no such Release Event has occurred, or, if appropriate, that the event or circumstance

giving rise to the Release Event has been rectified as shown by documentation in support thereof; or

6.7.2 NCC Group receives a counter-notice from Licensor stating that Licensor will assume directly:

6.7.2.1 the rights and obligations of Distributor under this Agreement and shall accordingly enter into a new escrow agreement to reflect the new arrangement within 30 days from the date of such counter-notice; and

6.7.2.2 any maintenance obligations of Distributor under any maintenance agreement with the Licensee or under the License Agreement on reasonable commercial terms; or

6.7.3 NCC Group receives a counter-notice from of Licensor stating that Licensor:

6.7.3.1 has appointed a new distributor who will assume the rights and obligations of Distributor under this Agreement, the Distribution Agreement, the License Agreement and any maintenance agreement on reasonable commercial terms; and

6.7.3.2 that the new distributor shall accept the obligations of Distributor by signing and delivering to NCC Group a new escrow agreement on the same terms and conditions as are contained in this Agreement within 30 days of such counter-notice;

NCC Group will release the Escrow Material to the Licensee.

6.7.4 For the avoidance of doubt, should a counter-notice be served by Licensor pursuant to Clauses 6.7.2 or 6.7.3 and a new escrow agreement is not completed within 30 days of the date of such notice (unless as a result of delays caused by the Licensee) NCC Group shall release the Escrow Material to the Licensee.

6.8 Upon receipt of the counter-notice from Licensor under Clause 6.3.2, NCC Group shall send a copy of the counter-notice and any supporting evidence to Distributor (with a copy to Licensor in order to acknowledge receipt of the counter-notice) by courier or other form of guaranteed delivery.

6.9 Upon receipt of any counter-notice from Distributor or Licensor under clauses 6.7.1 6.7.2 or 6.7.3, NCC Group shall send a copy of the counter-notice and any supporting evidence to the Licensee (with a copy to Distributor or Licensor (as the case may be) in order to acknowledge receipt of the counter-notice) by courier or other form of guaranteed delivery.

6.10 Upon receipt by Distributor or the Licensee (as the case may be) of the counter-notice from NCC Group or, in any event, within 90 days of dispatch of the counter-notice by NCC Group, Distributor or the Licensee (as the case may be) may give notice to NCC Group that they wish to invoke the dispute resolution procedure under Clause 7.

6.11 If, within 90 days of dispatch of the counter-notice by NCC Group to Distributor or the Licensee (as the case may be) NCC Group has not been informed by Distributor or the Licensee (as the case may be) that they wish the dispute resolution procedure set out below to apply, the Notice submitted by Distributor or the Licensee (as the case may be) will be deemed to be no longer valid and Distributor or the Licensee (as the case may be) shall be deemed to have waived their right to release of the Escrow Material for the particular reason or event specified in the original Notice. In such circumstances, this Agreement shall continue in full force and effect.

7 Disputes

7.1 Upon receipt of Distributor's or Licensee's notice requesting dispute resolution (as the case maybe), NCC Group shall notify shall notify Licensor or Distributor (as the case may be) of Distributor or the Licensee's request for dispute resolution. Licensor and Distributor or Distributor and the Licensee (as the case may be) shall submit their dispute to expedited binding arbitration in Santa Clara County, California under Commercial Arbitration Rules of the American Arbitration Association by one arbitrator appointed by the said rules. The decision of the arbitrator shall be final and binding upon the parties and enforceable in any court of competent jurisdiction, and a copy of such decision shall b e delivered immediately to Licensor, the Distributor, the Licensee and NCC Group. The parties shall use their best efforts to commence the arbitration proceedings within 14 days following delivery of the counter-notice. The sole question to be determined by the arbitrator shall be whether or not there existed a Release Event at the time Distributor or the Licensee (as the case may be) delivered the Notice to NCC Group.

7.2 If the arbitrator finds that a Release Event existed at the time of delivery of the Notice to NCC Group, NCC Group is hereby authorized to release and deliver the Escrow Material to the Licensee or Distributor (as appropriate) within 5 working days of the decision being notified by the arbitrator to the parties. If the arbitrator finds to the contrary, then NCC Group shall not release the Escrow Material and shall continue to hold it in accordance with the terms of this Agreement.

7.3 The parties hereby agree that the costs and expenses of the arbitrator, the reasonable attorneys fees and costs incurred by the prevailing party in the arbitration and any costs incurred by NCC Group in the arbitration shall be paid by the non-prevailing party.

8 Confidentiality

8.1 The Escrow Material shall remain at all times the confidential and intellectual property of Licensor.

8.2 In the event that NCC Group releases the Escrow Material to Distributor and/or the Licensee, Distributor and/or the Licensee (as relevant) shall be permitted to use the Escrow Material only for the Release Purposes.

8.3 Subject to Clause 8.4, NCC Group agrees to keep all Confidential Information relating to the Escrow Material and/or the Software that comes into its possession or to its knowledge under this Agreement in strict confidence and secrecy. NCC Group further agrees not to make use of such information and/or documentation other than for the purposes of this Agreement and, unless the parties should agree otherwise in writing and subject to Clause 8.4, will not disclose or release it other than in accordance with the terms of this Agreement.

8.4 NCC Group may release the Escrow Material to the extent that it is required by applicable federal, state or local law, regulation, court order, judgment, decree or other legal process, provided that NCC Group has notified Licensor, Distributor and the Licensee prior to such required release, has given them an opportunity to contest (at their own expense) such required release, within the time parameters mandated by such applicable regulation, court order, judgment, decree or other legal process. NCC Group is hereby expressly authorized in its sole discretion to obey and comply with all orders, judgments, decrees so entered or issued by any court, without the necessity of inquiring as to the validity of such order, judgment or decree or the court's underlying jurisdiction. Where NCC Group obeys or complies with any such order, judgment or decree, NCC Group shall not be liable to Licensor, Distributor, the Licensee or any third party by reason of such compliance, notwithstanding that such order, judgment or decree may subsequently be reversed, modified or vacated.

8.5 Any request by a Licensee under clause 10.3 for a Full Verification shall remain confidential as between the requesting Licensee, Licensor, Distributor and NCC Group.

9 Intellectual Property Rights

9.1 The release of the Escrow Material to the Licensee will not act as an assignment of any Intellectual Property Rights that Licensor or any third party possesses in the Escrow Material. However, upon deposit of the Escrow Material, the title to the media upon which the Escrow Material is deposited (**"Media"**) is transferred to NCC Group. Upon delivery of the Escrow Material back to Licensor, the title to the Media shall transfer back to Licensor. If the Escrow Material is released to the Licensee, the title to the Media shall transfer to the Licensee.

9.2 The Intellectual Property Rights in the Integrity Testing report and any Full Verification report shall remain vested in NCC Group. Licensor, Distributor and the Licensee shall each be granted a non-exclusive non-transferable right and licence to use the Integrity Testing report for the purposes of this Agreement and their own internal purposes only. Licensor, Distributor and the party who commissioned the Full Verification shall each be granted a non-exclusive right and license to use the Full Verification report for the purposes of this Agreement and their own internal purposes only.

10 Integrity Testing and Full Verification

10.1 NCC Group shall bear no obligation or responsibility to any party to this Agreement or person, firm, company or entity whatsoever to determine the existence, relevance, completeness, accuracy, operation, effectiveness, functionality or any other aspect of the Escrow Material received by NCC Group under this Agreement.

10.2 As soon as practicable after the Escrow Material has been deposited with NCC Group, NCC Group shall apply its Integrity Testing processes to the Escrow Material.

10.3 Any party to this Agreement shall be entitled to require NCC Group to carry out a Full Verification. Subject to Clause 10.4, NCC Group's prevailing fees and charges for the Full Verification processes and all reasonable expenses incurred by NCC Group in carrying out the Full Verification processes, shall be payable by the requesting party.

10.4 If the Escrow Material fails to satisfy NCC Group's Full Verification tests as a result of being defective or incomplete in content, NCC Group's fees, charges and expenses in relation to the Full Verification tests shall be paid by Licensor.

10.5 Should the Escrow Material deposited fail to satisfy NCC Group's Integrity Testing or Full Verification tests under Clauses 10.2 or 10.3, Licensor shall, within 14 days of the receipt of the notice of test failure from NCC Group, deposit such new, corrected or revised Escrow Material as shall be necessary to ensure its compliance with its warranties and obligations in Clause 2. If Licensor fails to make such deposit of the new, corrected or revised Escrow Material, NCC Group will issue a report to the Licensee and Distributor (with a copy to Licensor) detailing the problem with the Escrow Material as revealed by the relevant tests.

11 NCC Group's Liability

11.1 Nothing in this Clause 11 excludes or limits the liability of NCC Group for gross negligence or intentional misconduct.

11.2 Subject to Clause 11.1, NCC Group shall not be liable for:

11.2.1 any loss or damage caused to either Licensor, Distributor or Licensee except to the extent that such loss or damage is caused by the negligent acts or omissions of or a breach of any contractual duty by NCC Group, its employees, agents or sub-contractors and in such event NCC Group's total liability with regard to all claims arising under or by virtue of this Agreement or in connection with the performance or contemplated performance of this Agreement, shall not exceed the sum of $100,000 (one hundred thousand US dollars); and

11.2.2 any special, indirect, incidental or consequential damages whatsoever.

11.3 NCC Group shall not be responsible in any manner whatsoever for any failure or inability of Licensor, Distributor or Licensee to perform or comply with any provision of this Agreement.

11.4 NCC Group shall not be liable in any way to Licensor, Distributor or Licensee for acting in accordance with the terms of this Agreement and specifically (without limitation) for acting upon any notice, written request, waiver, consent, receipt, statutory declaration or any other document furnished to it pursuant to and in accordance with this Agreement.

11.5 NCC Group shall not be required to make any investigation into and shall be entitled in good faith without incurring any liability to Licensor, Distributor or Licensee to assume (without requesting evidence thereof) the validity, authenticity, veracity and due and authorized execution of any documents, written requests, waivers, consents, receipts, statutory declarations or notices received by it in respect of this Agreement.

12 Indemnity

Licensor and Distributor each agrees to defend and indemnify NCC Group and to hold NCC Group harmless from and against any claims, suits or other proceedings, actions, losses, costs, liabilities or expenses incurred in connection with the defense thereof (including reasonable attorney's fees), in each case which may be imposed on, or incurred by or asserted against NCC Group in any way arising out of or relating to this Agreement, provided that neither Licensor nor Distributor shall be liable for that portion of any such indemnification amount resulting from NCC Group's gross negligence or intentional misconduct.

13 Term and Termination

13.1 This Agreement shall continue until terminated in accordance with this Clause 13.

13.2 If Licensor, Distributor or Licensee, as the case may be, fails to pay an invoice addressed to it for services under this Agreement within 30 days of its issue, NCC Group reserves the right to give that party written notice to pay the outstanding invoice within 30 days. If Licensor or Distributor has not paid its invoice by the expiry of the 30 day notice period, NCC Group will give Licensee(s) a period of 30 days to pay the invoice. If Licensor, Distributor or Licensee (as appropriate) has not paid its invoice after being given notice in accordance with this Clause, NCC Group shall have the right to terminate this Agreement or the registration of Licensee (as appropriate) without further notice. Any amounts owed by Licensor or Distributor but paid by Licensee(s) will be recoverable by Licensee(s) direct from Licensor or Distributor as a debt and, if requested, NCC Group shall provide appropriate documentation to assist in such recovery.

13.3 Upon termination of this Agreement in its entirety under the provisions of Clause 13.2, for 30 days from the date of termination NCC Group will make the Escrow Material available for collection by Licensor or its agents from the premises of NCC Group during office hours. After such 30 day period NCC Group has the authority to destroy the Escrow Material.

13.4 Notwithstanding any other provision of this Clause 13, NCC Group may resign as Escrow Agent hereunder and terminate this Agreement by giving sixty(60) days written notice to Licensor, Distributor and Licensee(s). In the event that it is terminated in its entirety, Licensor, Distributor and Licensee(s) shall appoint a mutually acceptable new custodian on similar terms and conditions to those contained herein. If a new custodian is not appointed within 14 days of delivery of such notice, Licensor, Distributor or Licensee(s) shall be entitled to request the American Arbitration Association to appoint a suitable new custodian upon terms and conditions consistent with those in this Agreement. Such appointment shall be final and binding on Licensor, Distributor and Licensee(s). If NCC Group is notified of the new custodian within the notice period, NCC Group will forthwith deliver the Escrow Material to the new custodian. If NCC Group is not notified of the new custodian within the notice period and this Agreement has been terminated in its entirety, NCC Group will return the Escrow Material to Licensor.

13.5 Licensee may terminate this Agreement in respect of itself only at any time by giving sixty (60) days prior written notice to NCC Group.

13.6 If the License Agreement with a Licensee has expired or has been lawfully terminated, then Licensee shall give notice to NCC Group within 14 days thereof to terminate its interest under this Agreement, failing which Licensor or Distributor shall be entitled to give written notice to NCC Group to terminate the relevant Licensee's interests under this Agreement. Upon receipt of such a notice from Licensor or Distributor, NCC Group shall notify the Licensee of Licensor's or Distributor's notice to terminate. Unless within 30 days of NCC Group giving such notice to the Licensee, NCC Group receives from the Licensee a counter-notice disputing the termination of

the License Agreement, then Licensee shall be deemed to have consented to such termination and Licensee's rights under this Agreement shall immediately automatically terminate. Any disputes arising under this Clause shall be dealt with in accordance with the dispute resolution procedure in Clause 7. Upon termination of the entire agreement under this Clause, NCC Group shall return the Escrow Material to Licensor.

13.7 Subject to Clause 13.6, Licensor may only terminate the interests of any Licensee under this Agreement with the written consent of that Licensee.

13.8 Subject to Clause 13.6, Licensor may only terminate this Agreement in its entirety with the written consent of all Licensees.

13.9 This Agreement shall immediately terminate in respect of a Licensee upon release of the Escrow Material to that Licensee in accordance with Clause 6.

13.10 If this Agreement is superseded and replaced by a new agreement in respect of the Escrow Material, this Agreement shall, upon the coming into force of the new agreement in respect of a Licensee, automatically terminate in respect of that Licensee. When this Agreement has been terminated in respect of all Licensees who are registered under it, it shall immediately terminate in its entirety. The relevant party or parties shall request NCC Group to either transfer the Escrow Material to the new agreement or ask Licensor under the new agreement to deposit new material. If new material is deposited, upon its receipt, NCC Group shall, unless otherwise instructed, destroy the Escrow Material.

13.11 The termination of this Agreement in respect of a Licensee shall be without prejudice to the continuation of this Agreement in respect of any other Licensees.

13.12 If any terminations of Licensees' interests under this Agreement result in there being no Licensees registered under this Agreement, unless otherwise instructed by Licensor, this Agreement will continue and the Escrow Material will be retained by NCC Group pending registration of other Licensees.

13.13 The provisions of Clauses 1, 3.2, 5, 8, 9, 10.1, 11, 12, 13.13 to 13.15 (inclusive) and 14 shall continue in full force after termination of this Agreement.

13.14 On and after termination of this Agreement, Licensor, Distributor and/or Licensee(s) (as appropriate) shall remain liable to NCC Group for payment in full of any fees and interest which have become due but which have not been paid as at the date of termination.

13.15 The termination of this Agreement, however arising, shall be without prejudice to the rights accrued to the parties prior to termination.

General

14.1 Licensor, Distributor and Licensee(s) shall notify NCC Group and each other, within 30 days of its occurrence, of any of the following:

14.1.1 a change of its name, principal office, contact address or other contact details; and

14.1.2 any material change in its circumstances that may affect the validity or operation of this Agreement.

14.2 This Agreement shall be deemed entered into in California and will be governed by and construed according to the laws of the state of California, excluding that body of law known as conflict of law. The parties agree that any dispute arising under this Agreement will be resolved in the state or federal courts in Santa Clara County, California and the parties hereby expressly consent to the jurisdiction thereof.

14.3 This Agreement together with, in respect of each Licensee, their Registration Agreement, represents the whole agreement relating to the escrow arrangements between NCC Group, Licensor, Distributor and that Licensee for the Software and shall supersede all prior agreements, discussions, arrangements, representations, negotiations and undertakings. In the event of any conflict between these documents, the terms of this Agreement shall prevail.

14.4 Unless the provisions of this Agreement otherwise provide, any notice or other communication required or permitted to be given or made in writing hereunder shall be validly given or made if delivered by hand or courier or if dispatched by certified or registered mail (airmail if overseas) addressed to the address specified for the parties in this Agreement or their Registration Agreement (or such other address as may be notified to the parties from time to time) or if sent by facsimile message to such facsimile number as has been notified to the parties from time to time and shall be deemed to have been received:

(i) if delivered by hand or courier, at the time of delivery;

(ii) if sent by certified or registered mail (airmail if overseas), 3 business days after posting (6 days if sent by airmail);

(iii) if sent by facsimile, at the time of completion of the transmission of the facsimile with facsimile machine confirmation of transmission to the correct facsimile number of all pages of the notice.

14.8 If any provision of this Agreement is declared too broad in any respect to permit enforcement to its full extent, the parties agree that such provision shall be enforced to the maximum extent permitted by law and that such provision shall be deemed to be varied accordingly. If any provision of this Agreement is found by any court, tribunal or administrative body of competent jurisdiction to be wholly or partly illegal, invalid, void, or unenforceable, it shall, to the extent of such illegality, invalidity or unenforceability, be deemed severable and the remaining part of the provision and the rest of the provisions of this Agreement shall continue in full force and effect.

14.9 Save as expressly provided in this Agreement, no amendment or variation of this Agreement shall be effective unless in writing and signed by a duly authorized representative of each of the parties to it.

14.10 The parties shall not be liable to each other or be deemed to be in breach of this Agreement by reason of any delay in performing, or failure to perform, any of their obligations under this Agreement if the delay or failure was for a reason beyond that party's reasonable control (including, without limitation, fire, flood, explosion, epidemic, riot, civil commotion, any strike, lockout or other industrial action, act of God, war or warlike hostilities or threat of war, terrorist activities, accidental or malicious damage, or any prohibition or restriction by any governments or other legal authority which affects this Agreement and which is not in force on the date of this Agreement). A party claiming to be unable to perform its obligations under this Agreement (either on time or at all) in any of the circumstances set out above must notify the other parties of the nature and extent of the circumstances in question as soon as practicable. If such circumstances continue for more than six months, any of the other parties shall be entitled to terminate this Agreement by giving one month's notice in writing.

14.11 No waiver by any party of any breach of any provisions of this Agreement shall be deemed to be a waiver of any subsequent or other breach and, subject to Clause 6.10, no failure to exercise or delay in exercising any right or remedy under this Agreement shall constitute a waiver thereof.

14.12 This Agreement may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement.

Signed for and on behalf of Real Asset Management Plc

Name: MARCUS SCHOLES

Position: SENIOR MANAGER

(Authorised Signatory)

Signed for and on behalf of Real Asset Management International

Name: MARCUS SCHOLES

Position: SENIOR MANAGER

(Authorised Signatory)

Signed for and on behalf of NCC Group, Inc.

Name: Craig W. Motta

Position: General Manager, NA

(Authorised Signatory)

Exhibit D: Statement of Work

Statement of Work

MnCCC

Quote No:

Executive Summary

Real Asset Management Inc., (RAM) offers a range of exceptional products and services designed to provide US organizations with a complete solution for the management of fixed assets. The RAM Group, established in 1981, has over 34 years' experience developing, implementing, and supporting fixed asset management systems. Over that time, RAM has successfully delivered over 3,500 projects to the commercial and government sectors.

RAM provides fixed asset accounting, maintenance management and asset tracking solutions for commercial, government, education, not for profit, military, and healthcare organizations, assisting compliance with US GAAP, SOX, Bill 198, GASB 34, IFRS and other corporate governance regulations. RAM's Series4000 solution, integrates virtually every aspect of fixed asset management with comprehensive modules that incorporate: - See more at: http://www.realassetmgt.com/enterprise-asset-management.html

Personnel who will perform the Services:

Real Asset Management Project Manager - TBD

Scope of the project:

A project manager from Real Asset Management (RAM) will implement the Asset4000 application at the MnCCC Customer site, on hardware provided. If RAM is to provide hosting of the application, the project manager will install the application to our hosted server(s). The implementation involves installing the system, configuring the database to meet Customer's requirements, providing a data conversion service, and user training.

The installation involves the following components:

- Restoring a blank database on an existing SQL server provided by Customer (RAM can provide a free copy of SQL Express if required).
- Installation of all required applications on an application server provided by Customer.

  ** The application(s) may be installed onto the same server if required by Customer.
  *** The Customer may choose to install the software and database platforms to a local PC if a server environment is not preferred.

Following the installation, a RAM Project Manager will assist Customer with defining their database configuration requirements. Based on the agreed configuration, the Project Manager will assist Customer with the preparation of their data for conversion and a professional conversion service will be provided by RAM to populate the Asset4000 Database.

The Managed Data Conversion will take place off-site by RAM and includes a data health-check and internal reconciliation to provided financial figures such as number of records,

NBV, and GBV> We check that the mandatory fields have been completed. We check that valid analysis codes have been mapped correctly. We check for missing description fields. We ensure tha the auto-defaults are working correctly. If relevant, we also check the capitalization date and ensure valid dates. We check the purchase date is before the capitalization date. We check that the NBV is not greater than the GBV, we check that GBV – Accumulated Depreciation = NBV.

Following the conversion, the Project Manager will return with the converted database, restore the database on Customer hardware, and walk through the reconciliation process. After the database has been restored and reconciled, the RAM Project Manager will provide basic and advanced training Asset4000.

Location and Estimated Timetable for Services:
Software and Services will be completed on-site with Customer as well as remotely from the Real Asset Management offices in Des Moines, IA.

Within 30 days after receipt of purchase order from Customer, Real Asset Management will assign a Project Manager to Customer for the period of the implementation, provide all project planning documentation, and begin the initial consultation.

The Project will be completed in 3 separate phases. This document assumes Customer will be providing hardware for the application and database. Should RAM be required to host the application and database on behalf of Customer, the Phases and Deliverables will be updated accordingly.

Phase 1: Installation, Configuration, & Data Conversion Consultancy

- Access will need to be granted to the location of the servers to be used for the project. The Asset4000 database holding all assets will be installed on a database server or local PC provided by Customer.
- The RAM Project Manager will ensure end users can connect and login to the Asset4000 application prior to leaving Customer site and prior to the conclusion of Phase 1.
- The configuration and data conversion consultancy may be completed with one or many users. This can be done from any PC connected to he database previously installed on the server. If multiple people are involved, a conference room containing a projector and computer works well for this step.

Phase 2: Data Conversion

- Real Asset Management will complete the data conversion off-site. Once the data file(s) and conversion instructions have been received by Real Asset Management, a data health-check will be performed. Following the health-check, the conversion will begin and will be monitored by the Real Asset Management Project Manager assigned. If required, RAM can provide resources to aid in the extraction of data from existing applications. The project manager will check the conversion and reconcile the financial figures internally prior to Phase 3.

Phase 3: Data Reconciliation & User Training

- Following the conversion, the Real Asset Management project manager will return to Customer with the converted database to be restored on the database server. Alternatively, the database can be provided to Customer via a secure FTP site. A database administrator will be required for this phase. The data reconciliation process will be done with the user(s) at Customer that provided the data for

conversion. This can be done from one PC installed with Asset4000 or in a conference environment if multiple people are involved. The training will commence following the reconciliation. Below are two options for a multiple user system:

- The Real Asset Management Project Manager can provide training in a conference room using a projector with a PC that has access to the database.
- If a 'classroom' environment is available with multiple computers, the Project Manager can temporarily install the software on the computers in the classroom so all users will have the opportunity to log in during training. The Project Manager can lead the training session from another computer attached to a project.

A specific project plan with timetables and locations of activities will be issues for each Customer individually as project scopes and times may vary. A typical project plan follows at the end of this document.

Acceptance Testing Criteria:
Please see Exhibit E Acceptance Test Plan

Other Considerations:
Customer may wish to implement more modules than Asset4000 including Track5000s and Inventory4000. A new Statement of Work will be issued for projects where additional modules are to be implemented.

Deliverables Schedule

Project Plan for Customer

Ref	Task	Who	Start Date	End Date	Completion Date	Dependent	Notes
Phase 1 – Installation and Configuration							
1.01	Project Meeting/ Call	CUSTOMER/RAM					
1.02	System / Application Installation	CUSTOMER/RAM					
1.03	Database Installation	CUSTOMER/RAM					
1.04	Policies and Procedures Discussion w/RAM	CUSTOMER/RAM					
1.05	Asset4000 Configuration Consultancy: ▪ System Configuration ▪ Book Configuration ▪ User Codes, Descriptions, Amounts, & Dates ▪ Financial Year Configuration ▪ Defaults and Cross References ▪ Depreciation Codes, Currency Codes ▪ Journals ▪ Data Import Wizard ▪ Reports ▪ Security requirements for Asset4000	CUSTOMER/RAM					
1.06	Review configuration & system design	CUSTOMER/RAM					
1.07	Sign-off installation & configuration	CUSTOMER					
Phase 2 – Data Conversion							
2.01	Provide initial copy of data conversion document to Customer for review	RAM					
2.02	Provide final copy of data to RAM for conversion	CUSTOMER					
2.03	Provide signed copy of data conversion document to RAM	CUSTOMER					
2.04	RAM Managed data conversion service and health-check	CUSTOMER					
2.05	Reconcile data conversion (GBV, NBV, record count)	RAM/CUSTOMER					
2.06	Load transactions from xx/xx/xx through current period	RAM					

Ref	Task	Who	Start Date	End Date	Completion Date	Dependent	Notes
2.07	Reconcile final conversion with transactions	RAM					
2.08	Sign-off Data conversion service	CUSTOMER					
Phase 3 – Training							
3.01	Restore converted database on server	CUSTOMER/RAM					
3.02	Reconcile conversion onsite	CUSTOMER/RAM					
3.03	Final configuration prior to training – user security, journals, journal entry report etc	CUSTOMER/RAM					
3.04	Data Import Wizard setup and testing	CUSTOMER/RAM					
3.05	Asset4000 New User Training ▪ System Overview ▪ Asset Browser ▪ Asset Details ▪ Asset Acquisitions ▪ Asset Events ▪ - Transfers ▪ - Disposals ▪ Calculating Depreciation ▪ Reviewing Period Asset Costs ▪ Depreciation Reporting ▪ Event Reporting and other reports ▪ User Reports ▪ Period End Process ▪ Standard Journal Configuration and training ▪ User Codes and Descriptive Fields ▪ User Code Changes ▪ Financial Years ▪ Depreciation Methods ▪ Forecasting Depreciation ▪ Asset Splits ▪ System Maintenance ▪ Batch Events ▪ Security / Authority Levels Questions and Answers	CUSTOMER/RAM					
3.06	Live Operation	CUSTOMER/RAM					Go-Live

Ref	Task	Who	Start Date	End Date	Completion Date	Dependent	Notes
3.07	Project Completion	RAM					Project Close

Applicable Standards

As project milestones are delivered, both the RAM project manager and a representative from Customer will sign/initial the project plan to indicate acceptance.

Following each on-site visit, the RAM project manager will prepare minutes for each day completed and provide the minutes to a representative from Customer.

Exhibit E: Acceptance Test Plan

Acceptance Test Plan for Asset4000

Real Asset Management

Step #	Action	Expected Result	Observed Result	Pass/Fail
	Asset4000 General Tests			
	Manually add an asset to the register Import asset from Excel into the register	Asset record added to register Import asset from Excel into the register		
	Create mandatory fields that must be completed before the asset is saved	Mandatory fields completed and the asset successfully saved to the Asset4000 module		
	Calculate monthly depreciation	Depreciation calculated per asset		
	Depreciate an asset on the books, inclusive of the ability to elect-out of current tax period bonus depreciation and Section 179 deductions for tax purposes by asset by Business Unit.	Depreciate an asset on the books, inclusive of the ability to elect-out of current tax period bonus depreciation and Section 179 deductions for tax purposes by asset by Business Unit.		
	Run summary depreciation report	View summary depreciation report		
	Run detailed depreciation report	View detailed deprecation report		
	Future Depreciation calculation by book	Future depreciation calculated by book		
	Run future depreciation report by book	Report to display future depreciation by book		
	Depreciate from "Capitalization Date"	View depreciation calculated from the capitalization start date.		
	Run fixed asset Balance Sheet Report	View the Fixed Asset Balance Sheet report		
	Run Annual Gross Summary Report	View Annual Gross Summary Report		
	Set-up category dependent defaults such as depreciation method and useful life to save time when adding an asset.	Defaults correctly applied when adding an asset into Asset4000.		
	Ability to reduce the value of an asset in one book independently of another book.	The value of an asset in one book changes independently of the value in another book.		
	Asset Event Tests			
	Dispose Individual Asset	Asset disposed & a disposal event recorded in the system		
	Dispose a Group of Assets	Assets disposed & a disposal events recorded in the system		
	Run disposal report	Report to show disposal records		
	Perform an asset split	Asset to be correctly split		
	Transfer/ re-categorize an Individual Asset. ie. Transfer an asset from one business unit to another or one location to another, one	Asset transferred & a transfer event recorded in the system.		

	department to another, one category to another. System will retain the transactional history from prior to the transfer.	Check for transactional history.		
	Transfer a Group of Assets	Assets transferred & transfer events recorded in the system		
	Run transfer report	Report to show transfer records entered		
	Revalue an Asset (up or down) or a Group of Assets. Including impairing an asset.	Asset(s) revalued – View in Event tab and report.		
	Re-life an asset or a Group of Assets (Change the useful life)	Asset(s) re-lifed – View in Event tab & report		
	The asset events tab on the main asset form should display all the events (transfers, revaluations, re-lifes, cost adjustments and disposals) associated with the assets	The asset events tab on the main asset form should display all the events (transfers, revaluations, re-lifes, cost adjustments and disposals) associated with the assets		
	Searching, Sorting & Editing Assets			
	Ability to search on any User Defined Group Code (such as Categories, Companies, Account Codes, Locations, Divisions etc.) or free text Asset Description Field	Find an asset by searching for it using the Group Codes and or Description Fields		
	Ability to organize the assets in the register into the desired assets grouping using the user definable Group Codes	Assets successfully grouped (in the report writer or browser) by the relevant Group Code headings.		
	Change (edit) an asset detail such as an asset description to update an asset or make a correction	An asset detail such as a description field has been successfully edited.		
	Create / add new fields such as Categories, Companies, Account Codes, Item Codes and Cost Centers.	New headings such as Category, Company, Account Codes, Item Codes and Cost Centers along with their respective dropdown fields are added to the system.		
	Create & view Parent/Child relationships	View parent child relationship on the asset form and on the parent child report.		

Acceptance Test Plan for Asset4000

	Data Import Wizard (DIW) & Exporting			
	Import a new asset from a spreadsheet into Asset4000	New asset added into the register		
	Import a partially depreciated asset from a spreadsheet into Asset4000	Partially depreciated assets added into the register		
	Schedule the import process	Import process successfully scheduled		
	Conduct a selective field update for group code or free text descriptive fields.	Specific fields against specific assets updated		
	Export a select number of assets from the Asset4000 module to a spreadsheet.	Items successfully exported to a spreadsheet		
	Export a select number of assets from the Asset4000 module to a CSV file.	Items successfully exported to a CSV file		
	Create and export monthly journals in a CSV file format for depreciation data, disposal data and lease data.	Successfully create and export monthly journals in a CSV file format for depreciation data, disposal data and lease data.		
	All reports can be exported to Excel, CSV., Screen Viewer	All reports can be exported to Excel, CSV., Screen Viewer		

Acceptance Test Plan for Asset4000

Real Asset Management

Step #	Action	Expected Result	Observed Result	Pass/Fail
	Security			
	Individual User ID & Password Login	Individual User ID & Password assigned to each user. Access denied to user trying to access the system with an incorrect login and password		
	Ability to restrict certain users from certain groups of assets, such as entity, business unit or location	Certain users restricted from seeing certain assets, such as entity, business unit or location		
	Ability to restrict users or user groups to: View, Add, Edit and Delete functions.	Users or user groups restricted to: View, Add, Edit and Delete functions.		
	Ability to restrict certain users from accessing the system at a particular time.	Users restricted from accessing the system at particular times.		
	Auditability for changes to an asset record	Audit report accurately logs changes to an asset record.		
	Month End Process			
	Complete the following month end process: • Run depreciation for the month in the Asset4000 module • View the results in the Asset4000 reporting tool • Close off the month in Asset4000 (Period End Button) • Run the Journal feature in Asset4000 o Review the Journal on screen to check the figures • Export journal file from Asset4000 in CSV file format.	Successfully complete the month end process as described.		
	In addition to the user running the month end process, the Asset4000 module is usable by other users. Unless the user running the month end process is the system admin user and they choose to lock other user out of the system	During the month end process, other users can access the system. Users can be locked out of the system by the system admin user if required.		
	Re-open a closed month Recalculate depreciation	Open a previously closed month Re-run depreciation		

	Other Test			
	Add free text notes against an asset in the Notes tab	Notes added to asset record		
	Link an image to an asset via the image tab	Image successfully added to an asset		
	Add a date field against an asset in the date tab	Date field added against the asset record		
	Link assets together via the Parent Child link When a transfer occurs to one asset, the system will ask the user if they would like to transfer the other assets as well.	Parent Child link successfully established.		
	Run Parent Child Report	View Parent Child Report		
	User Audit Report	User Audit Report		
	User Access Details Report	User Access Details Report		
	User Access Groups Report	User Access Groups Report		
	Audit report at asset detail level	Audit report at asset detail level		
	Ability to select previous year and period figures for reporting purposes	Successfully select previous year and period figures for reporting purposes		
	Ability to select which book the report pulls data from	Successful book data selection for reports		
	Set-up a New Report (User Report)	View New report		
	Report that lists out items that have been added to the register, but where depreciation is not yet started	View report that lists out items that have been added to the register, but where depreciation is not yet triggered.		
	Ability to add 99 books if required	Add numerous books (up to 99) into Asset4000		
	Generate reports (canned or user defined) with the ability to send to screen or export to Excel for a selected book by: 1. Individual Business Units 2. Group of Business Units 3. Region of Business Units 4. Departments 5. Enterprise level 6. Any of the above as of a specific date Also the ability to page-break the reports by any of the user defined group codes such as Business Units, Departments or Enterprise level.	Successfully generate these reports.		

Acceptance Test Plan for Asset4000

	Login manually or via Windows Trusted Login	Successfully login manually or via Windows Trusted login		
	If a low bandwidth connection is required, the system can be accessed via either Microsoft RDP or CITRIX. Setting up & supporting RDP or CITRIX will be the responsibility of the customer.	Access the system over a low bandwidth using Microsoft RDP or CITRIX.		
	Asset Barcoding & Tracking – Track5000s**			
	Move assets from Asset4000, Inventory4000 or Excel into Track5000s Please Note: *Phone4 IOS, Android or Windows Phone8, Nokia Lumia 520 or equivalent. Bar code readers should be the Opticon OPN2002 and OPN2005 range only.* - *Autofocus functionality is required for use of the camera.* - *The device should support either Bluetooth SPP or Bluetooth HID.* - *The recommended Bluetooth reader is the OPTICON OPN2005*	Assets successfully moved from Asset4000, Inventory4000 or Excel into Track5000s		
	Find assets & asset lists in Track5000s	Successfully find assets & asset lists in Track5000s		
	Initiate an asset move or transfer from Track5000s	Asset transfer successfully initiated via Track5000s		
	Drill down to main asset screen & details in Track5000s	Successfully drill down to main asset screen & details in Track5000s		
	Scan item via a barcode and confirm results	Successfully scan an item and confirm results		
	Update results back to Asset4000 or Inventory4000 or Excel	Successfully upload results back to Asset4000 or Inventory4000 or Excel		
	Review Physical Audit Results Report in Asset4000 or Inventory4000	Review the Asset4000 or Inventory4000 Physical Audit Results Report		

** This section is only applicable if Track5000s has been purchased, installed, and configured.

Customer agrees to perform the Acceptance Test Plan and to provide Company with the results of such test within 10 working days of the first Training session. The Software will be deemed Accepted by the Customer unless the Customer notifies the Company in writing that there has been a failure of one or more of the tests. Any tests that do not achieve the results as stated will be notified to Company which shall then provide a fix. Customer agrees to repeat the Acceptance Tests within a further 10 working days of receiving the fix.

Exhibit F: Pricing

MCCC Proposed Investment Schedule

SOFTWARE	1 user	2+ users
Series4000(Asset4000) Licenses	$2,000.00	$1000/Ea
Track5000s Licenses	$500.00	$500.00/Ea
SERVICES	Per Day	
Installation, Configuration, & Training	$1,500.00	
ADDITIONAL SERVICES	<2,500 Assets	2,500+
Managed Data Conversion	$750.00	$1,500.00

Real Asset Management

ASSET4000 and TRACK5000s

MnCCC's Preferred Fixed Asset Solution

ASSET4000 FIXED ASSET ACCOUNTING SYSTEM

Real Asset Management's (RAM) Asset4000 assists government entities in complying with all fixed asset related GASB requirements. The system records vital data such as acquisition dates and costs, asset lives, and depreciation policies for all capital asset classifications. Asset4000 then calculates depreciation and amortization, and produces detailed fixed asset reports needed to complete the Statement of Activities required by GASB.

ASSET4000 FEATURES:

- ✓ A centralized fixed asset register provides complete information on asset status, history, and location.
- ✓ A single input screen enables the fast addition and update of assets.
- ✓ Capable of tracking non-depreciating assets.
- ✓ Integrated document management.
- ✓ Multiple transaction types including disposals, transfers, relifes, revaluations, and splits.
- ✓ Runs on all modern Windows systems and servers.
- ✓ Point-In-Time reporting—run reports for historical, current, and future accounting periods.
- ✓ User-friendly, built-in report writer.
- ✓ Fixed Asset Balance Sheet for Year-End reporting.
- ✓ Track the data you want to track (Class, Location, Fund, Assigned Users, etc.).
- ✓ Leverage your existing depreciation policy to build defaults to reduce amount of data entry (i.e. Laptops are automatically classed Computer Equipment with a three-year useful life and assigned a straight-line depreciation method).

Real Asset Management Inc . 309 Court Avenue . Des Moines, IA 50309 **Tel** 515 699 8574 **Fx** 515 699 8575
E solution@realassetmgt.com **W** www.realassetmgt.com

Real Asset Management

TRACK5000s MOBILE ASSET TRACKING SOLUTION

RAM's mobile asset tracking solution, Track5000s, is a mobile application available for use across iOS, Android, and Windows Phone devices. The multi-platform design makes Track5000s very accessible and provides organizations with a paperless and fully-integrated asset tracking solution.

Using a smart phone, Track5000s works in real time via a wireless connection and allows users to search for assets, add new assets, and complete events remotely. Track5000s is the perfect application for asset managers to carry out low-cost, accurate physical asset verification using barcodes.

Track5000s utilizes a core, centralized database in which detailed information on all fixed assets, from IT equipment to office furniture, can be recorded. User access can be controlled for view only or with the rights to add assets and update asset details. A single audit enables coverage of numerous locations and thousands of items with the ability to quickly create such necessary events as transfers and disposals, preventing discrepancies throughout the organization.

TRACK5000s FEATURES:

- ✓ Multiple user access to the central asset register.
- ✓ Provides auditors with reliable, proven data to assist compliance with corporate governance regulations.
- ✓ Items can be flagged as located, transferred or missing for event creation.
- ✓ Enables users to identify assets easily and efficiently for insurance purposes.
- ✓ Audited data is uploaded into the asset register from which reports can be produced.
- ✓ Compatible with a comprehensive range of barcode labels for environment flexibility.
- ✓ Utilizes driven pick lists, allowing faster input of data and reduced possibility of user error.
- ✓ Manages the issue and return of assets to users to minimize unexplained losses.

PRICING INFORMATION:

Software	1 User	2+ User
Series4000 (Asset4000) Licenses	$2,000	$1,000/Ea
Track5000s Licenses	$500	$500/Ea
Services	**Per day**	
Installation, Configuration, & Training	$1,500	
Addtional Services	**< 2,500 Assets**	**2,500+**
Managed Data Conversion	$750	$1,500

Prices Valid as of January 2015

Real Asset Management Inc . 309 Court Avenue . Des Moines, IA 50309 **Tel** 515 699 8574 **Fx** 515 699 8575
E solution@realassetmgt.com **W** www.realassetmgt.com

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	2-9-16	***Consent Agenda*:**	
Amt. of Time Required:	1 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Update on Status of Tax Forfeiture Properties for 2015.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

We had 290 property transfers out of forfeiture in 2015.

Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	**County Attorney Review/Date:**	**Financial Implications: $**
County Coordinator/Date	**Administrative Recommendation:** **Approval** **Denial** **No Recommendation**	**Budgeted:** **Yes** **No** **Funding:** **Levy** **Other**
Comments:		**Comments:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

Req. Agenda Time:		***Board Meeting Date:***	02/09/2016	***Consent Agenda:***	
Amt. of Time Required:	15 minutes	***Item For Consideration:***			

Mike Young-Wright County Ditch Inspector

Originating Department/Service

Requestor's Signature

Reviewed By/Date

Board Action Requested:

1. Discussion regarding the needed repairs and maintenance on County Ditch 31

Background/Justification:

CONSENT AGENDA:

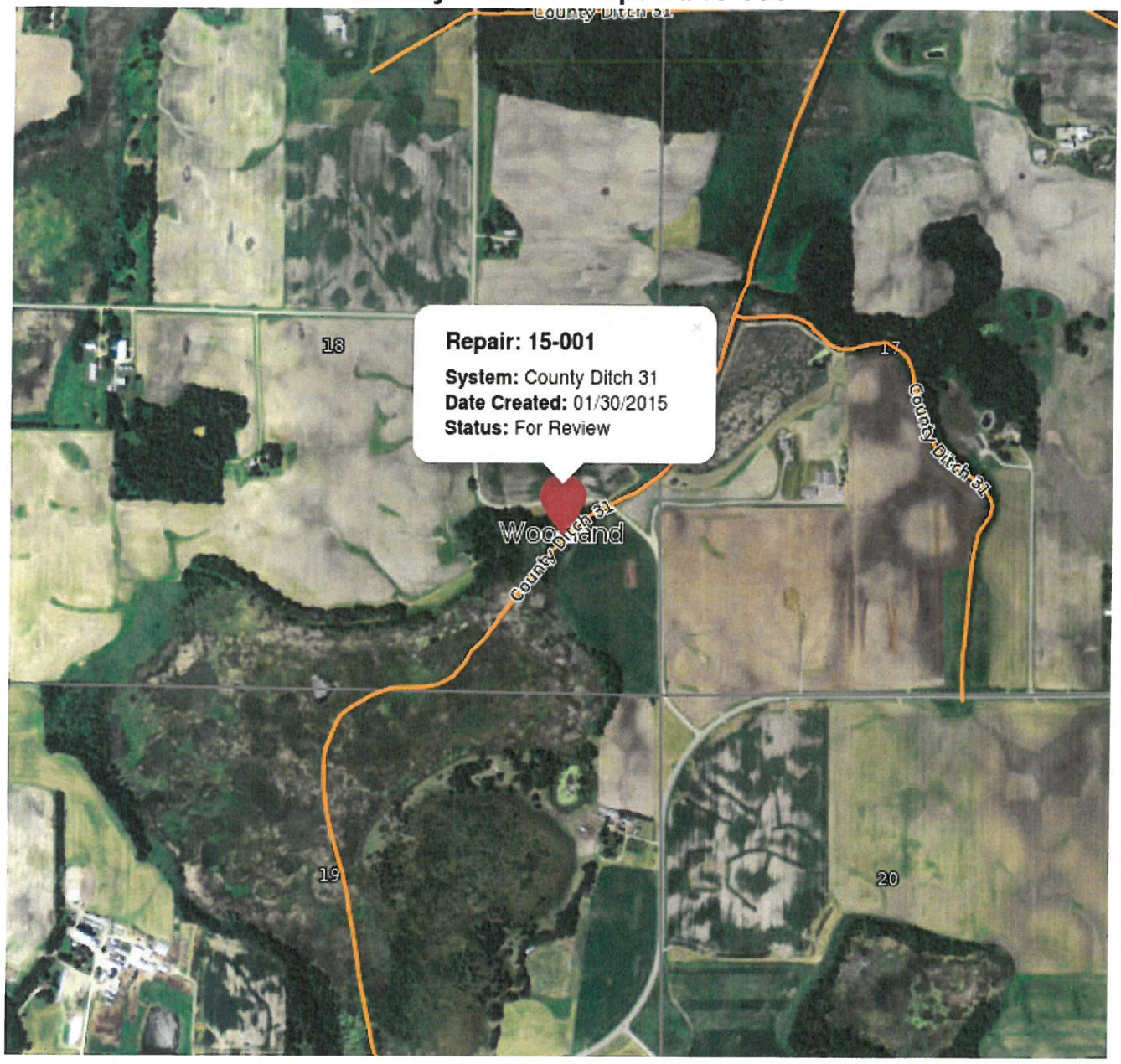
Previous Action On Request/Other Parties Advised:

Date/Time Received In Administration Office:	**County Attorney Review/Date:**	**Financial Implications: $** **Budgeted:** **Yes** **No** **Funding:** **Levy** **Other**
County Coordinator/Date	**Administrative Recommendation:** **9 Approval** **9 Denial** **9 No Recommendation**	
Comments:		**Comments:**

WRIGHT COUNTY
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 31 Repair #15-001



Municipalities

Townships

Sections

County Boundary

Parcels

Public Drainage Systems
- Open Ditch
- Shallow Ditch
- Tile

Streams
- Protected Natural
- Protected Altered
- Other Perennial/Intermittent

Private Drainage
- Drainage Outlet
- Open Ditch

Drainage System Watersheds

Roads
- Interstate
- U.S. and State Hwy
- CSAH
- County Road
- Township Road
- City Street

WRIGHT COUNTY
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

OVERVIEW

Date Repair Was Created:	2015-01-30	Branch:	Main
Problem/Proposed Work:	Cleanout		
Ditch Repair:	Clean Out		
Tile Repair:			

REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Woodland
Twp:	118N	Range:	26W
Section:	18	Qtr-Qtr Section:	
Parcel Number:			
Location Details:			

PERSON REQUESTING REPAIR

Name	Address	Phone
Greg Bakeberg	9156 Grover Ave SW Waverly MN 55390	320-543-3848

LANDOWNER

Name	Address	Phone
Greg Bakeberg	9156 Grover Ave SW Waverly MN 55390	320-543-3848

STATUS LOG

Action	Date	Initials	Notes
For Review	01/30/2015	myoung	

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes

REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes

INSPECTION LOG

Date	Initials	Notes
05/07/2015	myoung	test

INSPECTION PHOTOS

County Ditch #31

Historical information

Mike Young, Wright County Drainage Inspector

1980-Culvert at Fillmore Ave SW had recently been replaced. DNR Area Hydrologist studied basin and recommended that the landowners sell land to state and continue to flood basin. Elevation study shows incorrect height of culvert. Water level is approx 2' above where ditch was engineered to be. DNR referenced an Ordinary High Water Level, but it is not included in the information.

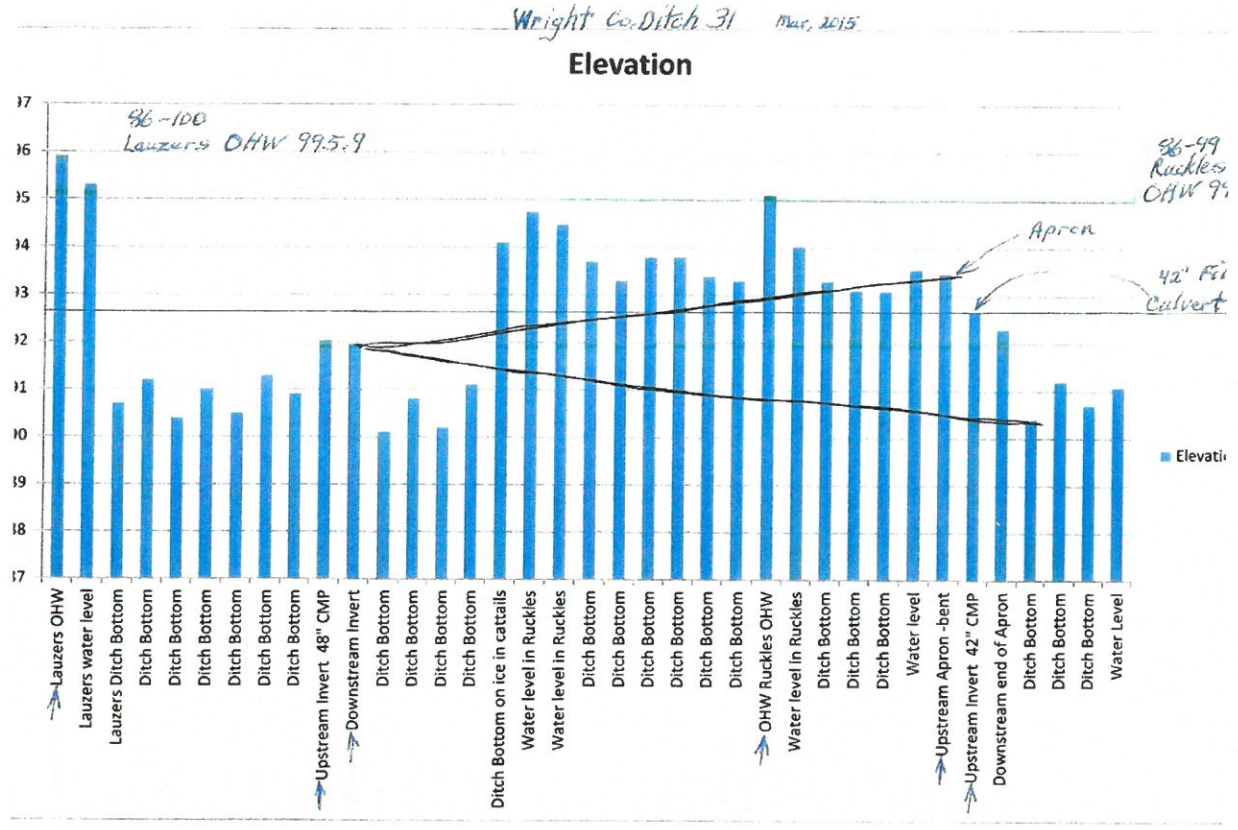
1997-Wright Soil Water Conservation District inspects the ditch, recommends that the Authority encourages individual land owners to maintain their own portions of the system. Inspection also shows that the system needs repair.

2012-Wright Soil Water Conservation District inspects the system after several repairs and recommends that individual land owners not do maintenance on the system without being controlled by the Authority due to work not being done correctly. 25 year wetland rule is referenced in this report.

1980 to present-Several repairs by landowners and Township are referenced in Drainage DB, only one however has an official Repair number.

2013-Recent maintenance (cleaning) of System arrives at the area of Fillmore Ave SW and re-setting of incorrect culvert height becomes practical.

2015-Repair #15-001 is entered into Drainage DB by Inspector. Elevation data from Inspector and DNR show the system is running in the wrong direction due to the incorrect culvert elevation. DNR Ordinary High Water mark study clearly shows elevation data, see below:



From 2015 Drainage Inspection

On 2-13-2015, with the trees and brush removed, elevation checks were completed with the following results: Note, the elevations are relative and assumed, not actual sea level elevations. The base of the culvert at CR #30 was not excavated (ice), relative height is based on data provided by the MN DNR.

CR #8 Inlet side, Base of Culvert:	1000.00 Feet
Fillmore Ave SW Inlet side, Base of Culvert:	1005.20 Feet
Sediment Level 650 feet west of Fillmore:	1005.42 Feet (beginning of Cattail swamp)
CR #30 Inlet side, Base of Culvert:	1004.63 Feet

Based on this, the drainage system is running at a .01 grade in the wrong direction between Fillmore Ave SW and CR #30. This incorrect grade, due to the improper placement of the Fillmore Ave Culvert has created a reservoir in the drainage system. This is in direct conflict with the Wright County Drainage Policy.

Dropping the Fillmore Ave SW culvert about 3 feet to its approx. intended height of 1002.20 feet would create a grade of .06 in the correct direction for the system. NOTE: This is the approx. height of the already cleaned ditch just beyond the Fillmore Ave culvert.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: ___X_____ ***BOARD MEETING DATE:*** _02/09/16_ ***CONSENT AGENDA:*** ____

AMT. OF TIME REQUIRED: _____15_Mins_____ ***ITEM FOR CONSIDERATION:*** _____

ADMINISTRATION .
ORIGINATING DEPARTMENT/SERVICE

X_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED

Information Only: Continuity of Operations Planning (COOP) Committee Annual Report.

BACKGROUND/JUSTIFICATION: The COOP committee would like to present a short power point presentation to the County Commissioners of our activities in 2015 which will provide a high level overview of current and future projects.

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:
- ☐ **APPROVAL**
- ☐ **DENIAL**
- ☐ **NO RECOMMENDATION**

FINANCIAL IMPLICATIONS: $_____

BUDGETED: _____ _____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

2015: PROGRESS ON WRIGHT COUNTY'S CONTINUITY OF OPERATIONS PLAN

Hannah J. Woods, MPH, LSSGB

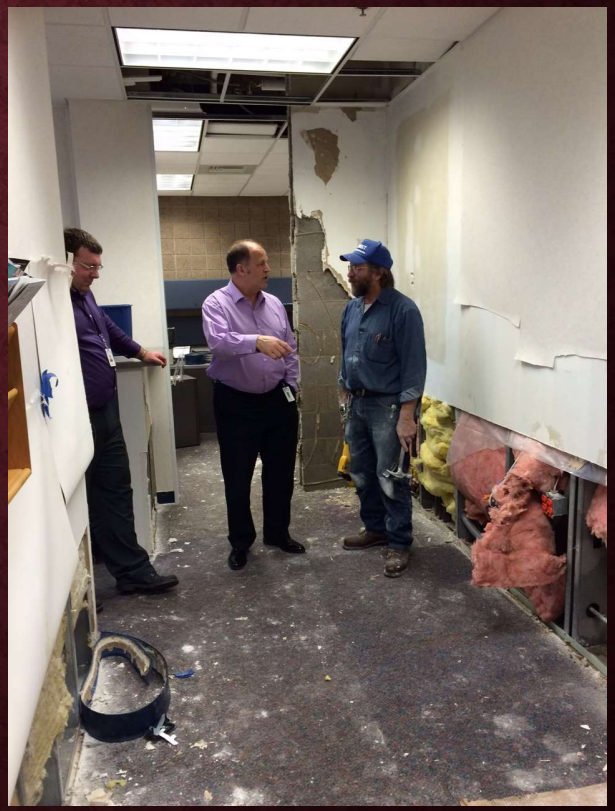
Emergency Preparedness Coordinator

Wright County Public Health

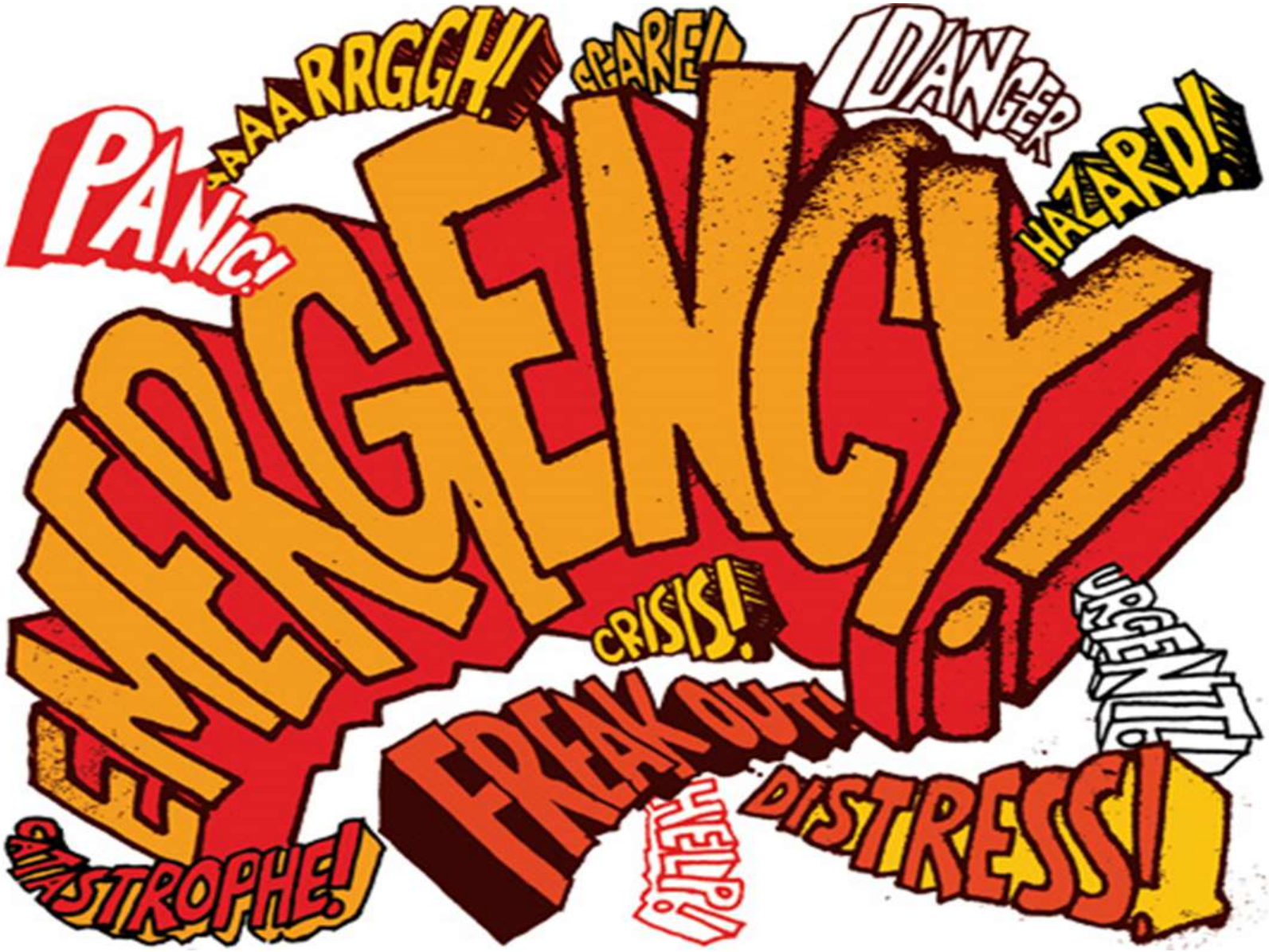
2/9/16

LET'S PRETEND THIS IS OUR HSC BUILDING FOR A MINUTE…..

OR, WHAT ABOUT SOMETHING MORE REALISTIC?

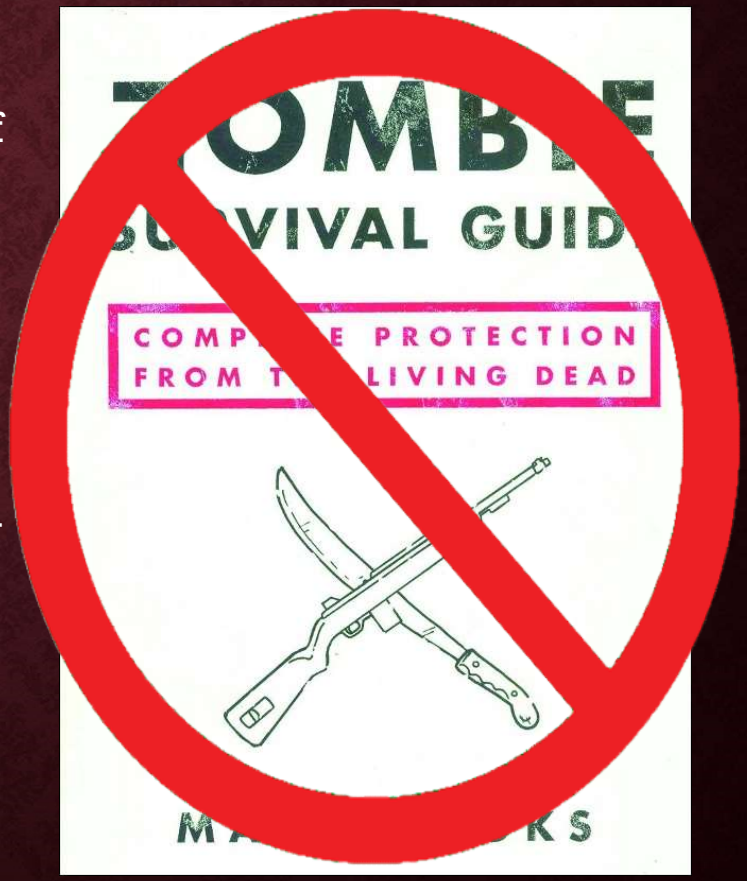


"The Great Flood of 2015"


AAARRGGH!
SCARE!
DANGER
PANIC!
HAZARD!
EMERGENCY!
CRISIS!
URGENT!
FREAKOUT!
DISTRESS!
HELP!
CATASTROPHE!

ALAS: OUR COOP PLAN IS BORN!

- Wright County began the development of our Continuity of Operations Plan (COOP) in 2009 to evaluate the priorities of all departments in our county in the case of an emergency that wipes out our capabilities to perform our jobs effectively (like a truck through the building).
- This process is critical to ensure that the essential services our county's citizens require are able to be delivered safely and timely.
- WCPH has one of the most thorough and well-developed plans in the state.

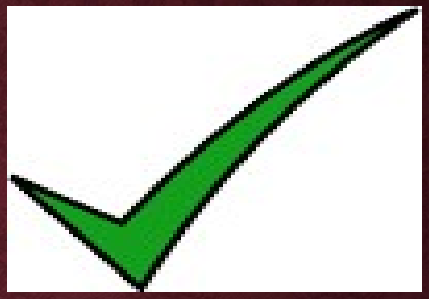


OUR COMMITTEE MEMBERS AS OF 2015

- Chairperson: Tim Dahl, Risk Manager
- Steve Berg, Emergency Manager
- Christine Partlow, HHS Fiscal Manager
- Michelle Sandquist, Attorney's Office
- Sue Vergin, Assistant County Coordinator
- Adam Tagarro, IT Director
- Cheri Nelson, IT Manager
- Sue Gillman, HHS Office Manager II
- Hannah Woods, Emergency Preparedness Coordinator
- Jon Young, Health Promotion Supervisor

SO, WHAT ARE WE DOING FOR WRIGHT COUNTY RIGHT NOW?

- Currently, we are in the process of reviewing department technology surveys disseminated by Cheri Nelson.
- Each department was asked to fill out their survey prior to the meeting they were invited to.
- Each COOP meeting, the group reviews each department's survey to clarify their needs and place a prioritization on each need.



Several departments have already attended:

- Administration
- Assessor
- Planning and Zoning
- Court Administration
- Highway
- Human Services
- Court Services
- Surveyor
- Information Technology

AND NOW, TO TEST OUR PLANS!

- Currently, a sub-group of the COOP committee has been meeting periodically to develop a tabletop exercise for our COOP response team.
- We will be using a pre-determined scenario that we write an "ex-plan" for, and simulating activating our COOP response team and COOP committee members.
- We are aiming for spring 2016 for the initial tabletop.
- After the first is completed, we will develop a more in depth tabletop, and we hope that you will participate!
- We believe having commissioner involvement will help us all prepare for a real emergency and identify any gaps in our plan to update our plans accordingly.

OTHER THINGS HAPPENING WITHIN COOP

- Discovering new uses and functions of our CodeRed software program.
- Discussions regarding Memorandums of Understanding (MOUs)
- Working on locating alternate work sites in the case of total destruction.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

__X_____ BOARD MEETING DATE: 2/09/2016 CONSENT AGENDA: ____

AMT. OF TIME REQUIRED: ____ 5 Minutes_____ ITEM FOR CONSIDERATION: _____

_WRIGHT COUNTY NUCLEAR
ORIGINATING DEPARTMENT/SERVICE

X_____ _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Requests the Board to authorize signatures on the 2016-2017 Radiological Emergency Preparedness Grant Agreement (Number: A-REP-2016-WRIGHTCO-0005) from the MN Department of Public Safety, Homeland Security & Emergency Management Division.

BACKGROUND/JUSTIFICATION:

The Homeland Security & Emergency Management Division of the Minnesota Department of Public Safety has approved a $302,000 Grant under the Radiological Emergency Preparedness Program for 2016-2017. The terms of this Grant Agreement requires no matching funds and is effective July 1, 2015 through June 30, 2017. The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into the grant agreement.

I request the Board to authorize signatures on the Radiological Emergency Preparedness Program Grant Agreement for 2016-2017.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:
- ☐ **APPROVAL**
- ☐ **DENIAL**
- ☐ **NO RECOMMENDATION**

BUDGETED: _____ _____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

Minnesota Department of Public Safety ("State") Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101	**Grant Program:** Radiological Emergency Preparedness 2016-17 **Grant Agreement No.:** A-REP-2016-WRIGHTCO-0005
Grantee: Wright County 3800 Braddock Avenue NE Buffalo, MN 55313-3662	**Grant Agreement Term:** **Effective Date:** 7/1/2015 **Expiration Date:** 6/30/2017
Grantee's Authorized Representative: Launette Figliuzzi 10 2nd Street NW Room C-114 Bufflo, MN 55313-1184 Phone: (763) 682-7325 Email: launette.figliuzzi@co.wright.mn.us	**Grant Agreement Amount:** Original Agreement $302,000.00 Matching Requirement $ 0.00
State's Authorized Representative: Patrick McLaughlin Homeland Security and Emergency Management 445 Minnesota St., Suite 223 St. Paul, Minnesota 55101 Phone: 651-201-7434 Email: Patrick.McLaughlin@state.mn.us	Federal Funding: None State Funding: Minnesota Statutes Chapter 12, Section 12.22, Subd.2 and Sections 12.13 and 12.14 Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved Radiological Emergency Preparedness 2016-17 Application ("Application") which is incorporated by reference into this grant agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the Radiological Emergency Preparedness 2016-17 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (https://app.dps.mn.gov/EGrants), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

***Payment*:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over $100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Grant Agreement No. A-REP-2016-WRIGHTCO-0005 / PO# 3000036757

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Budget Summary

REP SFY 2016:: Wright County	
Budget Category	**Award**
Personnel (training, drill, exercise)	
2016 Personnel (training, drill, exercise) - Wright Co. (OTHER Staff)	$50,000.00
Total	$50,000.00
Equipment	
2016 Equipment - Wright County	$20,000.00
Total	$20,000.00
Supplies	
2016 Supplies - Wright County	$6,000.00
Total	$6,000.00
Other	
2016 Other - Wright County	$10,000.00
Total	$10,000.00
Personnel	
2016 Personnel - Wright County (EM Staff)	$35,000.00
Total	$35,000.00
Travel	
2016 Travel - Wright County	$4,500.00
Total	$4,500.00
Total	$125,500.00

REP SFY 2017:: Wright County	
Budget Category	**Award**
Personnel (training, drill, exercise)	
2017 Personnel (training, drill, exercise) - Wright Co. (OTHER Staff)	$20,000.00
Total	$20,000.00
Equipment	
2017 Equipment - Wright County	$20,000.00
Total	$20,000.00
Supplies	
2017 Supplies - Wright County	$6,000.00
Total	$6,000.00

Budget Summary

Other	
2017 Other - Wright County	$10,000.00
Total	$10,000.00
Personnel	
2017 Personnel - Wright County (EM Staff)	$35,000.00
Total	$35,000.00
Travel	
2017 Travel - Wright County	$4,000.00
Total	$4,000.00
Total	$95,000.00
REP SFY 2016:: City of Monticello EM	
Budget Category	**Award**
Personnel (training, drill, exercise)	
2016 Personnel (training, drill, exercise) - City of Monticello EM (OTHER Staff)	$20,000.00
Total	$20,000.00
Equipment	
2016 Equipment - City of Monticello EM	$10,000.00
Total	$10,000.00
Supplies	
2016 Supplies - City of Monticello EM	$2,500.00
Total	$2,500.00
Other	
2016 Other - City of Monticello EM	$5,000.00
Total	$5,000.00
Travel	
2016 Travel - City of Monticello EM	$1,500.00
Total	$1,500.00
Total	$39,000.00
REP SFY 2017:: City of Monticello EM	
Budget Category	**Award**

Budget Summary

Personnel (training, drill, exercise)	
2017 Personnel (training, drill, exercise) - City of Monticello EM (OTHER Staff)	$10,000.00
Total	$10,000.00
Equipment	
2017 Equipment - City of Monticello EM	$10,000.00
Total	$10,000.00
Supplies	
2017 Supplies - City of Monticello EM	$2,500.00
Total	$2,500.00
Other	
2017 Other - City of Monticello EM	$5,000.00
Total	$5,000.00
Travel	
2017 Travel - City of Monticello EM	$1,000.00
Total	$1,000.00
Total	$28,500.00
REP SFY 2016:: City of Rockford EWD	
Budget Category	**Award**
Personnel (training, drill, exercise)	
2016 Personnel (training, drill, exercise) - City of Rockford EWD (OTHER Staff)	$5,000.00
Total	$5,000.00
Other	
2016 Other - City of Rockford EWD	$2,000.00
Total	$2,000.00
Total	$7,000.00
REP SFY 2017:: City of Rockford EWD	
Budget Category	**Award**
Personnel (training, drill, exercise)	
2017 Personnel (training, drill, exercise) - City of Rockford EWD (OTHER Staff)	$5,000.00

Budget Summary

Total	$5,000.00
Other	
2017 Other - City of Rockford EWD	$2,000.00
Total	$2,000.00
Total	$7,000.00
Total	$302,000.00
Allocation	$302,000.00
Balance	$0.00

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: *X__* ***BOARD MEETING DATE:*** *2/9/2016* ***CONSENT AGENDA:*** ____

AMT. OF TIME REQUIRED: _____*5 Minutes*_____ ***ITEM FOR CONSIDERATION:*** _____

VETERAN SERVICES
ORIGINATING DEPARTMENT/SERVICE

X Jaunee A. Figueroa
REQUESTOR'S SIGNATURE

2/9/2016
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Recommend the Adoption of a Resolution by Wright County, Minnesota to enter into a Grant Contract with the Minnesota Department of Veterans Affairs (MNDVA) to conduct the following program:

County Veterans Service Office Operation Enhancement Grant Program-FY16

BACKGROUND/JUSTIFICATION:

This grant must be used to provide outreach to the county's veterans, to assist in the reintegration of combat veterans into society, to collaborate with other social service agencies, educational institutions, and other community organizations for the purpose of enhancing services offered to veterans, to reduce homelessness among veterans; and to enhance the operations of the County Veterans Service Office, as specified in Minnesota Laws 2013, Chapter 142, Article 4. This Grant will not be used to supplant or replace other funding.

Enclosure 1 - Grant Contract (pages 1-10)
Enclosure 2 - Resolution

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:
- ☐ APPROVAL
- ☐ DENIAL
- ☐ NO RECOMMENDATION

BUDGETED: ____ YES ____ NO

FUNDING: ____ LEVY ____ OTHER

COMMENTS:

COMMENTS:

RESOLUTION OF WRIGHT COUNTY

BE IT RESOLVED by **WRIGHT COUNTY** that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program.** The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by **WRIGHT COUNTY** that **Launette Figliuzzi** the **County Veterans Service Officer** be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at **a regular meeting of the County Board** This **Ninth Day of February, 2016**.

_____ _____

Pat Sawatzke, County Board Chair *Date*

STATE OF MINNESOTA

WRIGHT COUNTY

I, ***Lee Kelly***, do hereby certify that I am the custodian of the minutes of all proceedings had and held by of said **Wright County**, that I have compared the above resolution with the original passed and adopted by **the Board of County Commissioners**, of said **Wright County, Minnesota** at their **regular meeting of the County Board** thereof held on the **9th day of February, 2016** and that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this **9th Day of February, 2016**, and have hereunto affixed the seal of the County.

_____

Lee Kelly, County Coordinator *[County Seal]*

SWIFT #_____

STATE OF MINNESOTA
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS

COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM

GRANT AGREEMENT

This grant agreement is between the State of Minnesota, acting through its Commissioner of the **MINNESOTA DEPARTMENT OF VETERANS AFFAIRS** ("State" or "MDVA") and Wright County, 10 2nd Street NW, Room C-114, Buffalo, MN, 55313-1184 ("Grantee").

Recitals

1 Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2015, Chapter 77, Article 1, Section 37, Subdivision 2, the State is empowered to enter into this grant.

2 The State is in need of enhancing the operation of the County Veterans Service Offices. This grant must be used to enhance the operations of the Grantee's County Veterans Service Office under Minnesota Statutes §197.608, Subdivision 4(a), and should not be used to supplant or replace other funding.

3 The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1. Term of Grant agreement

1.1 ***Effective date:*** **July 1, 2015** or the date the State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2, whichever is later.
The Grantee must not begin work under this grant agreement until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work, except as permitted by Minnesota Statutes §16B.98, Subdivision 11.

1.2 ***Expiration date:*** **June 30, 2016**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 ***Survival of Terms.*** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2. Grantee's Duties

The Grantee, who is not a state employee, will:

2.1 Comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4 (a) (1).

2.2 Conduct the County Veterans Service Office Operational Enhancement Grant Program by purchasing one, or more, of the allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved for Fiscal Year 2016, identified as Attachment A, which is attached and incorporated into this grant agreement.

2.3 If the Grantee wishes to purchase a good or service not listed on the approved items list of the CVSO Operational Enhancement Grant Items Approved/Disapproved for Fiscal Year 2016, Attachment A, they shall submit a written request to the State's Authorized Representative listing the item, the estimated cost, and how the item will benefit county veterans. The item may only be purchased with grant funds upon receipt of written approval from MDVA.

2.4 Upon the conclusion of this Project, the Grantee shall submit a Final Progress and Financial Report to MDVA, which shows all Tasks accomplished and separately accounts for all grant funds expended. If the Grantee is eligible for a grant under this Program in the following fiscal year, MDVA will not enter into a new grant agreement nor issue any payment, until the Final Progress and Financial Report for the current fiscal year has been received and approved. The Grantee must also certify compliance by completing and submitting the CVSO Operational Enhancement Compliance Report, Attachment E which is attached and incorporated into this grant agreement.

2.5 In the event that any provision of the Grantee's charter or mission, incorporated into this grant agreement by reference, is not consistent with any portion of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.

2.6 Comply with the requirements specified in the MDVA Grants Manual, Attachment F, which is attached and incorporated into this grant agreement. In the event that any provision of the MDVA Grants Manual, Attachment F is not consistent with any language of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.

2.7 If at any time during administering the grant, a personal or professional Conflict of Interest situation becomes apparent, the Grantee shall disclose that conflict immediately to the State Authorized Representative in writing (as provided for in the MDVA Grants Manual, Attachment F, specifically the Conflict of Interest Disclosure Form, Appendix E) to determine if corrective action is necessary.

2.8 Allow the State, at any time, to conduct periodic site visits and inspections to ensure work progress as specified in the MDVA Grants Manual (Attachment F), including a final inspection upon program completion.

3. Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

4. Consideration and Payment

4.1 ***Consideration***. Consideration for all services performed by Grantee pursuant to this grant agreement shall be paid by the State as follows:

4.1.1 ***Compensation.*** The Grantee will be paid an Advanced Payment lump sum of **$15,000** and must utilize funds for allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved for Fiscal Year 2016, Attachment A. To ensure compliance with the duties listed in Clause 2 "Grantee's Duties," Grantee will complete provided (Microsoft Excel Spreadsheets) Work Plan and Proposed Budget Expenditure Report, identified as Attachment B which is attached and incorporated into this grant agreement, and Progress Report and Final Budget Expenditure Report, identified as Attachment C which is attached and incorporated into this grant agreement. Grantee will submit Attachments B and C to the State consistent with the requirements specified in the MDVA Grants Manual, Attachment F.

4.1.2 ***Travel Expenses.*** Travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement is an allowable expense. The Grantee will report travel and subsistence expenses on the Travel Expense Worksheet, identified as Attachment D, which is attached and incorporated into this grant agreement, or a similar worksheet as provided by the county, in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB).

Travel and subsistence expenses incurred outside Minnesota are not approved unless the Grantee has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

4.1.3 ***Total Obligation.*** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed **$ 15,000 (FIFTEEN THOUSAND DOLLARS)**.

4.2 Payment

4.2.1 ***Invoices***. The State will promptly pay the Grantee an Advance Payment lump sum payment as specified in Clause 4.1.3 upon execution of this Grant agreement.

4.2.2 ***Eligible Project Costs.*** In order to be eligible for Project Grant Funds, cost must be reasonable, necessary, and allocated to the Project, permitted by appropriate State cost principles, approved by the State and determined to be eligible pursuant to Minnesota Laws 2015, Chapter 77, Article 1, Section 37, Subdivision 2, and this Grant agreement.

4.2.3 ***Unexpended Funds.*** If the work specified in the Grantee's Duties is not completed, or is completed without expending the budgeted total of MDVA grant funds, the Grantee shall apply MDVA grant funds towards the total cost properly expended on the Tasks specified in the Grantee's Duties, and shall promptly return to the MDVA any funds not so expended. All advance payments on the grant must be reconciled within 12 months of issuance or within 60 days of the end of the grant period, whichever comes first.

4.3 ***Contracting and Bidding Requirements.***

4.3.1 ***Invoices***. Any services and/or materials that are expected to cost $20,000 or more must undergo a formal notice and bidding process.

4.3.2 Any services and/or materials that are expected to cost between $10,000 and $19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.

4.3.3 Any services and/or materials that are expected to cost between $5,000 and $9,999 must be competitively based on a minimum of three (3) verbal quotes.

4.3.4 Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

4.3.5 For projects that include construction work of $25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5. Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment, or will return payment already received, for work found by the State to be **unsatisfactory** or performed in violation of federal, state, or local law. The Grantee will be bound to the current MDVA Grants Manual, Attachment F as provided by the State.

6. **Authorized Representative**
The State's Authorized Representative is **Brad Lindsay**, Deputy Commissioner, Minnesota Department of Veterans Affairs, Veterans Service Building, 20 West 12th Street, St. Paul, Minnesota 55155, 651-757-1582, brad.lindsay@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant agreement.

The Grantee's Authorized Representative is **Launette Figliuzzi**, CVSO Wright County, 10 2nd Street NW, Room C-114 Buffalo, MN, 55313-1184, (763) 682-7325, launette.figliuzzi@co.wright.mn.us, or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7. **Assignment, Amendments, Waiver, and Grant agreement Complete**
   - *7.1* ***Assignment.*** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
   - *7.2* ***Amendments.*** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
   - *7.3* ***Waiver.*** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
   - *7.4* ***Grant agreement Complete.*** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8. **Liability**
The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

9. **State Audits**
Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10. **Government Data Practices and Intellectual Property**
    - 10.1 ***Government Data Practices***. The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2 ***Intellectual Property Rights***

10.2.1 ***Intellectual Property Rights.*** The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents *created and paid for under this Grant Agreement*. The "works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Grant Agreement. "Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this Grant Agreement. The documents will be the exclusive property of the State and all such documents must be immediately returned to the State by the Grantee upon completion or cancellation of this Grant Agreement. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the works and the documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the works and documents.

10.2.2 ***Obligations***

10.2.2.1 N*otification*. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this Grant agreement, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 R*epresentation*. The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11. **Workers' Compensation**
The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12. **Publicity and Endorsement**
    12.1 ***Publicity***. Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement.
    12.2 ***Endorsement.*** The Grantee must not claim that the State endorses its products or services.

13. **Governing Law, Jurisdiction, and Venue**
Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. **Termination**
    14.1 ***Termination by the State.*** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
    14.2 ***Termination for Cause.*** The State may immediately terminate this Grant agreement if the State finds that there has been a failure to comply with the provisions of this Grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If the Grantee does not commence the Project within six (6) months of the effective date of this Grant agreement, as evidenced by the incurrence of documented expenses for eligible grant costs, then this Grant agreement shall be reviewed by MDVA, and may be terminated and the funds returned to MDVA to be reallocated.
    14.3 ***Termination for Insufficient Funding***. The State may immediately terminate this Grant Contract if:
        14.3.1 It does not obtain funding from the Minnesota Legislature;
        14.3.2 Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15. Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

SWIFT #_____

APPROVED:

1. **STATE ENCUMBRANCE VERIFICATION**
   Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

   Signed: _____

   Date: _____

   SWIFT Contract/PO No(s): _____

2. **GRANTEE: Wright County**
   The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

   Grantee: _____

   Title: _____

   Date: _____

   Grantee: _____

   Title: _____

   Date: _____

3. **STATE AGENCY: MINNESOTA DEPARTMENT OF VETERANS AFFAIRS**

   Signed: _____
   (With delegated authority)

   Title: _____

   Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative - Photo Copy

SWIFT #_____

ATTACHMENT A

CVSO Operational Enhancement Grant
Items Approved/Disapproved – FY2016

Minnesota Statute § 197.608, as amended, provides that this grant may be utilized for the following general purposes.

- **To provide outreach to the county's veterans.**
- **To assist in the reintegration of combat veterans into society.**
- **To collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.**
- **To reduce homelessness among veterans.**
- **To enhance the operations of the county veterans service office.**

Only the items approved on this form are authorized for purchase using grant funds. The MDVA will seek recovery from your county for any items not on this list that have been purchased with grant funds.

EQUIPMENT & SUPPLIES	
Monitors and Dual monitor video cards	**Teleconferencing equipment**
Laptops/Tablet PC's/I-Pad *(including accessories)*	**Paper shredders** or shredding contracts
Personal computers - Desktop	**TV /DVD combinations**
Printers/Scanners	**Mobile broadband data access device/Hotspot** *(No monthly contracts or fees.)*
Cellular Phones/Smart Phones	**Fax machines and installation of initial phone line** *(No monthly contracts or fees.)*
Photo copiers *(or 12 month lease) (Including user maintenance agreements.)*	**Digital Cameras**
Digital Video Recorders	**Digital Projectors – LCD/DLP**
Office Supplies related to administering the CVSO grant (e.g. copy paper, toner cartridges, ink cartridges, etc.).	**Office Furniture** that *is necessary* and is directly related to a computerization, organization and enhancement efforts (such as required furniture for new/increased staff, computer desk, printer stand, filing cabinets, etc.).
Headsets – Phone ONLY	**Label printers and supplies**

SOFTWARE	
Veterans Information/Case Management Systems and Software *(Including user maintenance agreements.)*	

MARKETING	
Marketing expenses (Display boards, radio airtime, TV airtime and newspaper ads, billboards, CVSO shirts & jackets *(Must display the LinkVet logo)*	**Publicity Items** *(Magnets, Brochures, Challenge Coins – must include reference to LinkVet)*

VETERAN SERVICES	
Expenses related to the goal of reducing Veteran homelessness *(Must be pre-approved)*	**Staff expenses for new/increased staff or to fund staff that were previously hired utilizing this grant** that provide direct services to veterans.
Training at local colleges – Includes all staff in CVSO Office and must relate to the position of CVSO. *(Must be pre-approved)*	**Travel expenses** related to MACVSO / MDVA/ USDVA sponsored training events. *(Including transportation, lodging and registration* fees)
Expenses related to the transportation of Veterans needing to access their benefits (Including van/vehicle purchases for this primary purpose, maintenance, fuel, etc.)	**Required NACVSO Accreditation/CEU/CVA Training** – Must provide a "Certificate of Completion" after training. *(Transportation, Lodging and Registration)*
Medical expenses to pay for 2nd opinions on previously denied VA disability claims.	**Expenses related to "Outreach"** such as benefits fairs, town halls and seminars. *(Refreshments & food over $500.00 must be pre-approved)*
Expenses related to the reintegration of returning service members (Including travel expenses to official reintegration events)	**Employee Meals related to official travel for required training are allowable** as specified in Chapter 15 – Expense Reimbursement per the State of Minnesota "Commissioner's Plan" located at www.mn.gov/mmb Website.
Veteran Medallion Samples (VA Marker) (three sizes) to display in the office	
Expenses related to the collaboration with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans. Note: A detailed Account Activity Statement including 1) Veteran Name, 2) Total Dollars, 3) Payee info and 4) Description is required for the Final Closeout Report.	

Also Approved:

- Reference materials (medical dictionaries, VA rules and regulations manuals, etc.).
- Up to one year of extended warranties/extended maintenance contracts on equipment and related software purchased during this grant cycle ONLY.

***NOTE: The maximum purchase price for certain items does NOT include tax or shipping charges.**

Items Not Approved:

- Direct assistance payments to veterans, their survivors or dependents.

Payments made to a third party on behalf of a veteran, their survivors or their dependents, such as mortgage, rent, auto loans, insurance, credit cards, etc.

THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD.

COMMITTEE OF THE WHOLE
MINUTES
FEBRUARY 2, 2016

MEMBERS PRESENT: Sawatzke, Daleiden, Husom, Potter, Borrell and L. Kelly

OTHERS PRESENT: Asleson, Berg, Figliuzzi, Hagerty, Hoffman, Habisch, Treichler
Joe Kelly, Director, Homeland Security & Emergency Management
Jeanna Sommers, HSEM Region 4 Program Coordinator

I. STATE HOMELAND SECURITY AND EMERGENCY MANAGEMENT PRESENTATION BY DIRECTOR JOE KELLY

Steve Berg introduced Joe Kelly, Director of Minnesota Homeland Security & Emergency Management (HSEM).
J. Kelly referred to his PowerPoint presentation entitled, "Emergency Management Basics" (see attached). He said he will review the basics of emergency management, including Minnesota State Statute Chapter 12 requirements and authorities, disaster assistance programs, Emergency Management Performance Grants (EMPG), and Federal and State financial aid.

J. Kelly said the mission of HSEM is to help Minnesota prevent, prepare for, respond to, and recover from natural and human caused disasters. J. Kelly said he is charged with helping communities get back to normal as quickly as possible after an emergency or disaster.

J. Kelly referenced the fifth slide, entitled, "Operations Branch." He said the State has six regions. Wright County is in Region 4. Sommers is available to answer questions, suggest resources and assistance, and serve as his eyes and ears in a region. Sommers works closely with Wright County Emergency Coordinator Steve Berg.

Slide 5, "Why We Do It," illustrates the number of federally declared disasters in Minnesota since 1965. J. Kelly said Minnesota is one of the most disaster-prone states in the country. Wright County has had 15 major disaster declarations since 1965, averaging one every four years.

J. Kelly said the time to devise an emergency management plan is not during, but before, a disaster. He said the State takes an "all hazards" approach to emergency management planning. The Monticello Nuclear Generating Plant adds an additional layer of disaster planning.

J. Kelly asked those present whether they had any concerns about potential disasters. Sheriff Hagerty mentioned the number of railroad cars that cross the County every day. Potter discussed the need to expand I-94 to Monticello to facilitate better evacuation strategies. Hagerty said Berg organized a rapid flood response group in Delano.

Borrell said he was concerned about towns located near the railroad that runs adjacent to Highway 12 across the County, as well as reinforcing a viaduct under a section of railroad track. J. Kelly said mitigating factors related to infrastructure such as railroad crossings, gates, and overpasses all need to be addressed in an emergency management plan.

Berg said late last year he sent out maps of railroads to every city in the County within ½ mile of the nearest tracks. He will meet with city leaders in the next few months to go over evacuation plans for affected areas.

Figliuzzi mentioned the proposed Entertainment Mall that may be developed in Albertville. She said this development falls within the ten-mile Emergency Planning Zone (EPZ), and will add a critical component in future planning.

J. Kelly directed attention to the "Minnesota Disaster Tenets" slide. He said all responses and recoveries are local activities, with local authorities are in charge. Exceptions, such as a nuclear plant emergency, involve multiple jurisdictions and require State oversight. J. Kelly said the State will come alongside to assist in an emergency wherever needed, but will not direct local activities.

Many emergency management rules originated with Minnesota Statute Chapter 12 in 1951. J. Kelly explained that Chapter 12A was added in 2008 to allow the State to fund unaddressed recovery needs in local communities not covered by the Federal Emergency Management Agency (FEMA). Chapter 12B was added in 2014 to cover disaster aid for emergencies that do not report large enough damages to qualify for FEMA assistance.

J. Kelly discussed the creation of the Division of Emergency Management (DEM) and its responsibilities to provide emergency management training, a State Emergency Operations Plan, and nuclear power plant emergency response planning. The DEM gives the Governor direct operational control during a variety of emergencies.

The County is required to have an Emergency Management Director and one or more Deputy Directors appointed by the County Board. J. Kelly referenced Slides 11-13 for more details on emergency authorities granted.

An emergency declaration will invoke the Emergency Operations Plan (EOP) and open the Emergency Operations Center (EOC). J. Kelly said an emergency declaration will also give a local entity the ability to bypass time-consuming procedures and formalities as listed on Slide 14, "Effects of Declaring Local Emergencies." The declaration allows the local governing board to "fast provide emergency aid," such as entering into contracts and bypassing usual processes such as competitive bidding in order to provide services in a timely manner.

J. Kelly defined an incident as an event that requires a response, i.e., a car accident on the highway. An emergency is when the response requires extraordinary powers, resources, and authorities above and beyond day to day events in the local community. An example of an emergency would be when a truck carrying hazardous materials overturns and spills on a local highway. A disaster is defined as an incident that requires a greater response than the resources of the local community can provide, and triggers requests for assistance from the State and Federal Governments. A disaster involves recovery efforts to put the community back together. In order to get a disaster declaration from the Governor, the County or local entity must issue an emergency declaration.

There are Federal and State programs for public infrastructure that reimburse the County and local entities for eligible expenses. Slide 15, "Federal & State Programs for Public Infrastructure," lists the types of damages eligible for reimbursement, such as debris removal, roads and bridges, water control facilities, and emergency protective measures. J. Kelly said 95 percent of State and Federal aid goes toward providing financial assistance to counties and cities. Only about five percent of programs are geared to provide disaster assistance for individuals and households.

J. Kelly said the Federal Stafford Act requires the State of Minnesota to incur $7,478,534.25 in damages to be eligible for FEMA assistance (per Slide 16). That equates to $1.41 per capita. Wright County must incur a minimum of $445,179 in uninsured damage to public infrastructure (or $3.57 per capita) to qualify for a share in those funds. J. Kelly said it is extremely important that individual cities and townships in the County report their damages to help the County attain that threshold.

J. Kelly said local entities are required to demonstrate a damage assessment process in order to qualify for State grants. When a federal emergency has been declared, the Federal government will reimburse 75 percent of uninsured damage to public infrastructure. The State will reimburse local governments 25 percent of eligible costs. There are usually many other costs to local entities and individuals that are not covered by Federal or State assistance.

If the State did not meet the $7,478,534.25 damage threshold, no FEMA assistance would be available. J. Kelly said the Chapter 12B Program, otherwise known as the "State Stafford Act," fills in the gap in that situation. The County threshold is cut in half to $1.785 per capita, or $222,589.50. If the County incurs that amount in documented damage to public infrastructure, and the Governor declares a disaster, the State will reimburse 75 percent, and the County (and involved cities or townships) will absorb the remaining 25 percent. J. Kelly said there are also programs for individuals, such as disaster unemployment, housing, small business loans, and other types of assistance.

J. Kelly referred to Slide 16, "Federal & State Process Flow," and Slide 17, "Emergency Management Performance Grant (EMPG)." Depending on the level of emergency, J. Kelly said the State would ask the President to declare an emergency, or the County would ask the Governor to do so.

FEMA is trying to create incentives for States and local jurisdictions to mitigate recurring disasters. An EMPG exists to help local governments improve preparedness in areas that have a history of recurring disasters. Wright County receives $53,061.21 per year from this grant. J. Kelly said it requires a 1:1 match of local funding. The County must meet certain requirements, and may be used for emergency management staff positions, planning, exercises, training classes, public awareness campaigns, warning systems, and EOCs.

Recommendation: Informational only.

DRAFT

Emergency Management Basics

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Emergency Management Basics — Agenda

- Introductions.
- Regional program coordinators (RPC).
- Chapter 12.
- Disaster assistance programs.
- Emergency management performance grant (EMPG) program requirements.
- Emergency management training and exercising.
- State emergency response teams.
- Oil transportation safety program.
- School safety center.
- Law enforcement support office (LESO).

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Introduction — Who We Are

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Introduction

What We Do

The mission of HSEM is to help Minnesota prevent, prepare for, respond to, and recover from natural and human caused disasters.

The primary purpose of our program is to help build communities that are prepared to respond to emergencies and have the resilience to quickly recover from the effects of disaster.

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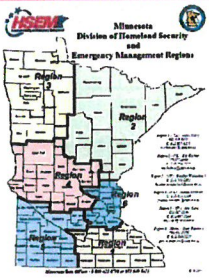
Introduction

Operations Branch



Six Regional Program Coordinators.

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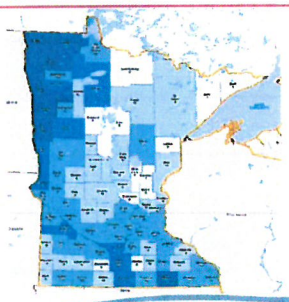
Introduction

Why We Do It



Because disasters happen in Minnesota.

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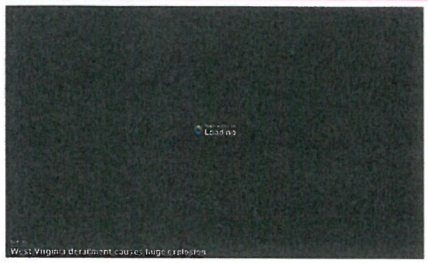
Introduction — **Why This Is Important**



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Introduction — **Minnesota Disaster Tenets**

- All disasters are local.
- Local authorities are in charge.*
- State assists, but does not direct.*
- State provides technical assistance and support.
- HSEM coordinates state assistance.

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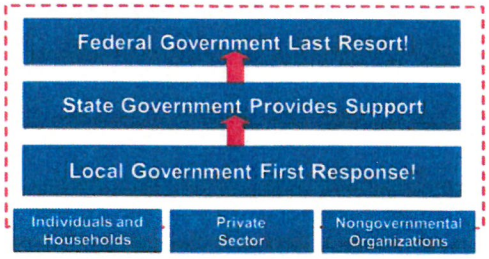
Introduction — **National Response Framework**



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Minn. Statutes

Chapter 12

- Chapter 12: Emergency Management. (1951)
- Chapter 12A: Natural Disaster; State Assistance. (2008)
- Chapter 12B: Public Disaster Assistance. (2014)

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Minn. Statutes

Chapter 12 – Emergency Management

- Creates Division of Emergency Management (DEM).
- Specifies DEM duties and responsibilities.
  - Includes emergency management training.
- Requires a state emergency operations plan.
- Directs nuclear power plant emergency response planning.
- Gives Governor direct operational control during:
  - National security emergency.
  - Energy supply emergency.
  - Nuclear power plant emergency.

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Minn. Statutes

Chapter 12 – Emergency Management

- Each political subdivision shall establish a local emergency management organization.
- Each county emergency management organization must have a director and one or more deputy director appointed by the county board.
- Authorizes mutual aid arrangements in Minnesota, with other states, and Canadian provinces.
- Local emergencies may be declared only by mayor or county board chairs.
  - Extended beyond three days by governing body.

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Minn. Statutes — **Chapter 12 – Emergency Management**

- Governor may declare peacetime emergency.
  - Extended beyond five days by Executive Council
  - Extended beyond 30 days by the legislature.
- Creates the disaster assistance contingency account.
  - Funds state share of presidential declared disasters.
  - Funds state share of gubernatorial declared disasters.

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Emergency Declarations — **Effects of Declaring Local Emergencies**

- Invokes emergency operations plans.
- Authorizes powers to "fast provide emergency aid."
  - Enter into contracts and incur obligations to protect health and safety and provide emergency assistance.
  - Bypass compliance with time-consuming procedures and formalities for purchasing, contracting, employing temporary workers, renting equipment, etc.
  - Expedite appropriation and expenditure of public funds, budget requirements, etc.
- Meets requirement for disaster declarations.

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Disaster Assistance — **Federal & State Programs for Public Infrastructure**

- The state and/or county must meet certain damage thresholds to qualify for assistance (i.e., reimbursement) for uninsured damages:
  - Debris removal.
  - Emergency protective measures.
  - Roads and bridges.
  - Water control facilities.
  - Buildings and equipment.
  - Utilities.
  - Parks, recreational, and other.

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Disaster Assistance

Federal & State Programs for Public Infrastructure

Federal "Stafford Act" assistance (FEMA):

- 2016 state indicator: $7,478,534.25
  - $1.41 per capita

&

- 2016 Wright County indicator: $445,179.00
  - $3.57 per capita
- 75/25 federal/state cost share

State "Chapter 12B" assistance (DPS):

- 2016 Wright County indicator: $222,589.50
  - $1.785 per capita
- 75/25 state/county cost share

Note: Federal programs exist for individual assistance, as do supplemental state "Chapter 12A" programs for both public infrastructure and individual assistance.

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Disaster Assistance

Federal & State Process Flow

- Event.
- Local declaration of emergency.
- Initial local damage assessment.
- Joint preliminary damage assessment (PDA).
  - Eligible applicant
  - Eligible facility
  - Work is direct result of the event
  - Reasonable cost to return facility to pre-disaster conditions
- Federal or state disaster declaration.
- Application for reimbursement of eligible expenses.
- Payment, audit, and closeout.

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Grants

Emergency Management Performance Grant (EMPG)

- EMPG is the only source of federal funding directed to state and local governments specifically for all-hazards emergency preparedness.
- It must be used to build and sustain an emergency management program.
- It is not a general fund.
- All 87 counties participate in the program.

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Grants — **Emergency Management Performance Grant (EMPG)**

- Funding distributed by formula:
  - 1/3 base amount.
  - 1/3 population.
  - 1/3 net tax capacity.
- EMPG requires a 1:1 match with local funding.
- 2015 Wright County allocation is $53,061.21.

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Grants — **Emergency Management Performance Grant (EMPG)**

- Support to emergency management programs.
  - EM staff positions.
  - Planning.
  - Exercises.
  - Training classes.
  - Public awareness/outreach campaigns.
  - Warning systems.
  - Emergency operations centers.

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Grants — **Emergency Management Performance Grant (EMPG)**

- Program requirements:
  - ✓ Approved county emergency operations plan.
  - ✓ Approved and implemented hazard mitigation plan.
  - ✓ Identify current threats and hazards in those plans.
  - ✓ Plan and train for:
    - Local damage assessments.
    - Joint preliminary damage assessments (PDA).
  - ✓ Participate in public awareness campaigns.
    - Severe weather awareness.
    - Winter storm awareness.
  - ✓ Maintain National Incident Management System (NIMS) compliance.

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Grants — **Emergency Management Performance Grant (EMPG)**

- Program requirements:
  - EMPG funded staff must:
    - ✓ Complete EM certification program.
    - ✓ Complete 12 hours of continuing EM education each year.
    - ✓ Participate in three exercises annually (one in jurisdiction).
    - ✓ Attend the Governor's Conference.
    - ✓ Participate in quarterly HSEM meetings.
    - ✓ Submit quarterly progress reports.

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Grants — **Emergency Management Performance Grant**

- WARNING: Supplanting federal funds is illegal.
  - Supplement means to "build upon" or "add to."
  - Supplant means to "replace" or "take the place of."

Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Existing funds for a project and its activities *may not* be displaced by federal funds and reallocated for other organizational expenses. This is illegal. On the other hand, federal agencies encourage supplementing—that is, adding federal funds to what is available in state, local, or agency funds. Think in terms of adding new capability.

- When in doubt, please ask.

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Training — **Emergency Management Certification Programs**

- Training program required by Chapter 12.
  - Emergency management director certification.
  - Specialty training programs.
  - Elected and appointed officials classes.
- 3 years to complete training.
- Certification rates:
  - 72% of county EM.
  - 100% of state agencies.

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Training — **Community Preparedness**

- Elected/appointed officials program.
  - Roles and responsibilities.
  - Federal and state disaster assistance.
  - Public information.
  - Tabletop exercise and review.
- Integrated emergency management course (IEMC).

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Training — **Exercise Programs**

- Integrated Emergency Management Course (IEMC) program.
  - State version of EMI program.
  - Jurisdictional, multi-disciplinary, whole community training and exercise.
  - Scalable and tailored to local specifications.
  - Home or away (EMTC).
  - "Scholarship" for training and lodging.
- Support to plan, conduct, and evaluate local exercises.

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State Teams — **State Response Teams**

- Chemical assessment teams (CAT) x 10.
- Emergency response teams (ERT) x 4.
- Bomb disposal units x 4.
- Structural collapse team x 1.

- Request through the Minnesota Duty Officer:
  - 800-422-0798 or 651-649-5451
- Liaison and support from HSEM on-call staff.

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Military Support — **Minnesota National Guard**

- State active duty.
  - Requires Governor's executive order to place troops in state service.
  - Requested by Sheriff* through Minnesota Duty Officer.
    - Local resources full committed.
    - Guard is trained and equipped for task.
- 55th Civil Support Team (CST).
- Armories.

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Safety — **Railroad and Pipeline Safety Program**

- 2014 Legislative response to increase railroad transport of shale crude oil.
  - Oil transportation safety awareness training.
  - Update of emergency operations plans.
  - Work with railway and pipeline companies to develop safety protocols and facilitate coordination with local public safety officials.
  - Required studies and reports in 2015 and 2017.
- Training staff.
- Training reimbursement program.
- Response exercise support.

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Safety — **School Safety Program**

- Multi-hazard emergency planning.
- Threat assessments and self assessment training.
- Tabletop exercise development.
- Active shooter response.
- Bomb threat response.
- Basic and advanced school resource officer training.
- De-escalation strategies.
- Access and visitor entry procedures.
- Classroom safety and security strategies.
- Strategies for enhancing emergency drills.

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Support | **Law Enforcement Support Office (LESO)**

- Distributes surplus military equipment to law enforcement agencies.
  - 282 agencies enrolled.
  - $10M book value of controlled property.
  - Weapons, vehicles, night vision, clothing, general property, supplies, etc.
  - $5M of property acquired for MN since 2014.
  - Annual inventory certification of controlled property.

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Basics of Emergency Mgmt | **Questions**

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Homeland Security & Emergency Management
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Joe Kelly
Director
Homeland Security & Emergency Management
Minnesota Department of Public Safety
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joseph.kelly@state.mn.us

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*** WRIGHT COUNTY ***

INTEGRATED FINANCIAL SYSTEMS

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Print List in Order By: 2
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Page Break By: 1
1 - Page Break by Fund
2 - Page Break by Dept

Explode Dist. Formulas?: N

Paid on Behalf Of Name on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
25	DEPT				COURT SERVICES		
	4088	**CARTEN/DR ROGER**					
		01-025-000-0000-6265		750.00	86JV156137 PSYCH EVAL	2016	DETENTION
	4088	**CARTEN/DR ROGER**		**750.00**	**1** Transactions		
	4829	**DIERS/CARTER**					
		01-025-000-0000-6331	AP	252.00	504 MILES		TRAVEL
					12/02/2015 12/30/2015		
		01-025-000-0000-6331		261.00	522 MILES 2016		TRAVEL
	4829	**DIERS/CARTER**		**513.00**	**2** Transactions		
	6811	**HOLTHAUS/MELISSA**					
		01-025-000-0000-6331		20.00	40 MILES 2016		TRAVEL
		01-025-000-0000-6331	AP	6.50	13 MILES		TRAVEL
	6811	**HOLTHAUS/MELISSA**		**26.50**	**2** Transactions		
	4942	**VOLLBRECHT/SHAWNA**					
		01-025-000-0000-6261		150.00	APID SPEAKER FEB 2016		PROFESSIONAL SERVICES
	4942	**VOLLBRECHT/SHAWNA**		**150.00**	**1** Transactions		
25	**DEPT Total:**			**1,439.50**	**COURT SERVICES**	**4 Vendors**	**6 Transactions**
31	DEPT				COUNTY COORDINATOR		
	2180	**MN CONTINUING LEGAL EDUCATION**					
		01-031-000-0000-6338		725.00	2016 EMPLOYMENT LAW TRAINING	741653	CONFERENCES & MEETINGS
	2180	**MN CONTINUING LEGAL EDUCATION**		**725.00**	**1** Transactions		
	3921	**OFFICE DEPOT**					
		01-031-000-0000-6411		17.72	SUPPLIES 81917171101	2016	OPERATING SUPPLIES
		01-031-000-0000-6411		68.99	SUPPLIES 819191765001	2016	OPERATING SUPPLIES
	3921	**OFFICE DEPOT**		**86.71**	**2** Transactions		
	4087	**PRIMA CONFERENCE REGISTRATION**					
		01-031-000-0000-6338		570.00	2016 ANNUAL PRIMA CONFERENCE		CONFERENCES & MEETINGS
	4087	**PRIMA CONFERENCE REGISTRATION**		**570.00**	**1** Transactions		
31	**DEPT Total:**			**1,381.71**	**COUNTY COORDINATOR**	**3 Vendors**	**4 Transactions**

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
41	DEPT				COUNTY AUDITOR-TREASURER		
	5486	**MARCO**					
		01-041-000-0000-6343		744.72	01/15-02/15/2016	296623291	MACHINERY OR EQUIPMENT LEASES
	5486	**MARCO**		**744.72**	**1** Transactions		
	284	**MN COUNTIES COMPUTER COOPERATIVE**					
		01-041-000-0000-6260		5,000.00	2016 XEROX NEW TAX PROJ MGMT	2Y1601531	SOFTWARE OR SYSTEMS SUPPORT
	284	**MN COUNTIES COMPUTER COOPERATIVE**		**5,000.00**	**1** Transactions		
	1004	**RINKE-NOONAN**					
		01-041-000-0000-6338		95.00	DRAINAGE WETLAND SEMINAR YOUNG	2016 02112016	CONFERENCES & MEETINGS
	1004	**RINKE-NOONAN**		**95.00**	**1** Transactions		
	3986	**SPRINT**					
		01-041-000-0000-6203	AP	135.80	763 238 3825 GILLMAN HS 12/15/2015 01/14/2016	880683316	TELEPHONE
		01-041-000-0000-6203	AP	135.28	763 238 3825 GILLMAN HS 11/15/2015 12/14/2015	880683316	TELEPHONE
	3986	**SPRINT**		**271.08**	**2** Transactions		
41	**DEPT Total:**			**6,110.80**	**COUNTY AUDITOR-TREASURER**	**4 Vendors**	**5 Transactions**
63	DEPT				IT (INFORMATIONAL TECHNOLOGY)		
	3986	**SPRINT**					
		01-063-000-0000-6203	AP	236.35	880683316 11/15/2015 12/14/2015		TELEPHONE
		01-063-000-0000-6203	AP	237.23	880683316 12/15/2015 01/14/2016		TELEPHONE
	3986	**SPRINT**		**473.58**	**2** Transactions		
63	**DEPT Total:**			**473.58**	**IT (INFORMATIONAL TECHNOLOGY)**	**1 Vendors**	**2 Transactions**
91	DEPT				COUNTY ATTORNEY		
	1001	**ANOKA COUNTY SHERIFF**					
		01-091-000-0000-6263	AP	23,257.03	DEC 2015 50% EXPENSES REG LAB	122015	REGIONAL CRIME LAB
		01-091-000-0000-6261		70.00	PROCESS SERVICE STATE V MUNSON	2016 16252	PROFESSIONAL SERVICES
	1001	**ANOKA COUNTY SHERIFF**		**23,327.03**	**2** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
3927	**ASLESON/BRIAN J**					
	01-091-000-0000-6205		6.80	REIMBURSE POSTAGE	2016	POSTAGE
	01-091-000-0000-6331		53.00	106 MILES	2016	TRAVEL
3927	**ASLESON/BRIAN J**		**59.80**	**2** Transactions		
11258	**CHILDRENS HOSPITAL & CLINICS**					
	01-091-000-0000-6261	AP	779.05	EXPERT TESTIMONY V LINDERMAN 12/31/2015 12/31/2015	MCRC2637	PROFESSIONAL SERVICES
11258	**CHILDRENS HOSPITAL & CLINICS**		**779.05**	**1** Transactions		
999999998	**CHUCKS FLORAL & GIFTS**					
	01-091-000-0000-6261		58.78	FLOWERS WYMAN NELSON FUNERAL	2016 4131	PROFESSIONAL SERVICES
999999998	**CHUCKS FLORAL & GIFTS**		**58.78**	**1** Transactions		
999999997	**FEDER/KAREN**					
	01-091-000-0000-6809		26.72	WITNESS FEES STATEV RASSMUSSEN	2016	WITNESS FEES
999999997	**FEDER/KAREN**		**26.72**	**1** Transactions		
999999997	**GAMMELL/KYLE**					
	01-091-000-0000-6809		40.16	WITNESS FEES STATEV RASSMUSSEN	2016	WITNESS FEES
999999997	**GAMMELL/KYLE**		**40.16**	**1** Transactions		
999999997	**HEAD/LAUREN**					
	01-091-000-0000-6809		85.60	WITNESS FEES STATEV RASSMUSSEN	2016	WITNESS FEES
999999997	**HEAD/LAUREN**		**85.60**	**1** Transactions		
1553	**HENNEPIN COUNTY SHERIFF**					
	01-091-000-0000-6261		80.00	PROCESS SERVICE STATE V MUNSON	2016 73532	PROFESSIONAL SERVICES
	01-091-000-0000-6261		80.00	PROCESS SERVICE STATE V MUNSON	2016 73533	PROFESSIONAL SERVICES
1553	**HENNEPIN COUNTY SHERIFF**		**160.00**	**2** Transactions		
292	**HOHL/CYNTHIA J**					
	01-091-000-0000-6235		100.49	REIMBURSE SUPPLIES	2016	PUBLICATIONS & BROCHURES
292	**HOHL/CYNTHIA J**		**100.49**	**1** Transactions		
999999997	**HOSCH/STEVE**					
	01-091-000-0000-6809		26.16	WITNESS FEES STATEV RASSMUSSEN	2016	WITNESS FEES
999999997	**HOSCH/STEVE**		**26.16**	**1** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
999999997	**LONGMIRE/THOMAS**					
	01-091-000-0000-6809		36.80	WITNESS FEES STATEV RASSMUSSEN	2016	WITNESS FEES
999999997	**LONGMIRE/THOMAS**		**36.80**	**1** Transactions		
5486	**MARCO**					
	01-091-000-0000-6343		838.01	01/15-02/15/2016	296623192	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**838.01**	**1** Transactions		
999999997	**MESCHKA/CRAIG**					
	01-091-000-0000-6809		45.20	WITNESS FEES STATEV RASMUSSEN	2016	WITNESS FEES
999999997	**MESCHKA/CRAIG**		**45.20**	**1** Transactions		
2429	**MID-AMERICA BUSINESS SYSTEMS**					
	01-091-000-0000-6411		132.29	SHIPPING FILE FOLDERS 2016	736854	OPERATING SUPPLIES
2429	**MID-AMERICA BUSINESS SYSTEMS**		**132.29**	**1** Transactions		
5047	**MILLE LACS CTY SHERIFF**					
	01-091-000-0000-6261		55.96	PROCESS SERVICE STATE V SAAREL	2016 7063	PROFESSIONAL SERVICES
5047	**MILLE LACS CTY SHERIFF**		**55.96**	**1** Transactions		
999999997	**MUNSON/ANGELA**					
	01-091-000-0000-6809		89.80	WITNESS FEES STATEV RASMUSSEN	2016	WITNESS FEES
999999997	**MUNSON/ANGELA**		**89.80**	**1** Transactions		
4099	**NOVAK INVESTIGATIONS INC**					
	01-091-000-0000-6261	AP	1,228.20	EXPERT TESTIMONY V RASSMUSSEN 12/23/2014 12/23/2014		PROFESSIONAL SERVICES
	01-091-000-0000-6261		2,671.56	EXPERT TESTIMONY V RASSMUSSEN	2016	PROFESSIONAL SERVICES
4099	**NOVAK INVESTIGATIONS INC**		**3,899.76**	**2** Transactions		
999999997	**OGBORN/CHASE**					
	01-091-000-0000-6809		80.00	WITNESS FEES STATEV RASMUSSEN	2016	WITNESS FEES
999999997	**OGBORN/CHASE**		**80.00**	**1** Transactions		
4098	**PAGELS ENGINEERING INC**					
	01-091-000-0000-6261	AP	1,272.00	EXPERT TESTIMONY V RASSMUSSEN 10/29/2015 12/04/2015		PROFESSIONAL SERVICES
	01-091-000-0000-6261		4,353.16	EXPERT TESTIMONY V RASSMUSSEN	2016	PROFESSIONAL SERVICES

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
4098	**PAGELS ENGINEERING INC**		**5,625.16**	**2** Transactions		
999999997	**REILLY/FELICIA**					
	01-091-000-0000-6809		25.60	WITNESS FEES STATE V REILLY	2016	WITNESS FEES
999999997	**REILLY/FELICIA**		**25.60**	**1** Transactions		
999999997	**REILLY/MATHEW**					
	01-091-000-0000-6809		20.00	WITNESS FEES STATE V REILLY	2016	WITNESS FEES
999999997	**REILLY/MATHEW**		**20.00**	**1** Transactions		
3986	**SPRINT**					
	01-091-000-0000-6203	AP	103.18	880683316		TELEPHONE
				11/15/2015 12/14/2015		
	01-091-000-0000-6203	AP	103.62	880683316		TELEPHONE
				12/15/2015 01/14/2016		
3986	**SPRINT**		**206.80**	**2** Transactions		
91	**DEPT Total:**		**35,719.17**	**COUNTY ATTORNEY**	**22 Vendors**	**28 Transactions**
100	DEPT			OTHER GENERAL GOVERNMENT		
1709	**ALLINA HOSPITALS & CLINICS**					
	01-100-000-0000-6261	AP	150.00	PRE PLACEMENT SCREENS	1410000865	PROFESSIONAL SERVICES
				11/05/2015 11/25/2015		
1709	**ALLINA HOSPITALS & CLINICS**		**150.00**	**1** Transactions		
2539	**BERNICKS**					
	01-100-000-0000-6808		62.50	COUPONS EMPLOYEE ENHANCEMENT	2016 17206	EMPLOYEE ENHANCEMENT PROGRAM
2539	**BERNICKS**		**62.50**	**1** Transactions		
3948	**CASSERLY/KEVIN**					
	01-100-000-0000-6261		3,628.38	APPRAISAL WORK APPEALS 2016	12916	PROFESSIONAL SERVICES
3948	**CASSERLY/KEVIN**		**3,628.38**	**1** Transactions		
2812	**GRAINGER**					
	01-100-000-0000-6332		35.24	SUPPLIES 2016	9002214410	FLEET VEHICLE USAGE
2812	**GRAINGER**		**35.24**	**1** Transactions		
2730	**KIRSCHT/JOSEPH**					
	01-100-000-0000-6912		125.00	REIMBURSE SAFETY SHOES 2016	4649448	SAFETY PROGRAM

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
2730	**KIRSCHT/JOSEPH**		**125.00**	**1** Transactions		
2468	**MADDEN GALANTER HANSEN LLP**					
	01-100-000-0000-6261	AP	1,088.33	DEC 2015 LABOR RELATIONS		PROFESSIONAL SERVICES
2468	**MADDEN GALANTER HANSEN LLP**		**1,088.33**	**1** Transactions		
1517	**WRIGHT SOIL & WATER CONS DIST**					
	01-100-000-0000-6274		33,000.00	2016 WETLANDS COUNTY		WETLANDS CONSERVATION
	01-100-000-0000-6909		47,500.00	2016 WATER MGMT COUNTY		WATER MANAGEMENT PLAN
	01-100-000-0000-6911	DTF	120,361.00	COUNTY AQUATIC ISP AID 12/28/2015 12/28/2015		INVASIVE SPECIES
1517	**WRIGHT SOIL & WATER CONS DIST**		**200,861.00**	**3** Transactions		
100	**DEPT Total:**		**205,950.45**	**OTHER GENERAL GOVERNMENT**	**7 Vendors**	**9 Transactions**
101	DEPT			COUNTY RECORDER		
3986	**SPRINT**					
	01-101-000-0000-6203	AP	49.09	880683316 11/15/2015 12/14/2015		TELEPHONE
	01-101-000-0000-6203	AP	49.31	880683316 12/15/2015 01/14/2016		TELEPHONE
3986	**SPRINT**		**98.40**	**2** Transactions		
101	**DEPT Total:**		**98.40**	**COUNTY RECORDER**	**1 Vendors**	**2 Transactions**
103	DEPT			SURVEYOR		
4874	**NATIONAL ASSN OF COUNTY SURVEYORS**					
	01-103-000-0000-6245		50.00	MEMBERSHIP DUES 2016 JOBE		MEMBERSHIPS, DUES & FEES
4874	**NATIONAL ASSN OF COUNTY SURVEYORS**		**50.00**	**1** Transactions		
3986	**SPRINT**					
	01-103-000-0000-6203	AP	42.14	880683316 12/15/2015 01/14/2016		TELEPHONE
	01-103-000-0000-6203	AP	41.95	880683316 11/15/2015 12/14/2015		TELEPHONE
3986	**SPRINT**		**84.09**	**2** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
103	**DEPT Total:**		**134.09**	**SURVEYOR**	**2 Vendors**	**3 Transactions**
105	DEPT			ASSESSOR		
3986	**SPRINT**					
	01-105-000-0000-6203	AP	79.98	880683316		TELEPHONE
				11/15/2015 12/14/2015		
	01-105-000-0000-6203	AP	169.98	880683316		TELEPHONE
				12/15/2015 01/14/2016		
	01-105-000-0000-6203	AP	47.99	EQUIPMENT 612 555 6831	880683316	TELEPHONE
				11/15/2015 12/14/2015		
3986	**SPRINT**		**297.95**	**3** Transactions		
105	**DEPT Total:**		**297.95**	**ASSESSOR**	**1 Vendors**	**3 Transactions**
107	DEPT			PLANNING AND ZONING		
2442	**AMERICAN PLANNING ASSOCIATION**					
	01-107-000-0000-6245		345.00	APA MN CHAPTER MEMBERSHIP	2016 313350161	MEMBERSHIPS, DUES & FEES
	01-107-000-0000-6245		150.00	APA ANNUAL MEMBERSHIP 2016	2378401613	MEMBERSHIPS, DUES & FEES
2442	**AMERICAN PLANNING ASSOCIATION**		**495.00**	**2** Transactions		
19621	**ECM PUBLISHERS INC**					
	01-107-000-0000-6235		83.07	PUBLICATION FEES 2016	300838	PUBLICATIONS & BROCHURES
19621	**ECM PUBLISHERS INC**		**83.07**	**1** Transactions		
4914	**MN ASSN OF COUNTY FEEDLOT OFFICERS**					
	01-107-000-0000-6245		25.00	ANNUAL MEMBERSHIP DUES	2016	MEMBERSHIPS, DUES & FEES
4914	**MN ASSN OF COUNTY FEEDLOT OFFICERS**		**25.00**	**1** Transactions		
3986	**SPRINT**					
	01-107-000-0000-6203	AP	30.48	880683316		TELEPHONE
				12/15/2015 01/14/2016		
	01-107-000-0000-6203	AP	39.93	880683316		TELEPHONE
				11/15/2015 12/14/2015		
3986	**SPRINT**		**70.41**	**2** Transactions		
2372	**STEPHENS/BILL**					
	01-107-000-0000-6331		40.00	80 MILES	2016	TRAVEL
	01-107-000-0000-6331		10.00	REIMBURSE PARKING	2016	TRAVEL

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
2372	**STEPHENS/BILL**		**50.00**	**2** Transactions		
4728	**WOODFORD/MICHAEL**					
	01-107-000-0000-6331		45.00	90 MILES 2016		TRAVEL
4728	**WOODFORD/MICHAEL**		**45.00**	**1** Transactions		
107	**DEPT Total:**		**768.48**	**PLANNING AND ZONING**	**6 Vendors**	**9 Transactions**
111	DEPT			BUILDING CARE		
1075	**BUFFALO/CITY OF**					
	01-111-000-0000-6251	DTG	11,807.32	02 068000 00 11/30/2015 12/31/2015		UTILITY SERVICES
	01-111-000-0000-6251	DTG	5,276.60	02 069000 00 11/30/2015 12/31/2015		UTILITY SERVICES
	01-111-000-0000-6251	DTG	224.00	01 147020 03 11/30/2015 12/31/2015		UTILITY SERVICES
	01-111-000-0000-6251	DTG	3,645.80	08 052100 03 11/30/2015 12/31/2015		UTILITY SERVICES
	01-111-000-0000-6251	DTG	1,357.34	27 009020 00 11/27/2015 12/27/2015		UTILITY SERVICES
	01-111-000-0000-6251	DTG	106.66	11 059855 00 11/30/2015 12/31/2015		UTILITY SERVICES
	01-111-000-0000-6251	DTG	1,600.00	02 068010 00 11/30/2015 12/31/2015		UTILITY SERVICES
	01-111-000-0000-6252	DTG	37,816.18	27 009010 01 11/27/2015 12/27/2015		JAIL/LEC UTILITY SERVICES
1075	**BUFFALO/CITY OF**		**61,833.90**	**8** Transactions		
5196	**CLIMATE AIR**					
	01-111-000-0000-6301		371.70	REPAIRS PUMP MOTOR GC 2016	36652	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		419.20	REPAIRS BOILER GC 2016	36671	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		9,376.00	HVAC MAINT FEB-APRIL 2016 GC	36689	REPAIRS & MAINTENANCE
	01-111-000-0000-6301	AP	1,147.56	HVAC MAINT 02/1/15-01/31/16	36702	REPAIRS & MAINTENANCE
5196	**CLIMATE AIR**		**11,314.46**	**4** Transactions		
2635	**EXCEPTIONAL OUTDOOR SERVICES**					
	01-111-000-0000-6301	AP	80.00	REPAIR MAINLINE LEAK GC 08/19/2015 08/19/2015	610	REPAIRS & MAINTENANCE

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
2635	**EXCEPTIONAL OUTDOOR SERVICES**		**80.00**	**1** Transactions		
1665	**FARM-RITE EQUIPMENT INC**					
	01-111-000-0000-6301		311.04	SUPPLIES 2016	19200	REPAIRS & MAINTENANCE
1665	**FARM-RITE EQUIPMENT INC**		**311.04**	**1** Transactions		
3041	**GLUNZ CONSTRUCTION SEPTIC SERVICE**					
	01-111-000-0000-6252		130.00	PUMP HOLDING TANK 2016	619343	JAIL/LEC UTILITY SERVICES
3041	**GLUNZ CONSTRUCTION SEPTIC SERVICE**		**130.00**	**1** Transactions		
2812	**GRAINGER**					
	01-111-000-0000-6301		35.44	SUPPLIES 2016	9005143467	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		721.02	SUPPLIES 2016	9010813419	JAIL/LEC REPAIRS AND MAINTENANCE
2812	**GRAINGER**		**756.46**	**2** Transactions		
2884	**GREEN INTERIORS**					
	01-111-000-0000-6301		450.00	MONTHLY PLANT SERVICE GC	2016 200645	REPAIRS & MAINTENANCE
2884	**GREEN INTERIORS**		**450.00**	**1** Transactions		
2001	**HILLYARD INC - MINNEAPOLIS**					
	01-111-000-0000-6412		543.06	SUPPLIES 2016	601940349	JAIL/LEC OPERATING SUPPLIES
	01-111-000-0000-6412		629.68	SUPPLIES 2016	601940350	JAIL/LEC OPERATING SUPPLIES
	01-111-000-0000-6302	AP	455.50	SUPPLIES 12/31/2015 12/31/2015	700216141	JAIL/LEC REPAIRS AND MAINTENANCE
2001	**HILLYARD INC - MINNEAPOLIS**		**1,628.24**	**3** Transactions		
97	**KLATT TRUE VALUE ELECTRIC**					
	01-111-000-0000-6301		5.29	SUPPLIES BUILDING CARE 2016	59136	REPAIRS & MAINTENANCE
97	**KLATT TRUE VALUE ELECTRIC**		**5.29**	**1** Transactions		
7510	**MENARDS - BUFFALO**					
	01-111-000-0000-6412		29.70	SUPPLIES 2016	4481	JAIL/LEC OPERATING SUPPLIES
7510	**MENARDS - BUFFALO**		**29.70**	**1** Transactions		
6836	**MN ELEVATOR INC**					
	01-111-000-0000-6301		1,680.00	INSPECT/REPAIRS GC 2016	650117	REPAIRS & MAINTENANCE
6836	**MN ELEVATOR INC**		**1,680.00**	**1** Transactions		
2518	**MOORHEAD MACHINERY &BOILER CO**					

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	01-111-000-0000-6301		2,200.00	REPAIRS BOILER GC 2016	94612	REPAIRS & MAINTENANCE
2518	**MOORHEAD MACHINERY &BOILER CO**		**2,200.00**	**1** Transactions		
7469	**NORTHLAND CHEMICAL CORPORATION**					
	01-111-000-0000-6411		256.00	INSECTICIDE GC 2016	5060213	OPERATING SUPPLIES
7469	**NORTHLAND CHEMICAL CORPORATION**		**256.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-111-000-0000-6411		207.80	SUPPLIES 819584970001	2016	OPERATING SUPPLIES
	01-111-000-0000-6621		303.56	SUPPLIES 819247769001	2016	FURNITURE & EQUIPMENT
3921	**OFFICE DEPOT**		**511.36**	**2** Transactions		
3986	**SPRINT**					
	01-111-000-0000-6204	AP	507.50	880683316 12/15/2015 01/14/2016		JAIL/LEC TELEPHONE
	01-111-000-0000-6204	AP	495.62	880683316 11/15/2015 12/14/2015		JAIL/LEC TELEPHONE
3986	**SPRINT**		**1,003.12**	**2** Transactions		
3741	**WASTE MANAGEMENT OF WI-MN**					
	01-111-000-0000-6251		1,216.50	WASTE DISPOSAL HHS 2016	688430515934	UTILITY SERVICES
	01-111-000-0000-6251		802.36	WASTE DISPOSAL GC 2016	688432715938	UTILITY SERVICES
	01-111-000-0000-6252		307.32	WASTE DISPOSAL LEC 2016	688434615938	JAIL/LEC UTILITY SERVICES
3741	**WASTE MANAGEMENT OF WI-MN**		**2,326.18**	**3** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	01-111-000-0000-6251		27.95	150 1683 1028	2016	UTILITY SERVICES
	01-111-000-0000-6251		19.95	150 1688 8215	2016	UTILITY SERVICES
	01-111-000-0000-6252		38.96	150 1690 5805	2016	JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252		47.95	150 1683 4363	2016	JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252		45.90	150 1690 5904	2016	JAIL/LEC UTILITY SERVICES
1535	**WRIGHT HENNEPIN ELECTRIC**		**180.71**	**5** Transactions		
111	**DEPT Total:**		**84,696.46**	**BUILDING CARE**	**17 Vendors**	**38 Transactions**
121	DEPT			VETERANS SERVICE		
3986	**SPRINT**					
	01-121-000-0000-6203	AP	37.99	880683316 12/15/2015 01/14/2016		TELEPHONE

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-121-000-0000-6203	AP	37.99	880683316		TELEPHONE
				11/15/2015 12/14/2015		
3986	**SPRINT**		**75.98**	**2** Transactions		
121	**DEPT Total:**		**75.98**	**VETERANS SERVICE**	**1 Vendors**	**2 Transactions**
201	DEPT			SHERIFF		
2018	**AFFILIATED EMERGENCY VETERINARY SE**					
	01-201-000-0000-6261		214.48	VET SERVICES K9 SABER 2016	175062	PROFESSIONAL SERVICES
2018	**AFFILIATED EMERGENCY VETERINARY SE**		**214.48**	**1** Transactions		
1001	**ANOKA COUNTY SHERIFF**					
	01-201-000-0000-6263	AP	23,257.03	DEC 2015 50% EXPENSES REG LAB	122015	REGIONAL CRIME LAB
1001	**ANOKA COUNTY SHERIFF**		**23,257.03**	**1** Transactions		
4902	**BURDAS TOWING**					
	01-201-000-0000-6261		202.00	16002547 2016	034553	PROFESSIONAL SERVICES
	01-201-000-0000-6261		85.00	16002189 2016	1609257	PROFESSIONAL SERVICES
4902	**BURDAS TOWING**		**287.00**	**2** Transactions		
3064	**EMERGENCY AUTOMOTIVE TECH INC**					
	01-201-000-0000-6621		468.94	EQUIPMENT FOR SQUADS 2016	MS012816 2	FURNITURE & EQUIPMENT
3064	**EMERGENCY AUTOMOTIVE TECH INC**		**468.94**	**1** Transactions		
7360	**HOLIDAY**					
	01-201-000-0000-6452		20.28	CAR WASHES	2016	VEHICLE MAINTENANCE
7360	**HOLIDAY**		**20.28**	**1** Transactions		
4008	**HOLIDAY COMPANIES**					
	01-201-000-0000-6452		409.50	CAR WASHES 2016	25001021633	VEHICLE MAINTENANCE
4008	**HOLIDAY COMPANIES**		**409.50**	**1** Transactions		
6841	**L3 COMMUNICATIONS INC**					
	01-201-000-0000-6621		2,209.00	CRASH SENSOR 2016	0235532IN	FURNITURE & EQUIPMENT
6841	**L3 COMMUNICATIONS INC**		**2,209.00**	**1** Transactions		
2687	**LACOUNT SALES LLC**					
	01-201-000-0000-6411		520.94	BATTERIES 2016	3945	OPERATING SUPPLIES

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2687	**LACOUNT SALES LLC**		**520.94**	**1** Transactions		
7310	**LUTGENS/ALBERT JAKE**					
	01-201-000-0000-6411		45.62	REIMBURSE CELL PHONE CASE	2016	OPERATING SUPPLIES
7310	**LUTGENS/ALBERT JAKE**		**45.62**	**1** Transactions		
4769	**MID-STATES ORGANIZED CRIME INFO CEN**					
	01-201-000-0000-6245		300.00	2016 MEMBERSHIP DUES	4201223765	MEMBERSHIPS, DUES & FEES
4769	**MID-STATES ORGANIZED CRIME INFO CEN**		**300.00**	**1** Transactions		
1331	**MN SHERIFFS ASSOCIATION**					
	01-201-000-0000-6804		200.00	BACKGROUNDS FERGUSON 2016	104370	STAFF TRAINING
1331	**MN SHERIFFS ASSOCIATION**		**200.00**	**1** Transactions		
593	**MOTOROLA INC**					
	01-201-000-0000-6411		550.00	BATTERIES 2016	13097568	OPERATING SUPPLIES
593	**MOTOROLA INC**		**550.00**	**1** Transactions		
626	**NORTH STAR AWARDS & TROPHIES**					
	01-201-000-0000-6261		64.95	PLAQUE KORBEL 2016	6684	PROFESSIONAL SERVICES
626	**NORTH STAR AWARDS & TROPHIES**		**64.95**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-201-000-0000-6411		137.87	SUPPLIES 820281398001	2016	OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**137.87**	**1** Transactions		
6161	**PERFORMANCE KENNELS INC**					
	01-201-000-0000-6261		103.20	K9 MAINT 2016	2759	PROFESSIONAL SERVICES
6161	**PERFORMANCE KENNELS INC**		**103.20**	**1** Transactions		
3235	**ROGERS AMOCO**					
	01-201-000-0000-6452		24.00	JAN 2016 CAR WASHES		VEHICLE MAINTENANCE
3235	**ROGERS AMOCO**		**24.00**	**1** Transactions		
3986	**SPRINT**					
	01-201-000-0000-6203	AP	3,066.46	880683316 12/15/2015 01/14/2016		TELEPHONE
	01-201-000-0000-6203	AP	3,058.31	880683316 11/15/2015 12/14/2015		TELEPHONE

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	01-201-000-0000-6203	AP	13.99-	CREDIT 12/15/2015 01/14/2016	880683316	TELEPHONE
	01-201-000-0000-6203	AP	8.39	763 458 6001 12/15/2015 01/14/2016	880683316	TELEPHONE
	01-201-000-0000-6203	AP	13.99-	CREDIT 11/15/2015 12/14/2015	880683316	TELEPHONE
	01-201-000-0000-6203	AP	14.43	763 458 6001 11/15/2015 12/14/2015	880683316	TELEPHONE
	01-201-000-0000-6203	AP	4,905.52-	EQUIPMENT CREDIT 11/15/2015 12/14/2015	880683316	TELEPHONE
	01-201-000-0000-6203	AP	2.97	EQUIPMENT 12/15/2015 01/14/2016	880683316	TELEPHONE
3986	**SPRINT**		**1,217.06**	**8** Transactions		
3170	**ST CLOUD TIMES #1076**					
	01-201-000-0000-6235		240.02	SUBSCRIPTION RENEWAL	2016	PUBLICATIONS & BROCHURES
3170	**ST CLOUD TIMES #1076**		**240.02**	**1** Transactions		
3797	**TACTICAL ADVANTAGE LLC**					
	01-201-000-0000-6804		68.00	RANGE TRAINING 2016	WCSO 01	STAFF TRAINING
3797	**TACTICAL ADVANTAGE LLC**		**68.00**	**1** Transactions		
2649	**TOMAR ELECTRONICS**					
	01-201-000-0000-6301		134.77	LIGHTBAR HOOK KITS 2016	082597	REPAIRS & MAINTENANCE
2649	**TOMAR ELECTRONICS**		**134.77**	**1** Transactions		
5186	**TRANSUNION RISK AND ALTERNATIVE**					
	01-201-000-0000-6261		70.00	TLOXP SUBSCRIPTION JAN 2016		PROFESSIONAL SERVICES
5186	**TRANSUNION RISK AND ALTERNATIVE**		**70.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-201-000-0000-6205		22.76	SHIPPING CHARGES 2016	140177046	POSTAGE
2490	**UNITED PARCEL SERVICE**		**22.76**	**1** Transactions		
201	**DEPT Total:**		**30,565.42**	**SHERIFF**	**22 Vendors**	**30 Transactions**
250	DEPT			SHERIFF-CORRECTIONS		
3199	**ALLINA HEALTH SYSTEM**					
	01-250-000-0000-6458	AP	59.37	MEDICAL SERVICES	5791319700	JAIL MEDICAL

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				10/07/2015 10/07/2015		
	01-250-000-0000-6458	AP	59.37	MEDICAL SERVICES	5791337400	JAIL MEDICAL
				10/07/2015 10/07/2015		
3199	**ALLINA HEALTH SYSTEM**		**118.74**	**2** Transactions		
6158	**ARAMARK SERVICES INC**					
	01-250-000-0000-6459		7,401.36	INMATE MEALS 01/21-01/27/16	20072330000081	LAW ENFORCE-JAIL FOOD-LAUNDRY
6158	**ARAMARK SERVICES INC**		**7,401.36**	**1** Transactions		
881	**BOB BARKER COMPANY INC**					
	01-250-000-0000-6411		91.32	SUPPLIES 2016	1001271796	OPERATING SUPPLIES
881	**BOB BARKER COMPANY INC**		**91.32**	**1** Transactions		
5507	**CUB FOODS**					
	01-250-000-0000-6459		13.31	PAPER LUNCH BAGS	2016	LAW ENFORCE-JAIL FOOD-LAUNDRY
5507	**CUB FOODS**		**13.31**	**1** Transactions		
43808	**MCKESSON MEDICAL-SURGICAL**					
	01-250-000-0000-6458		1,991.51	MEDICAL SUPPLIES 2016	71665399	JAIL MEDICAL
	01-250-000-0000-6458		8.33	DECOREL TABS 2016	71972662	JAIL MEDICAL
43808	**MCKESSON MEDICAL-SURGICAL**		**1,999.84**	**2** Transactions		
3413	**MEND CORRECTIONAL CARE LLC**					
	01-250-000-0000-6458		18,496.00	FEB 2016 HEALTHCARE SERVICES	1137	JAIL MEDICAL
	01-250-000-0000-6458		5,700.00	FEB 2016 HEALTH TECH SERVICES	1137	JAIL MEDICAL
	01-250-000-0000-6458		3,333.33	FEB 2016 NURSING ADD SERVICES	1137	JAIL MEDICAL
3413	**MEND CORRECTIONAL CARE LLC**		**27,529.33**	**3** Transactions		
69	**MN BUREAU OF CRIMINAL APPREHENSIOI**					
	01-250-000-0000-6804		240.00	TRAINING O MALLEY 2016	24745011116	STAFF TRAINING
69	**MN BUREAU OF CRIMINAL APPREHENSIOI**		**240.00**	**1** Transactions		
4702	**STERICYCLE INC**					
	01-250-000-0000-6261		51.74	MEDICAL WASTE FEB 2016	4006080153	PROFESSIONAL SERVICES
4702	**STERICYCLE INC**		**51.74**	**1** Transactions		
74329	**WRIGHT COUNTY JAIL ADMIN**					
	01-250-000-0000-6261		6.00	REIMBURSE PETTY CASH TRAIN	2016	PROFESSIONAL SERVICES

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74329	**WRIGHT COUNTY JAIL ADMIN**		**6.00**	**1** Transactions		
250	**DEPT Total:**		**37,451.64**	**SHERIFF-CORRECTIONS**	**9 Vendors**	**13 Transactions**
521	DEPT			PARKS		
5974	**CENTER POINT ENERGY**					
	01-521-000-0000-6251		16.94	5856799 1	2016	UTILITY SERVICES - ELECTRICITY
	01-521-000-0000-6251		16.94	5856795 9	2016	UTILITY SERVICES - ELECTRICITY
5974	**CENTER POINT ENERGY**		**33.88**	**2** Transactions		
525	**CENTURYLINK**					
	01-521-000-0000-6203		81.45	320 286 2801	2016	TELEPHONE
525	**CENTURYLINK**		**81.45**	**1** Transactions		
194	**ELK RIVER MUNICIPAL UTILITIES**					
	01-521-000-0000-6251	DTG	40.52	ELECTRIC FEES 12/01/2015 01/04/2016	3179	UTILITY SERVICES - ELECTRICITY
194	**ELK RIVER MUNICIPAL UTILITIES**		**40.52**	**1** Transactions		
4634	**FASTENAL COMPANY**					
	01-521-000-0000-6411		45.50	SUPPLIES 2016	62203	OPERATING SUPPLIES
4634	**FASTENAL COMPANY**		**45.50**	**1** Transactions		
1873	**FORESTRY SUPPLIERS INC**					
	01-521-000-0000-6411		254.10	HAND SPRAYERS 2016	83768500	OPERATING SUPPLIES
1873	**FORESTRY SUPPLIERS INC**		**254.10**	**1** Transactions		
4090	**ICKLER**					
	01-521-000-0000-6452		367.00	MOWER BEARINGS 2016	1659122	VEHICLE MAINTENANCE
4090	**ICKLER**		**367.00**	**1** Transactions		
4148	**JOINT POWERS WATER BOARD**					
	01-521-000-0000-6251		48.89	SEWER FEES 2016	820000078005	UTILITY SERVICES - ELECTRICITY
4148	**JOINT POWERS WATER BOARD**		**48.89**	**1** Transactions		
2541	**M & M EXPRESS SALES AND SERVICE**					
	01-521-000-0000-6452	AP	22.95	SUPPLIES 12/30/2015 12/30/2015	208036	VEHICLE MAINTENANCE
	01-521-000-0000-6452		57.45	SUPPLIES 2016	208300	VEHICLE MAINTENANCE

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
2541	**M & M EXPRESS SALES AND SERVICE**		**80.40**	**2** Transactions		
7510	**MENARDS - BUFFALO**					
	01-521-000-0000-6301		8.97-	CREDIT 2016	5071	REPAIRS & MAINTENANCE
	01-521-000-0000-6301		301.00	SUPPLIES 2016	5073	REPAIRS & MAINTENANCE
7510	**MENARDS - BUFFALO**		**292.03**	**2** Transactions		
3789	**MN DNR OMB**					
	01-521-000-0000-6301		470.00	WATER PERMIT BRIDGE 2016	20160193	REPAIRS & MAINTENANCE
3789	**MN DNR OMB**		**470.00**	**1** Transactions		
3445	**PIKSTIK LLC**					
	01-521-000-0000-6411	AP	187.54	TRASH PICK UP STICKS 07/07/2015 07/07/2015	546643	OPERATING SUPPLIES
3445	**PIKSTIK LLC**		**187.54**	**1** Transactions		
3986	**SPRINT**					
	01-521-000-0000-6203	AP	57.97	880683316 11/15/2015 12/14/2015		TELEPHONE
	01-521-000-0000-6203	AP	58.82	880683316 12/15/2015 01/14/2016		TELEPHONE
3986	**SPRINT**		**116.79**	**2** Transactions		
4957	**WESTSIDE WHOLESALE TIRE**					
	01-521-000-0000-6452		1,134.78	TIRES FOR MOWERS 2016	761282	VEHICLE MAINTENANCE
4957	**WESTSIDE WHOLESALE TIRE**		**1,134.78**	**1** Transactions		
521	**DEPT Total:**		**3,152.88**	**PARKS**	**13 Vendors**	**17 Transactions**
603	DEPT			EXTENSION		
606	**HUSTON/TARAH**					
	01-603-000-0000-6244		6.00	REIMBURSE SUPPLIES 2016		PROGRAM EXPENSES
606	**HUSTON/TARAH**		**6.00**	**1** Transactions		
5486	**MARCO**					
	01-603-000-0000-6343		437.22	01/10-02/10/2016	296273808	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**437.22**	**1** Transactions		
3921	**OFFICE DEPOT**					

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	01-603-000-0000-6411		54.11	SUPPLIES 818199889001	2016	OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**54.11**	**1** Transactions		
603	**DEPT Total:**		**497.33**	**EXTENSION**	**3 Vendors**	**3 Transactions**
1	**Fund Total:**		**408,813.84**	**GENERAL REVENUE FUND**		**174 Transactions**

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282	DEPT			NUCLEAR POWER PLANT			
3986	**SPRINT**						
	02-282-000-0000-6859	AP	170.57	880683316			MISCELLANEOUS EXPENSES
				11/15/2015	12/14/2015		
	02-282-000-0000-6859	AP	172.09	880683316			MISCELLANEOUS EXPENSES
				12/15/2015	01/14/2016		
3986	**SPRINT**		**342.66**		**2** Transactions		
282	**DEPT Total:**		**342.66**	**NUCLEAR POWER PLANT**		**1 Vendors**	**2 Transactions**
2	**Fund Total:**		**342.66**	**RESERVES FUND**			**2 Transactions**

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310	DEPT			HIGHWAY ADMINISTRATION		
3921	**OFFICE DEPOT**					
	03-310-000-0000-6409		1.69	SUPPLIES-820617250001 020916		OFFICE SUPPLIES
	03-310-000-0000-6409		20.48	SUPPLIES-820617347001 020916		OFFICE SUPPLIES
3921	**OFFICE DEPOT**		**22.17**	**2** Transactions		
3986	**SPRINT**					
	03-310-000-0000-6203	AP	123.89	880683316 11/15/2015 12/14/2015		TELEPHONE
	03-310-000-0000-6203	AP	124.35	880683316 12/15/2015 01/14/2016		TELEPHONE
3986	**SPRINT**		**248.24**	**2** Transactions		
1192	**TOTAL PRINTING**					
	03-310-000-0000-6500		655.00	DRIVER INSPECTION BOOKS 020916	10826	PRINTING SERVICES
1192	**TOTAL PRINTING**		**655.00**	**1** Transactions		
1383	**WRIGHT HENNEPIN COOP ELEC ASSN**					
	03-310-000-0000-6385		22.95	DATA RM SEC ALARM 020916	5014631400	DATA PROCESSING
1383	**WRIGHT HENNEPIN COOP ELEC ASSN**		**22.95**	**1** Transactions		
310	**DEPT Total:**		**948.36**	**HIGHWAY ADMINISTRATION**	**4 Vendors**	**6 Transactions**
320	DEPT			HIGHWAY ENGINEERING		
3365	**WSB & ASSOCIATES INC**					
	03-320-000-0000-6505	AP	7,945.70	PROJ 02891-000 020916	#13	CONSULTANT FEES
3365	**WSB & ASSOCIATES INC**		**7,945.70**	**1** Transactions		
320	**DEPT Total:**		**7,945.70**	**HIGHWAY ENGINEERING**	**1 Vendors**	**1 Transactions**
330	DEPT			HIGHWAY MAINTENANCE		
1075	**BUFFALO/CITY OF**					
	03-330-000-0000-6543	DTG	13.00	LIGHT ON CR 34 020916	09190000	TRAFFIC SIGNALS
	03-330-000-0000-6543	DTG	13.00	LIGHT ON CR 35 020916	16090100	TRAFFIC SIGNALS
1075	**BUFFALO/CITY OF**		**26.00**	**2** Transactions		
194	**ELK RIVER MUNICIPAL UTILITIES**					
	03-330-000-0000-6543		21.36	LIGHT ON CR 36 020916	C#22826	TRAFFIC SIGNALS

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	03-330-000-0000-6543		21.36	LIGHT ON CR 42 020916	C#22826	TRAFFIC SIGNALS
	03-330-000-0000-6543		22.50	LIGHT ON CR 37 020916	C#22827	TRAFFIC SIGNALS
	03-330-000-0000-6543		22.50	LIGHT ON CR 42 020916	C#22827	TRAFFIC SIGNALS
194	**ELK RIVER MUNICIPAL UTILITIES**		**87.72**	**4** Transactions		
6027	**ENVIROTECH SERVICES INC**					
	03-330-000-0000-6533		7,030.80	APEX 020916	201608989	DEICING MATERIALS
	03-330-000-0000-6533		7,027.56	APEX 020916	201608990	DEICING MATERIALS
6027	**ENVIROTECH SERVICES INC**		**14,058.36**	**2** Transactions		
7338	**GOPHER STATE ONE CALL**					
	03-330-000-0000-6543		100.00	ANNUAL FEE FOR LOCATE S 020916	6001454	TRAFFIC SIGNALS
7338	**GOPHER STATE ONE CALL**		**100.00**	**1** Transactions		
2812	**GRAINGER**					
	03-330-000-0000-6696		87.56	BATT FOR CORDLESS DRILL 020916	9003039162	HWY MAINT MINOR FIELD EQUIP
2812	**GRAINGER**		**87.56**	**1** Transactions		
7510	**MENARDS - BUFFALO**					
	03-330-000-0000-6539		68.77	SIGN TRUCK SUPPLIES 020916	04931	TRAFFIC CONTROL
7510	**MENARDS - BUFFALO**		**68.77**	**1** Transactions		
916	**MIDSTATES EQUIP AND SUPPLY**					
	03-330-000-0000-6537		23,634.00	RIGHT POINTE CRACKFILLE 020916	216054	RUBBERIZED CRACKFILLER-MAINTENANC
	03-330-000-0000-6537		23,634.00	RIGHT POINTE CRACKFILLE 020916	216060	RUBBERIZED CRACKFILLER-MAINTENANC
916	**MIDSTATES EQUIP AND SUPPLY**		**47,268.00**	**2** Transactions		
330	**DEPT Total:**		**61,696.41**	**HIGHWAY MAINTENANCE**	**7 Vendors**	**13 Transactions**
340	DEPT			HIGHWAY SHOP MAINTENANCE		
6156	**AMERIPRIDE SERVICES**					
	03-340-000-0000-6411		47.57	SHOP SUPPLIES WEEK 1-26 020916	742065	OPERATING SUPPLIES
	03-340-000-0000-6599		32.02	RUGS WEEK JAN 26 020916	742065	BUILDING MAINTENANCE-P.W.BLDG.
	03-340-000-0000-6411		47.63	SHOP SUPPLIES WEEK FEB 020916	744616	OPERATING SUPPLIES
	03-340-000-0000-6599		11.68	RUGS WEEK FEB 2 020916	744616	BUILDING MAINTENANCE-P.W.BLDG.
6156	**AMERIPRIDE SERVICES**		**138.90**	**4** Transactions		
1646	**BOYER TRUCK PARTS**					
	03-340-000-0000-6574		15.90	REPAIR PARTS 020916	164761R	REPAIR PARTS

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1646	**BOYER TRUCK PARTS**		**15.90**	**1** Transactions		
4858	**BUFFALO AUTO VALUE**					
	03-340-000-0000-6571	AP	244.85	BATTERIES 020916	82097871	BATTERIES
	03-340-000-0000-6571		284.85	BATTERIES 020916	82100710	BATTERIES
	03-340-000-0000-6574		47.96	BUFFALO AUTO VALUE-PART 020916	82100930	REPAIR PARTS
4858	**BUFFALO AUTO VALUE**		**577.66**	**3** Transactions		
1075	**BUFFALO/CITY OF**					
	03-340-000-0000-6598	DTG	681.40	PWB WATER/SEWER 020916	11059850	UTILITIES-P.W. BLDG.
1075	**BUFFALO/CITY OF**		**681.40**	**1** Transactions		
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**					
	03-340-000-0000-6563	AP	1,472.57	DIESEL FUEL 020916	61002848	DIESEL
	03-340-000-0000-6563	AP	1,007.94	DIESEL FUEL 020916	61003324	DIESEL
	03-340-000-0000-6563		1,341.12	DIESEL FUEL 020916	6112244	DIESEL
	03-340-000-0000-6563		990.00	DIESEL FUEL 020916	6302384	DIESEL
	03-340-000-0000-6563		1,020.80	DIESEL FUEL 020916	6302451	DIESEL
	03-340-000-0000-6564		11,206.66	UNLEADED FUEL 020916	8103063	UNLEADED GASOLINE
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**		**17,039.09**	**6** Transactions		
1655	**CENTRAL MCGOWAN INC**					
	03-340-000-0000-6411		83.92	WELDING SUPPLIES 020916	00915949	OPERATING SUPPLIES
1655	**CENTRAL MCGOWAN INC**		**83.92**	**1** Transactions		
1783	**CNH INDUSTRIAL CAPITAL PRODUCTIVITY**					
	03-340-000-0000-6574		7.88	PARTS 020916	ID25289	REPAIR PARTS
1783	**CNH INDUSTRIAL CAPITAL PRODUCTIVITY**		**7.88**	**1** Transactions		
1118	**CULLIGAN OF BUFFALO**					
	03-340-000-0000-6599		323.60	BUFFALO SOFTENER SERV 020916	173096986976	BUILDING MAINTENANCE-P.W.BLDG.
1118	**CULLIGAN OF BUFFALO**		**323.60**	**1** Transactions		
5018	**FORCE AMERICA INC**					
	03-340-000-0000-6574		15.75	REPAIR PARTS 020916	1022079	REPAIR PARTS
	03-340-000-0000-6574		31.51	REPAIR PARTS 020916	1022100	REPAIR PARTS
5018	**FORCE AMERICA INC**		**47.26**	**2** Transactions		
4832	**GARD SPECIALISTS CO INC**					

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	03-340-000-0000-6411		1,086.36	CUT OFF WHEELS 020916	91166	OPERATING SUPPLIES
4832	**GARD SPECIALISTS CO INC**		**1,086.36**	**1** Transactions		
3041	**GLUNZ CONSTRUCTION SEPTIC SERVICE**					
	03-340-000-0000-6597		130.00	PUMP MAPLE LAKE TANK 020916	619338	BUILDING MAINTENANCE-OUTLYING SHO
3041	**GLUNZ CONSTRUCTION SEPTIC SERVICE**		**130.00**	**1** Transactions		
2001	**HILLYARD INC - MINNEAPOLIS**					
	03-340-000-0000-6599		73.90	BLDG MAINT SUPPLIES 020916	60192688	BUILDING MAINTENANCE-P.W.BLDG.
2001	**HILLYARD INC - MINNEAPOLIS**		**73.90**	**1** Transactions		
417	**JANS/BRIAN**					
	03-340-000-0000-6411		100.00	REIMB FOR INSP DECALS 020916		OPERATING SUPPLIES
417	**JANS/BRIAN**		**100.00**	**1** Transactions		
3405	**KRIS ENGINEERING INC**					
	03-340-000-0000-6573		2,884.24	BLADES 020916	26380	CUTTING EDGES
3405	**KRIS ENGINEERING INC**		**2,884.24**	**1** Transactions		
2693	**LOBERG ELECTRIC**					
	03-340-000-0000-6597		584.09	REPLACE BALLAST 020916	23770	BUILDING MAINTENANCE-OUTLYING SHO
	03-340-000-0000-6597		96.27	REPAIR BALLAST 020916	23798	BUILDING MAINTENANCE-OUTLYING SHO
	03-340-000-0000-6597		96.26	REPAIR WIRING 020916	23798	BUILDING MAINTENANCE-OUTLYING SHO
2693	**LOBERG ELECTRIC**		**776.62**	**3** Transactions		
2541	**M & M EXPRESS SALES AND SERVICE**					
	03-340-000-0000-6574		55.00	REPAIR PARTS 020916	208318	REPAIR PARTS
2541	**M & M EXPRESS SALES AND SERVICE**		**55.00**	**1** Transactions		
7510	**MENARDS - BUFFALO**					
	03-340-000-0000-6597		27.48	EXHAUST VENT 020916	05070	BUILDING MAINTENANCE-OUTLYING SHO
7510	**MENARDS - BUFFALO**		**27.48**	**1** Transactions		
600	**MORRIES PARTS & SERVICE GROUP**					
	03-340-000-0000-6575		137.88	MORRIES PARTS-LABOR 020916	CS447883	OUTSIDE LABOR
	03-340-000-0000-6574		262.89	MORRIES PARTS-PARTS 020916	CS451562	REPAIR PARTS
	03-340-000-0000-6575		782.95	MORRIES PARTS-LABOR 020916	CS451562	OUTSIDE LABOR
	03-340-000-0000-6574		823.96	MORRIES PARTS-PARTS 020916	CS552522	REPAIR PARTS
	03-340-000-0000-6575		762.60	MORRIES PARTS-LABOR 020916	CS552522	OUTSIDE LABOR

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
600	**MORRIES PARTS & SERVICE GROUP**		**2,770.28**	**5** Transactions		
6224	**MSC INDUSTRIAL SUPPLY CO**					
	03-340-000-0000-6574		185.02	REPAIR PARTS 020916	81426930	REPAIR PARTS
6224	**MSC INDUSTRIAL SUPPLY CO**		**185.02**	**1** Transactions		
595	**O'REILLY AUTO PARTS**					
	03-340-000-0000-6574		185.98	REPAIR PARTS 020916	150418	REPAIR PARTS
595	**O'REILLY AUTO PARTS**		**185.98**	**1** Transactions		
3921	**OFFICE DEPOT**					
	03-340-000-0000-6599		55.40	SOAP-820617347001 020916		BUILDING MAINTENANCE-P.W.BLDG.
3921	**OFFICE DEPOT**		**55.40**	**1** Transactions		
926	**ROYAL TIRE INC**					
	03-340-000-0000-6570		1,474.86	TIRES 020916	4-605506	TIRES
926	**ROYAL TIRE INC**		**1,474.86**	**1** Transactions		
1281	**TOWMASTER**					
	03-340-000-0000-6574		549.59	REPAIR PARTS 020916	376624	REPAIR PARTS
1281	**TOWMASTER**		**549.59**	**1** Transactions		
340	**DEPT Total:**		**29,270.34**	**HIGHWAY SHOP MAINTENANCE**	**23 Vendors**	**40 Transactions**
380	DEPT			UNALLOCATED NON-HIGHWAY OPERAT		
2541	**M & M EXPRESS SALES AND SERVICE**					
	03-380-000-0000-6520		203.65	CHAINSAW GLOVES 020916	208320	SAFETY PROGRAM & SUPPLIES
2541	**M & M EXPRESS SALES AND SERVICE**		**203.65**	**1** Transactions		
3613	**MUNSON LAKES NUTRITION**					
	03-380-000-0000-6520		23.99	RUBBER KNEE BOOTS-MAINT 020916	0432278C	SAFETY PROGRAM & SUPPLIES
	03-380-000-0000-6520		7.99	GLOVES - JIM WRIGHT 020916	0432628C	SAFETY PROGRAM & SUPPLIES
3613	**MUNSON LAKES NUTRITION**		**31.98**	**2** Transactions		
1508	**VIKING INDUSTRIAL CENTER**					
	03-380-000-0000-6520		276.41	SAFETY GLASSES-48 PARKS 020916	3070737	SAFETY PROGRAM & SUPPLIES
1508	**VIKING INDUSTRIAL CENTER**		**276.41**	**1** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
380	**DEPT Total:**		**512.04**	**UNALLOCATED NON-HIGHWAY OPERAT**	**3 Vendors**	**4 Transactions**
3	**Fund Total:**		**100,372.85**	**ROAD AND BRIDGE FUND**		**64 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
420	DEPT			FINANCIAL SERVICES		
2468	**MADDEN GALANTER HANSEN LLP**					
	11-420-600-0020-6264	AP	147.96	DEC 2015 LABOR RELATIONS	HHS	LABOR NEGOTIATIONS
2468	**MADDEN GALANTER HANSEN LLP**		**147.96**	**1** Transactions		
420	**DEPT Total:**		**147.96**	**FINANCIAL SERVICES**	**1 Vendors**	**1 Transactions**
430	DEPT			SOCIAL SERVICES		
2468	**MADDEN GALANTER HANSEN LLP**					
	11-430-700-0020-6264	AP	266.33	DEC 2015 LABOR RELATIONS	HHS	LABOR NEGOTIATIONS
2468	**MADDEN GALANTER HANSEN LLP**		**266.33**	**1** Transactions		
430	**DEPT Total:**		**266.33**	**SOCIAL SERVICES**	**1 Vendors**	**1 Transactions**
450	DEPT			PUBLIC HEALTH SERVICES		
2468	**MADDEN GALANTER HANSEN LLP**					
	11-450-430-0020-6264	AP	78.91	DEC 2015 LABOR RELATIONS	HHS	LABOR NEGOTIATIONS
2468	**MADDEN GALANTER HANSEN LLP**		**78.91**	**1** Transactions		
450	**DEPT Total:**		**78.91**	**PUBLIC HEALTH SERVICES**	**1 Vendors**	**1 Transactions**
11	**Fund Total:**		**493.20**	**HUMAN SERVICES FUND**		**3 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
393	DEPT			S.C.O.R.E.		
1028	**ALBION TOWNSHIP**					
	20-393-000-0000-6801	DTG	675.40	2015 4TH QTR RECYCLING		MISCELLANEOUS EXPENSE
1028	**ALBION TOWNSHIP**		**675.40**	**1** Transactions		
5067	**BEAUDRY PROPANE INC**					
	20-393-000-0000-6801		2,660.39	PROPANE DELIVERY 2016	699908	MISCELLANEOUS EXPENSE
5067	**BEAUDRY PROPANE INC**		**2,660.39**	**1** Transactions		
1852	**COKATO/CITY OF**					
	20-393-000-0000-6801	DTG	400.00	COMMUNITY CLEAN UP 10/3/2015		MISCELLANEOUS EXPENSE
	20-393-000-0000-6801	DTG	974.12	2015 4TH QTR RECYCLING		MISCELLANEOUS EXPENSE
1852	**COKATO/CITY OF**		**1,374.12**	**2** Transactions		
1171	**FRENCH LAKE TOWNSHIP**					
	20-393-000-0000-6801	DTG	489.40	2015 3RD QTR RECYCLING		MISCELLANEOUS EXPENSE
1171	**FRENCH LAKE TOWNSHIP**		**489.40**	**1** Transactions		
1552	**HOWARD LAKE/CITY OF**					
	20-393-000-0000-6801	DTG	1,519.99	2015 4TH QTR RECYCLING		MISCELLANEOUS EXPENSE
1552	**HOWARD LAKE/CITY OF**		**1,519.99**	**1** Transactions		
1324	**MAPLE LAKE TOWNSHIP**					
	20-393-000-0000-6801	DTG	890.00	2015 4TH QTR RECYCLING		MISCELLANEOUS EXPENSE
1324	**MAPLE LAKE TOWNSHIP**		**890.00**	**1** Transactions		
1041	**MARYSVILLE TOWNSHIP**					
	20-393-000-0000-6801	DTG	919.10	2015 4TH QTR RECYCLING		MISCELLANEOUS EXPENSE
1041	**MARYSVILLE TOWNSHIP**		**919.10**	**1** Transactions		
1345	**MIDDLEVILLE TOWNSHIP**					
	20-393-000-0000-6801	DTG	609.20	2015 4TH QTR RECYCLING		MISCELLANEOUS EXPENSE
1345	**MIDDLEVILLE TOWNSHIP**		**609.20**	**1** Transactions		
3736	**MN COMPOSTING COUNCIL**					
	20-393-000-0000-6801		175.00	ANNUAL MEMBERSHIP DUES 2016	1027	MISCELLANEOUS EXPENSE
3736	**MN COMPOSTING COUNCIL**		**175.00**	**1** Transactions		
1854	**MONTROSE/CITY OF**					

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	20-393-000-0000-6801	DTG	1,263.80	2015 4TH QTR RECYCLING		MISCELLANEOUS EXPENSE
1854	**MONTROSE/CITY OF**		**1,263.80**	**1** Transactions		
7418	**ROCKFORD TOWNSHIP**					
	20-393-000-0000-6801	DTG	2,151.10	2015 4TH QTR RECYCLING		MISCELLANEOUS EXPENSE
7418	**ROCKFORD TOWNSHIP**		**2,151.10**	**1** Transactions		
1463	**SILVER CREEK TOWNSHIP**					
	20-393-000-0000-6801	DTG	927.80	2015 4TH QTR RECYCLING		MISCELLANEOUS EXPENSE
1463	**SILVER CREEK TOWNSHIP**		**927.80**	**1** Transactions		
1530	**WOODLAND TOWNSHIP**					
	20-393-000-0000-6801	DTG	675.20	2015 4TH QTR RECYCLING		MISCELLANEOUS EXPENSE
1530	**WOODLAND TOWNSHIP**		**675.20**	**1** Transactions		
393	**DEPT Total:**		**14,330.50**	**S.C.O.R.E.**	**13 Vendors**	**14 Transactions**
20	**Fund Total:**		**14,330.50**	**WASTE MANAGEMENT FUND**		**14 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
161	DEPT			HIGHWAY BUILDING BOND PROCEEDS		
4169	**CENTRAL ROOFING COMPANY**					
	34-161-000-0000-6605		484,682.87	HWY APPLICATION #5		HIGHWAY BUILDING
4169	**CENTRAL ROOFING COMPANY**		**484,682.87**	**1** Transactions		
3957	**E2 ELECTRICAL SERVICES INC**					
	34-161-000-0000-6605		91,200.00	PMT #5 HWY BUILDING		HIGHWAY BUILDING
3957	**E2 ELECTRICAL SERVICES INC**		**91,200.00**	**1** Transactions		
3958	**EMPIREHOUSE INC**					
	34-161-000-0000-6605		25,683.25	HWY APPLICATION #5		HIGHWAY BUILDING
3958	**EMPIREHOUSE INC**		**25,683.25**	**1** Transactions		
4140	**FABCON PRECAST LLC**					
	34-161-000-0000-6605		80,655.00	HWY #5 APPLICATION		HIGHWAY BUILDING
4140	**FABCON PRECAST LLC**		**80,655.00**	**1** Transactions		
3503	**HAGEN, CHRISTENSEN & MCILWAIN ARCH**					
	34-161-000-0000-6605		6,176.25	ARCHITECTURAL SERVICES 2016	1410615	HIGHWAY BUILDING
	34-161-000-0000-6605		116.26	ARCHITECTURAL SERVICES 2016	1410615	HIGHWAY BUILDING
3503	**HAGEN, CHRISTENSEN & MCILWAIN ARCH**		**6,292.51**	**2** Transactions		
4025	**KRAUS ANDERSON CONSTRUCTION**					
	34-161-000-0000-6605		114,075.46	HWY CONSTRUCTION MGMT	12/31/2015	HIGHWAY BUILDING
4025	**KRAUS ANDERSON CONSTRUCTION**		**114,075.46**	**1** Transactions		
4142	**MAXX STEEL ERECTORS INC**					
	34-161-000-0000-6605		38,355.30	HWY #5 APPLICATION		HIGHWAY BUILDING
4142	**MAXX STEEL ERECTORS INC**		**38,355.30**	**1** Transactions		
4165	**MULCAHY NICKOLAUS LLC**					
	34-161-000-0000-6605		55,434.40	HWY #5 APPLICATION		HIGHWAY BUILDING
4165	**MULCAHY NICKOLAUS LLC**		**55,434.40**	**1** Transactions		
4171	**MULTIPLE CONCEPTS INTERIORS**					
	34-161-000-0000-6605		15,334.47	HWY #5 APPLICATION		HIGHWAY BUILDING
4171	**MULTIPLE CONCEPTS INTERIORS**		**15,334.47**	**1** Transactions		
4144	**TEKTON CONSTRUCTION COMPANY**					

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	34-161-000-0000-6605		51,422.45	HWY #5 APPLICATION		HIGHWAY BUILDING
4144	**TEKTON CONSTRUCTION COMPANY**		**51,422.45**	**1** Transactions		
3960	**WEIDNER PLUMBING AND HEATING CO**					
	34-161-000-0000-6605		80,306.35	HWY #5 APPLICATION		HIGHWAY BUILDING
3960	**WEIDNER PLUMBING AND HEATING CO**		**80,306.35**	**1** Transactions		
161	**DEPT Total:**		**1,043,442.06**	**HIGHWAY BUILDING BOND PROCEEDS**	**11 Vendors**	**12 Transactions**
34	**Fund Total:**		**1,043,442.06**	**CAPITAL IMPROVEMENTS FUND**		**12 Transactions**
	Final Total:		**1,567,795.11**	**182 Vendors**	**269 Transactions**	

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Recap by Fund

Fund	Amount	Name
1	408,813.84	GENERAL REVENUE FUND
2	342.66	RESERVES FUND
3	100,372.85	ROAD AND BRIDGE FUND
11	493.20	HUMAN SERVICES FUND
20	14,330.50	WASTE MANAGEMENT FUND
34	1,043,442.06	CAPITAL IMPROVEMENTS FUND
All Funds	1,567,795.11	Total

Approved by, ...

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