

MEEKER COUNTY, MINNESOTA
BOARD OF COMMISSIONERS
Regular Session Agenda
January 15, 2019

8:30 Meeting Called to Order With Pledge of Allegiance

Public Comment Period*

- Amendments to the Agenda
- Approval of January 8, 2019 Minutes

Employee Years of Service Awards & Special Achievement Awards

- Ryan Schutz, Deputy Sheriff, 5 Years
- James Watt, Corrections Corporal, 5 Years
- Barb Loch, County Auditor, 20 Years
- Larry Moser, Highway Maintenance Lead Worker, 30 Years
- Marlene Remmel, Social Services Fiscal Supervisor, 35 Years
- Robert Groshens, Highway Maintenance Foreperson, 45 Years

Brian Cruze, County Sheriff

- Approve Hire of Part-time Corrections Officer Hunter Czycalla, Level 7s Step B, \$18.75 per Hour, Effective February 1, 2019, Pending Successful Exams
- Approve Status Change: Mark Kern From Part-time Corrections Officer to Full-time, Pay Remains Level 7s Step B, \$18.75 per Hour, Effective January 18, 2019
- Approve Dassel Policing Contract
- Accept \$3,000 Meeker Memorial Foundation Grant for DARE Program

8:40 Christine Paul, County Recorder

- Arcasearch Imaging Software Purchase

8:50 Paul Bukovich, Social Services Director

- Approve Social Services Accounts Payable

8:55 Barb Loch, County Auditor

- Tobacco License Renewals For 2019
- 3.2 Renewal: Cedar Mills Gun Club
- Approve County and Hospital Accounts Payable

Board of Commissioners Committee Update

***Board agendas and "Meeker County Board Protocol and Public Participation Policies"**
are available in the board room

The Meeker County Board of Commissioners met on January 8, 2019, at the Meeker County Courthouse in the City of Litchfield, Minnesota. Call to order was at 8:30 a.m. by Vice-Chair Mike Housman.

Present: Commissioners – Beth Oberg, Joe Tacheny, Mike Housman, Steve Schmitt and Bryan Larson, County Attorney Brandi Schiefelbein, County Administrator Paul Virnig and Executive Secretary Cori Heacock.

Meeting opened with Pledge of Allegiance.

Motion by Oberg, second by Schmitt to appoint Mike Housman 2019 County Board Chair. Motion carried unanimously.

Motion by Oberg, second by Schmitt to approve the January 8, 2019 agenda as amended to move approval of Full-time Deputy from Miscellaneous Items to an agenda item under Sheriff Cruze. Motion carried unanimously.

Motion by Larson, second by Oberg to approve County Board minutes for December 18, 2018 as printed. Motion carried unanimously.

Motion by Oberg, second by Schmitt to appoint Bryan Larson 2019 County Board Vice-Chair. Motion carried unanimously.

Motion by Larson, second by Oberg to appoint Joe Tacheny 2019 County Board Reading Clerk. Motion carried unanimously.

County Attorney Brandi Schiefelbein shared an invitation with the Board to a Drug Court graduation event on January 9, 2019 at the Meeker County Courthouse.

Motion by Larson, second by Tacheny to approve depositories for 2019 as follows:

Bremer Bank	Minneapolis, MN
Center National Bank	Litchfield, MN
Edward Jones	Litchfield, MN
Farmer’s & Merchants	Eden Valley, MN
Farmers State Bank of Watkins	Watkins, MN
First State Bank of Grove City	Grove City, MN
Harvest Bank	Atwater, MN
Harvest Bank	Kimball, MN
Home State Bank	Litchfield, MN
MidCountry Bank	Litchfield, MN
Perennial Bank	Darwin, MN
PFM Asset Management LLC	Minneapolis, MN
US Bancorp Asset Management (MAGIC Fund)	Minneapolis, MN
Wells Fargo Advisors	Minneapolis, MN
Wells Fargo Bank Minnesota, NA	Litchfield, MN
Wells Fargo Securities	Minneapolis, MN

Motion carried unanimously.

Motion by Oberg, second by Tacheny to approve the 2019 Electronic Funds Transfer Policy as

presented.

Motion carried unanimously.

Motion by Tacheny, second by Schmitt to approve the 2019 Aquatic Invasive Species Grant allocations to 17 different area projects, totaling \$113,811.07.

Motion carried unanimously.

Motion by Larson, second by Oberg to reappoint Leo Bauer to the Aquatic Invasive Species Committee for a three-year term, with said term expiring December 31, 2021.

Motion carried unanimously.

Motion by Schmitt, second by Larson to adopt the following resolution:

WHEREAS, Meeker County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal supplied by local citizenry and local units of government; and

WHEREAS, local roads play an essential role in the overall state transportation network and local bridges are a critical component of the local road systems; and

WHEREAS, State support for the replacement or rehabilitation of local bridges continues to be crucial to maintaining the integrity of the local road systems and is necessary for the County and the Townships to proceed with the replacement or rehabilitation of the high priority deficient bridges; and

WHEREAS, Meeker County has determined that the following deficient bridge on the County State Aid Highway (CSAH) and Township systems are a high priority and require replacement or rehabilitation within the next five (5) years.

Old Bridge Number	Road Number or Owner	Estimated Project Cost	Township or State Bridge Funds	Local or State Aid Funds	Proposed Construction Year
L8370	Pleasure Dr-Litchfield TWP	\$130,000	\$120,000	\$10,000	2020
92618	590 th Ave-Cedar Mills TWP	\$450,000	\$440,000	\$10,000	2020
92554	CSAH 21	\$250,000	\$120,000	\$130,000	2021
7230	CSAH 34	\$750,000	\$350,000	\$400,000	2021
90979	CSAH 14	\$140,000	\$60,000	\$80,000	2023
90959	120 th St-Cosmos TWP	\$100,000	\$90,000	\$10,000	2023
L5814	240 th St-Dassel TWP	\$120,000	\$110,000	\$10,000	2023
L5980	250 th St-Dassel TWP	\$120,000	\$110,000	\$10,000	2023
90996	340 th St-Swede Grove TWP	\$120,000	\$110,000	\$10,000	2023
90936	CSAH 16	\$140,000	\$60,000	\$80,000	2023
90998	CSAH 6	\$140,000	\$60,000	\$80,000	2023

NOW THEREFORE, BE IT RESOLVED, that Meeker County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

BE IT FURTHER RESOLVED, that Meeker County commits that it will proceed with the design and contract documents for these bridges immediately after being notified that funds are available in order to permit construction to take place within one year of notification.

Commissioners Oberg, Tacheny, Housman, Schmitt and Larson voting "Yes".

Motion carried unanimously. Resolution declared adopted. #2019-1.

Motion by Oberg, second by Tacheny to adopt the following resolution:

WHEREAS, pursuant to authority contained in Minn. Stat. 331A.12 the Meeker County Board of Commissioners may designate the Meeker County Web Site as the official publication of transportation projects.

NOW, THEREFORE, BE IT RESOLVED, that the Meeker County, MN web site is designated the official publication for transportation projects.

Commissioners Larson, Schmitt, Housman, Tacheny and Oberg voting "Yes".

Motion carried unanimously. Resolution declared adopted. #2019-2.

Motion by Larson, second by Oberg to approve Final Acceptance and Payment for SAP 047-600-10 and SAP 047-633-03 mill and overlay projects on CSAH 33 and 215th Street.

Motion carried unanimously.

Motion by Oberg, second by Schmitt to accept the 2019 Child Welfare/Juvenile Justice Screening Grant Award from MN Department of Human Services in the amount of \$1,878.

Motion carried unanimously.

Motion by Oberg, second by Tacheny to approve the Social Services accounts payable as follows:

Human Services Fund	\$49,951.15
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Motion carried unanimously.

Motion by Larson, second by Schmitt to approve filling a budget-approved, additional Full-time Deputy Sheriff position.

Motion carried unanimously.

Motion by Oberg, second by Larson to reappoint Matthew Welling and appoint Eric Gabrielson to the Extension Committee for three-year terms, with said terms expiring December 31, 2021.

Motion carried unanimously.

Motion by Tacheny, second by Schmitt to accept a bid from the Litchfield Independent Review and designate same as legal newspaper for the County of Meeker for year 2019. The Litchfield Independent Review is designated by the Board of Commissioners as the newspaper in which notice and list of real estate taxes remaining delinquent in the county on the 2nd day of January shall be published and bond from the Litchfield Independent Review in the amount of \$2,000 as surety be accepted. Litchfield Independent Review 2019 rates are \$6.84 per column inch for first insertion and \$4.00 per column inch for repeat insertions.

Motion carried unanimously.

Motion by Tacheny, second by Larson to approve county and hospital accounts payable as follows:

General Revenue Fund	\$ 86,806.65
Road & Bridge Fund	149,299.18
Human Services Fund	119.36
Solid Waste Fund	4,021.68
County Nurse Fund	1,755.44
Family Services Bldg. Fund	1,272.85
Capital Projects Fund	9,117.92
Ditch Fund	1,748.27
State Collections Fund	2,994.22
County Hospital	263,358.24

Credit Cards:

General Revenue Fund	10,127.37
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Motion carried unanimously.

Board Chair Housman called for a recess of the County Board Meeting at 9:15 a.m. to convene as the County Ditch Authority.

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The County Board convened as the County Ditch Authority.

Present: Commissioners – Beth Oberg, Joe Tacheny, Mike Housman, Steve Schmitt and Bryan Larson, County Attorney Brandi Schiefelbein, County Administrator Paul Virnig, County Auditor Barb Loch and Executive Secretary Cori Heacock.

Motion by Larson, second by Schmitt to approve ditch authority minutes for December 18, 2018 County Ditch #15 meeting as amended to change title for Ron Ringquist, John Cunningham and Vernon Ruschmeyer from “Ditch Inspectors” to “Ditch Viewers”.
Motion carried unanimously.

Approval of Findings of Fact and Order Regarding Redetermination of Benefits of Meeker County Ditch #15 is tabled to address discrepancy in legal description.

With no further business, Board Chair Housman called to adjourn as County Ditch Authority at 9:20 a.m. and reconvene as County Board.

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Board Chair Housman reconvened the County Board meeting.

Motion by Oberg, second by Schmitt to approve 2019 Association of Minnesota Counties Policy Committee appointments as follows:
Environment & Natural Resources Policy Committee: Commissioner Bryan Larson
General Government Policy Committee: Commissioner Mike Housman
Health & Human Services Policy Committee: Commissioner Beth Oberg
Public Safety Policy Committee: Commissioner Steve Schmitt
Transportation & Infrastructure Policy Committee: Commissioner Joe Tacheny
Motion carried unanimously.

Motion by Tacheny, second by Schmitt to approve the 2019 Association of Minnesota Counties Voting Delegate appointments as follows: Commissioners Oberg, Tacheny, Housman, Schmitt, and Larson, County Administrator Paul Virnig, Social Services Director Paul Bukovich, and County Treasurer Sharon Euerle.
Motion carried unanimously.

Motion by Oberg, second by Larson to approve payment for first one-half of 2019 Appropriations as amended to withhold payment to Economic Development Association pending further discussion.
Motion carried unanimously.

Motion by Oberg, second by Schmitt to approve transfers from Revenue Fund to Parks \$100,883 and Public Health \$331,601.

Motion carried unanimously.

Motion by Schmitt, second by Tacheny to approve Meeker Cooperative Utility Easements on the following Meeker County properties:

- Parcel ID 15-0061001, a strip of land 20 feet in width, parallel and adjacent to the Northerly road right of way of the existing road designated as CSAH 36 and the Westerly road right of way of the existing road designated as 587th Ave. AND, a strip of land 20 feet in width, the centerline of which is described as follows: Commencing at the Southeast Corner of Section 5; Thence North 1 degree 15 minutes 00 seconds West, 377.9 feet; Thence North 89 degrees 32 minutes 30 seconds West, 185.97 feet, the point of beginning being the Easterly property line; Thence North 03 degrees 29 minutes 05 seconds West, 34.87 feet; there terminating.
- Parcel ID 07-0411000, a strip of land 20 feet in width, parallel and adjacent to the Southerly road right of way of the existing road designated as 240th Street.
- Parcel ID 13-0247000, a strip of land 20 feet in width, parallel and adjacent to the Northerly road right of way of the existing road designated as CSAH 27.
- Parcel ID 04-0105000, a strip of land 20 feet in width, parallel and adjacent to the Westerly road right of way of the existing road designated as 525th Avenue.

Motion carried unanimously.

Motion by Tacheny, second by Larson to reappoint Joe Tacheny and appoint Steve Schmitt to the Aquatic Invasive Species Committee for 3-year terms, with said term expiring December 31, 2021.

Motion carried unanimously.

Motion by Oberg, second by Tacheny to reappoint Beth Oberg and Bryan Larson to the Hospital Board for 2-year terms, with said terms expiring December 31, 2020.

Motion carried unanimously.

Motion by Schmitt, second by Larson to reappoint Joe Tacheny to the Public Health Advisory Board for a 2-year term, with said term expiring December 31, 2020.

Motion carried unanimously.

Motion by Oberg, second by Larson to appoint Steve Schmitt to the County Investment Committee.

Motion carried unanimously.

Steve Schmitt was appointed as an alternate on the County Personnel Committee.

Motion by Oberg, second by Larson to appoint Steve Schmitt to the County Waste Management Committee.

Motion carried unanimously.

Motion by Schmitt, second by Larson to reappoint Beth Oberg to the Central Community Transit Board for a 3-year term, with said term expiring December 31, 2021.

Motion carried unanimously.

Motion by Oberg, second by Tacheny to appoint Steve Schmitt to the Central MN Jobs and Training Board for a 2-year term, with said term expiring December 31, 2020.

Motion carried unanimously.

Motion by Schmitt, second by Larson to reappoint Beth Oberg and Mike Housman to the Meeker/McLeod/Sibley Community Health Services Board and reappoint Joe Tacheny as an alternate.

Motion carried unanimously.

Motion by Oberg, second by Larson to appoint Steve Schmitt to the Emergency Services Board.

Motion carried unanimously.

Motion by Oberg, second by Tacheny to appoint Steve Schmitt to the Grove City Care Board.

Motion carried unanimously.

Motion by Tacheny, second by Oberg to appoint Steve Schmitt to the Mid-MN Development Commission as Mike Housman's replacement.

Motion carried unanimously.

Motion by Tacheny, second by Schmitt to reappoint Beth Oberg to the Nurse Family Partnership Governing Board for a 3-year term, with said term expiring December 31, 2021.

Motion carried unanimously.

Motion by Schmitt, second by Oberg to appoint Steve Schmitt to the PACT 4 Families Executive Board.

Motion carried unanimously.

Motion by Oberg, second by Tacheny to appoint Mike Housman to the PrimeWest Board and reappoint Beth Oberg as an alternate.

Motion carried unanimously.

Motion by Tacheny, second by Oberg to reappoint Bryan Larson to the ProWorks Board for a 3-year term, with said term expiring December 31, 2021.

Motion carried unanimously.

Motion by Oberg, second by Schmitt to appoint Joe Tacheny to the Regional Library Board as Mike Housman's replacement, to complete an existing 3-year term, with said term expiring December 31, 2020.

Motion carried unanimously.

Motion by Schmitt, second by Oberg to reappoint Bryan Larson to the State Department and County Transportation Building Management Committee and reappoint Joe Tacheny as an alternate.

Motion carried unanimously.

Motion by Oberg, second by Tacheny to appoint Bryan Larson to the Woodland Mental Health Center Board for a 4-year term, with said term expiring December 31, 2022.

Motion carried unanimously.

On motion by Oberg, second by Schmitt, Board Chair Huberty called for adjournment at 10:30 a.m. The next meeting of the county board is January 15, 2019, at 8:30 a.m. in the County Board Meeting Room, Meeker County Courthouse.

Respectfully submitted: Cori Heacock, Executive Secretary

Chair of County Board

Attest: _____
Clerk of County Board

LAW ENFORCEMENT CONTRACT

THIS AGREEMENT, made and entered into this 17th day of December, 2018, by and between the County of Meeker and the Meeker County Sheriff, hereinafter referred to as "County" and the City of Dassel, hereinafter referred to as the "Municipality";

WITNESSETH:

WHEREAS, the Municipality is desirous of entering into a contract with the County for the performance of the hereinafter-described law enforcement protection within the corporate limits of said municipality through the County Sheriff; and

WHEREAS, the County is agreeable to rendering such services and protection on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by Minnesota Statutes §471.59 and §436.05;

NOW, THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants herein contained, IT IS AGREED THAT:

1. The County, by way of the Sheriff, agrees to provide police protection within the corporate limits of the Municipality to the extent and in the manner as hereinafter set forth:
 - a. Except as otherwise hereinafter specifically set forth, such services shall encompass only duties and functions of the type coming within the jurisdiction of the Meeker County Sheriff pursuant to Minnesota laws and statutes.
 - b. Except as otherwise hereinafter provided for, the standard level of service provided shall be the same basic level of service that is provided for the unincorporated areas of the County of Meeker, State of Minnesota.
 - c. The rendition of services, the standard of performance, the discipline of the deputies, and other matters incident to the performance of such services and control of personnel so employed shall remain in and under the control of the Sheriff.

- d. Services purchased pursuant to this Contract shall include the enforcement of Minnesota State statutes, including, but not limited to, the Traffic Code and the Criminal Code as well as all local ordinances enacted in conformance therewith, and all Court time associated therewith. Statutes and Ordinances that prescribe enforcement by a different authority; i.e., the State Electrical Code, the Uniform Building Code, etc., shall be excluded from this Agreement. Ordinances pertaining exclusively to purely local city management matters; i.e., sewer and water collection, etc., shall be excluded from this Agreement. The Municipality shall be responsible for enforcement of the Municipal Zoning Code, except that the Sheriff will enforce nuisance ordinances conforming to State law; i.e., junk cars, etc., and traffic ordinances; i.e., parking and erratic driving. The assigned deputies will assist with special events and be involved with community events and activities.
 - e. The County will notify the City of any State law enforcement programs that the County wishes to utilize within the City.
 - f. The County will provide monthly activity reports to the City upon request.
2. It is agreed that the Sheriff shall have full cooperation and assistance from the Municipality, its officers, agents and employees so as to facilitate the performance of this Agreement.
3. The County shall furnish and supply all necessary labor, supervision, equipment, training, communication facilities for dispatching, cost of jail detention, and all supplies necessary to maintain the level of service to be rendered herein. Assigned deputies will meet the minimum POST Board training requirements. The squad cars assigned to the City will meet the minimum equipment requirements for adequate protection.
4. The Municipality shall provide suitable office space and access to basic office equipment, such as phone, copier, fax and computer.
5. The Municipality shall not be liable for the direct payment of any salaries, wages, or other compensation to any such personnel performing services hereunder. Further, all deputy sheriffs, clerks, dispatchers and all other County personnel performing duties

pursuant or incidental to this agreement shall at all times be considered employees of the County for all purposes.

6. The Municipality shall not be liable for compensation or indemnity to any of the Sheriff's employees for injuries or sickness arising out of their employment, and the County hereby agrees to hold harmless the Municipality against any such claims.
7. The County, Sheriff, his deputies, and employees shall not be deemed to assume any liability for intentional or negligent acts of said Municipality or any officer, agent, or employee thereof, and the Municipality agrees to hold harmless, defend and indemnify the County and its officers and employees against any claim for damages of any nature arising out of the Municipality's performance of this agreement.
8. The Municipality, its officers, employees and agents, shall not be deemed to assume any liability for any acts or omissions, whether intentional or negligent, of the County, the Sheriff, or the County's or Sheriff's employees or agents performing services pursuant to this agreement; and, the County agrees to hold harmless, defend and indemnify the Municipality and its officers, employees and agents against any claim for damages of any nature arising out of the County's performance of this agreement.
9. The County agrees to maintain, during the term of this agreement, automobile, general liability, workers' compensation and professional liability insurance in amounts deemed appropriate by the County through its Risk Manager. Said insurance providing coverage to, among others, those County employees involved in the performance of this agreement.
10. This Agreement shall be effective from January 1, 2019, through December 31, 2020.

11. The Municipality agrees to pay to the County the sum of \$46.50 per hour for law enforcement protection during the calendar year 2019 and \$47.50 per hour for calendar year 2020. If salaries of Deputy Sheriffs are increased at any time during the term of this contract, the hourly rate of this contract shall not be increased.
12. This contract shall be extended automatically for successive one (1) year periods at a rate to be established by the County, unless the County or Municipality shall notify the other of termination, in writing, prior to October 1st of each year.
13. The number of hours of service to be provided pursuant to this contract is as follows: 4,160 hours annually (two full-time deputies). The City and County will mutually agree when the hours of service are scheduled. The Municipality shall notify the County in writing prior to October 1st regarding any change in the number of hours for the subsequent year.
14. The Municipality shall make payment to the County by March 15, June 15, September 15, and December 15 for the current quarter in which services have been provided. Quarterly payment for 2019 will be \$48,360 and for 2020 will be \$49,400.
15. In connection with the services to be provided hereunder, IT IS AGREED THAT:
 - a. The Sheriff shall appoint two Deputy Sheriffs (hereinafter referred to as "Contract Deputies"), who are primarily responsible for the performance of law enforcement activities within the Municipality.
 - b. The Contract Deputies shall perform their duties in accordance with a schedule as established by the Sheriff. The Sheriff shall consult with the Municipality's Police Commission prior to establishing the schedule.
 - c. In the event the Contract Deputies are absent due to extended illness, vacation, extended training, disability, or other unavoidable reason, the Sheriff shall appoint other members of his Office to provide service during the scheduled hours.
 - d. Subject to the following exceptions, during the hours contracted for, the Contract Deputies shall perform law enforcement services within the Municipality. The Contract Deputy may leave the Municipality during scheduled hours and the Municipality shall be responsible for payment

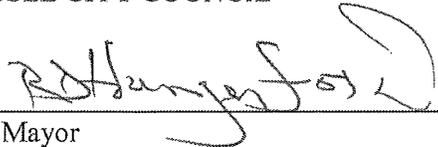
pursuant to this contract for :

- i) Time spent outside the municipality in connection with arresting, transporting, and booking of prisoners arising from incidents occurring in the Municipality.
- ii) Time spent outside the Municipality in connection with the investigation of a crime that occurred within the Municipality.
- iii) Time spent meeting with prosecutors or attending Court in connection with a crime that occurred within the Municipality or involved investigation in the Municipality.
- iv) The Contract Deputies may leave the Municipality to provide emergency assistance to other state, county, or municipal law enforcement activities as approved by a County supervisor or dispatcher.
- v) Time spent meeting with supervisors, attending departmental meetings or attending to necessary paperwork at the Meeker County Law Enforcement Center.

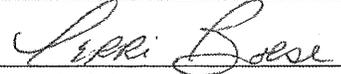
- 16. All fines arising from city prosecutions shall accrue to the Municipality, unless otherwise provided by law.
- 17. All forfeiture amounts shall accrue to the County as the law enforcement agency pursuant to law.
- 18. For the purpose of maintaining cooperation, local control and general information on existing complaints and problems in said Municipality, one member of the Municipal Council, the Mayor, and one other person shall be appointed by said Council to act as Police Commissioner(s) for said Municipality. Members of the Police Commission shall make periodic contacts with and attend meetings with the Sheriff or his office in relation to the contract herein.
- 19. This writing contains the entire agreement of the parties. Any changes or waivers of provisions of this agreement shall only be valid when they have been reduced to a writing signed by authorized representatives of the County and Municipality.

IN WITNESS WHEREOF, the Municipality, by resolution duly adopted by its governing body, caused this Agreement to be signed by its Mayor and attested by its Clerk; and the County of Meeker, by the County Board of Commissioners, has caused this Agreement to be signed by the Chairman and Clerk of said Board, and by the Meeker County Sheriff, effective on the day and year first above written.

DASSEL CITY COUNCIL

By: 
Mayor

DATED: December 17, 2018

ATTEST: 
City Administrator

MEEKER COUNTY BOARD
OF COMMISSIONERS

By: _____
Its Chairperson

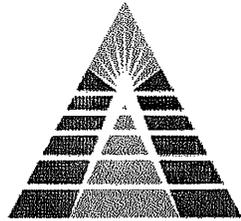
DATED: _____

By: _____
Meeker County Sheriff

DATED: _____

Approved as to form and execution:

Meeker County Attorney



ARCASEARCH
archive it. access it.

Meeker County

**Tract Index Books
&
New Research Site**

Proposal #01072019P1V1

January 7, 2019

Prepared for:

Meeker County
325 North Sibley Ave.
Litchfield, MN 55355

Christine Paul
County Recorder
(320) 693-5440
christine.paul@co.meeker.mn.us

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www.arcasearch.com

OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with Meeker County. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

Tract Index Books

- Approximate Images 25,160
- Date Range 1857 through 2016
- Bindery Bound and Pinned
- Image Capture RGB
- Image Resolution 300 DPI
- OCR No
- File Format PDF/A and JPEG High Resolution file
- Delivery Single and Two-page spread
- Metadata Defined in product categories
- File names Defined in product categories
- Work Location Images to be digitized at ArcaSearch

Project Benefits for Meeker County:

- Digital preservation & back-up protection of historical original documents
- Pages searchable by Section/Township/Range or Subdivision/Block/Lot
- Image quality enhancement of original documents into a high-resolution, color image
- Reduces County liability risk for injuries to staff or public by minimizing the need to access the original, heavy books
- Protects your historical documents from loss due to fire, water events or even being misplaced
- Provides secure access to key information for remote employees or customers
- Paper records age over time and quality is reduced. Digitizing records today will preserve current record quality.
- Digitizing documents creates efficiency. It takes less time to access, copy, or send digital documents.
- Improved customer experience with faster access to historic Tract Index books and ultimately the recorded documents.

PRODUCT CATEGORIES

#1 – Tract Index - Lands

- 15,960 Images
- Date range – 1857 through 2016
- Image size – 13” x 18”; some as large as 20” x 18”
- Books – 25
- Bindery – Bound (5)
Pinned (20)
- Condition – Good; many laminated pages
- OCR – No
- Delivery – Single and two-page spreads
- File name – usmmek-Ind-000-BBBB-0000-0000-000_S[5]-000
- Metadata – Book name, section, township, range, page number

#2 – Tract Index – Villages/Lakes

- 9,200 Images
- Date range – 1857 through 2016
- Image size – 13” x 18”; some as large as 20” x 18”
- Books – 15
- Bindery – Bound (4)
Pinned (11)
- Condition – Good; many laminated pages
- OCR – No
- Delivery – Single and two-page spreads
- File name – usmmek-lot-000-BBBB-0000_0000_000_S[5]-000
- Metadata – Book name, village, addition, block, page number

ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Process images from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of PDF/A and JPEG files on external hardware upon receiving final payment for project

We look forward to working with **Meeker County**. Below are a few items ArcaSearch will need to begin your project.

- Provide a detailed manifest of archive material (required to start your project)
- Notify ArcaSearch of any scheduling requirements

ESTIMATED TIMING

The following is a timeline for your planning purposes.

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment.

Please allow 16 weeks from the start of imaging to this project's completion.

COMPASS ECLIPSE RESEARCH SYSTEM

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

System Requirements

- PC: Windows 7 or newer using the browser Internet Explorer 9 or newer
- PC: Adobe Acrobat Reader 9 or newer, with your browser set to view PDF files
- Monitor resolution set to 1024 x 768 or higher
- Pop up blockers should be disabled for optimum viewing

Product Modules

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

Digital Archive Hosting

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

Technology Updates

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

Service Level

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM

Hosting your Research site at a secure location

ArcaSearch has elected to host your site link at the highly secure Level 4, 511 data center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

Authentication & Access Options

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users. This authentication process includes a multifaceted feature that includes username/password challenge and ip filtering

End User Technical Support

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

Phone and Email Support

Phone and email support are available Monday through Friday 8am – 4:30pm CST

Data Management and Storage

ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of PDF/A and JPEG file formats to be used as the final repository at client location. The hardware will remain the property of the client. Additional PDF/A file back-ups are available. Price dependent on the request of files to be duplicated.

TERMS AND CONDITIONS

Document Care

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by gross negligence of ArcaSearch employees.

Confidentiality

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

- i. Where mutually agreed to in writing by the parties;
- ii. Where necessary to share such information with the parties' accountants or attorneys;
- iii. Where disclosure to a government entity is required; or
- iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

Content of Documents

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

Limitation of Liability

Initial

In recognition of the relative risks and benefits of this project, to both the Client and ArcaSearch, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of ArcaSearch to Client for any and all claims, losses, costs, damages of any nature whatsoever, or expenses related to any such claims or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of ArcaSearch to Client shall not exceed 75% of ArcaSearch total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however asserted, alleged, pled or arising, unless otherwise prohibited by law.

Warranty

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

Termination

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated image count represented in this proposal and the actual image count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated image count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total.

Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually.

PRICING**Project Estimating**

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of images at the completion of this project. Additional images over the estimated image count for this project will be priced at the per page rate of this project.

Payment Terms

ArcaSearch will invoice 50 percent of the project price upon receipt of this signed proposal. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price. Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

Oversized Documents and Inserts

Maximum page size for this proposal is 15 inches' x 23 inches'. Individual books containing separate oversized supporting documents or loosely oversized inserted images other than what has already been identified in this proposal will be billed at rate of \$9.50 per image.

Additional Programming

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing you the highest quality searchable image when digital images have been provided to us to be added to our research site. We are not responsible for missing images or naming errors on images that are provided to us in a digital born format or paper to digital format.

By signing this agreement for **Proposal #01072019P1V1** you are acknowledging that you have read, understand and agree to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

PROJECT PRICE

- **Estimated Project Price: \$22,995**

Includes:

- Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
- Compass Eclipse Research Site build
- Two-step verification process for image quality and accuracy
- Two complete copies of your completed, archived files on external media
- Includes the first year of the Compass Eclipse Research System Annual Fee
- Transportation of client materials

ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: \$1,801**

Includes:

- A complete, integrated document digital archival and retrieval system
 - User friendly
 - Clipboard Feature
 - Fast Searching Capabilities
 - Maintained and updated
- Hosting your research site in a nationally recognized data center
- Diverse Authentication & Site Access Options
- Unlimited users
- End User Technical Support through site tutorials, email and phone
- Patented process delivers high quality images at unprecedented speeds without sacrificing image quality or accuracy of OCR results
- Seamless integration of Analog and Digital Documents within the Compass Eclipse Research System

ACCEPTED BY:

Client: _____ Date: _____
Client Name- Signature

Client: _____ Date: _____
Client Name- Printed

For ArcaSearch: _____ Date: _____
ArcaSearch

CONTACT INFORMATION:

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tammy.hoekstra@arcasearch.com



December 27, 2018

Sheriff Brian Cruze
Meeker County Sheriff's Office
326 N Ramsay Avenue
Litchfield, MN 55355

Dear Sheriff Cruze:

Thank you for joining us earlier this summer for our annual **Meeker Memorial Foundation Golf Event**. The event was a success and we're already looking ahead to 2019!

As mentioned on the morning of the event, proceeds from the tournament will fund two great causes: your department's *D.A.R.E. program* and the Foundation's Endowment Fund.

We are delighted to present you with a grant in the amount of \$3,000 for the 2018-2019 Meeker County D.A.R.E. program. We hope these funds will help your team continue to make a positive impact in the lives of young people in Meeker County as a result of their participation in the program.

Thank you for the great work you and your deputies do each day to keep our communities safe. We are honored and proud to support your work through the D.A.R.E. program.

We look forward to supporting you again through our annual golf event in 2019!

Most sincerely,

Marc Vaillancourt, CFRE, FCEP
Chief Development Officer – Meeker Memorial Hospital & Clinics
Executive Director – Meeker Memorial Foundation

License to sell tobacco products for 2019:**Meeker County, Minnesota**

<u>Business Mail</u>	<u>Owner/Manager</u>	<u>Business Location</u>	<u>License No.</u>
Bud's Bar PO Box 146 Watkins MN 55389	Glenn Pauls	125 N Central Ave	01-2019
Casey's General Store #3301 Attn: Mikael Loge PO Box 3001 Ankeny IA 50021	Nicole Knobloch	100 Milky Way S	02-2019
Casey's General Store #3090 Attn: Mikael Loge PO Box 3001 Ankeny IA 50021	Nicole Knobloch	841 Parker Ave W	03-2019
City of Dassel dba Dassel Liquor PO Box 391 Dassel MN 55325	Marvin Vetsch	800 W Parker Ave	04-2019
Eden Valley Properties MN LLC dba Valley Inn PO Box 26 Eden Valley MN 55329	Barry Albright	198 State St	05-2019
Eden Valley Properties MN LLC dba Valley Liquor Warehouse PO Box 26 Eden Valley MN 55329	Barry Albright	405 Meeker Ave	06-2019
Flash's Gas & Auto, Inc. PO Box 176 Watkins MN 55389	Dan & Penny Flashenriem	301 N 3 rd St	07-2019
Gaarders 66 Inc Dbas Schmidty's Darwin 108 Hwy 12 E Darwin MN 55324	Thomas Schmidt	108 E Hwy 12, Darwin	08-2019
Gaarders 66 Inc dba Schmidty's Grove City 100 Atlantic Ave W Grove City MN 56243	Marle GaarderJR	100 Atlantic Ave W	09-2019
Jack's of Watkins, Inc. PO Box 309 Eden Valley MN 55329	Joyce Manske	241 Veterans Dr	10-2019

<u>Business Mail</u>	<u>Owner/Manager</u>	<u>Business Location</u>	<u>License No.</u>
Jack's of Eden Valley PO Box 309 Eden Valley MN 55329	John Derichs	169 E Meeker Ave	11-2019
Kingston Mini Mart LLC 14835 93 rd Ave Kimball MN 55353	James Orn	31083 MN Hwy 15	12-2019
JDT Enterprises LLC Manannah Hilltop Tavern 640 Koronis Ave Paynesville MN 56362	John Thompson	57241 CSAH 30 GC	13-2019
Red Rooster Foods Inc PO Box 340 Dassel MN 55325	Cameron Ryan	465 2 nd St	14-2019
Kimberly Kay Ertl LLC Riverside Store & Tavern 64768 318 th St Litchfield MN 55355	Kimberly Ertl	64768 318 th St	15-2019
RMR Inc dba Roger's Grove City Liquor 316 W Atlantic Ave Grove City MN 56243	Marjorie Rusch	316 W Atlantic Ave	16-2019
Stein's Thriftway Foods, Inc. PO Box 99 Watkins MN 55389	Edward Stein	135 Central Ave	17-2019
Valley Quick Stop Inc PO Box 373 Eden Valley MN 55329	Tom Schmidt	110 W Meeker Ave	18-2019
Watkins Liquor Warehouse Inc PO Box 276 Watkins MN 55389	Leslie Loff Jr	711 MN Hwy 55	19-2019
DG Retail LLC, d/b/a Dollar General #19702		555 Meeker Ave W Eden Valley MN 55329	20-2019



**Minnesota Department of Public Safety
Alcohol and Gambling Enforcement**
445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement.

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code CT3.2ONSS License Period Ending 2/7/2019 ID# 18292
 ISSUING AUTHORITY Meeker Co
 Licensee Name Cedar Mills Gun Club
 Trade Name Cedar Mills Gun Club
 City, State, Zip Code 62841 140th St
Hutchinson MN 55350
 Business Phone 3205830041

*Paul Kruse
11265 610th Ave.
Hutchinson, MN 55350*

License Fees: Off Sale _____ On Sale \$98 Sunday _____

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2 & liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature *Paul Kruse* DOB _____ SS# _____ Date 1-4-19
 (Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date _____
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
 County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature _____ Date _____
 Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.