

MORRISON COUNTY REQUEST FOR BOARD ACTION

REQUESTED BOARD DATE: 7/26/2022
DEPARTMENT SHERIFF
PRESENTER Shawn Larsen

BOARD ACTION REQUESTED (check one):

- Action/Motion
 Discussion/Report
 Proclamation/Certificate
 Resolution
 Agreement/Contract - County Attorney Approval?
 Yes No

BRIEF DESCRIPTION:

To recognize the efforts of all involved, including the subject and his friend, in a water rescue on 5-17-22. This was a successful rescue because of the collaborated efforts of everyone involved.

FINANCIAL IMPLICATIONS:

	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is cost budgeted in curent year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Grant Funded?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

WATER RESCUE AWARD OF EXCELLENCE RECIPIENTS from 5-17-2022 incident:

Victim:

- Jerry Micholski

Friend Who Held Head Above Water

- Louise Kroll

Morrison County Sheriff's Office:

- Deputy Jordan Geise
- Peggy Zimny, Dispatcher
- Heather Ray, Dispatcher

MLMB First Responders:

- Cathy Talberg
- Larry Talberg

Mayo Ambulance

- Jason Combs, Paramedic
- Jillian Waytashek, Paramedic

DNR Officers

- Dan Starr
- Tou Vang

MORRISON COUNTY REQUEST FOR BOARD ACTION

REQUESTED BOARD DATE: 7/26/2022
DEPARTMENT ADMINISTRATION
PRESENTER Matt LeBlanc

BOARD ACTION REQUESTED (check one):

- Action/Motion
 Discussion/Report
 Proclamation/Certificate
 Resolution
 Agreement/Contract - County Attorney Approval?
 Yes No

BRIEF DESCRIPTION:

Staff Retirements:
Steve Messerschmidt
Mary Koval

FINANCIAL IMPLICATIONS:

	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is cost budgeted in current year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Grant Funded?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

The meeting was held in the County Board Room, Government Center, Little Falls MN, and was called to order at 9:00a.m. by Chairman Blaine.

Members present: Commissioners Greg Blaine, Randy Winscher, Mike LeMieur, Mike Wilson and Jeffrey Jelinski.

Staff present: Matt LeBlanc, Tabitha Maher, Tony Hennen, Brad Vold, Amy Kowalzek, Drew Hatzenbihler, Jenny Sanders, Karen Szczodroski, Sarah Pratt, and Emily Loomis.

Others present: Mark Slupe, Zach Hacker

AGENDA CHANGES

A motion was made by Commissioner Wilson, seconded by Commissioner Winscher and carried unanimously to approve the agenda as presented.

CONSENT AGENDA

A motion was made by Commissioner Jelinski, seconded by Commissioner Winscher to approve the consent agenda items on a roll call vote:

- Approve the County Board Minutes 6.21.22
- Approve the County Board Minutes from the Emergency Meeting on 6.28.2022
- Approve warrant reports

JULY 14'22 COMMISSIONER WARRANTS	AMOUNT
ADVANCED CORRECTIONAL HEALTHCARE INC	16,659.99
ANOKA COUNTY CORRECTIONS	2,240.00
ANOKA COUNTY TREASURY OFFICE	8,550.00
AUTO VALUE LITTLE FALLS	2,013.61
BURNS & MCDONNELL	5,000.00
CARE CAB LLC	3,371.01
COMMUNITY LAND SOLUTIONS INC	2,323.00
DHS - MAPS	11,885.49
DISCOVERY HORSE	10,450.00
EAGLE RIDGE BOYS RANCH	2,900.00
EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	2,601.51
FOTH INFRASTRUCTURE & ENVIRONMENT LLC	13,301.33
GIRTZ CONCRETE, INC	2,100.00
GRANITE ELECTRONICS INC	5,022.22
GREATER MN FAMILY SERVICES	8,118.00
HANDS OF HOPE RESOURCE CENTER	2,125.00
HOLISTIC FAMILY EDUCATION SERVICES	2,552.92
INFO-TECH RESEARCH GROUP INC	78,105.79

JULY 12, 2022
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KNIFE RIVER CORPORATION	12,114.19
LUTHERAN SOCIAL SERVICES-MANKATO	3,080.55
METRO SALES INC	6,063.57
MID MN DRUG TESTING	3,434.00
MID-AMERICAN SIGNAL INC	3,665.00
MN COUNTIES COMPUTER COOP	4,378.25
MN DEPT OF TRANSPORTATION	5,632.08
NEXUS-FACTS FAMILY HEALING	9,525.02
NORTH HOMES INC	17,683.64
NORTHERN SAFETY TECHNOLOGY INC	2,148.90
OAKRIDGE HOMES, INC	3,742.09
OK TIRE & BAIT	7,747.76
PETERS LAW OFFICE PA	6,884.75
PRIVATE CLIENT VENDOR	2,026.74
PRIVATE CLIENT VENDOR	2,488.84
REGENTS OF UNIVERSITY OF MN	28,799.75
RMH SYSTEMS INC	2,507.00
ROYAL TIRE INC	2,120.82
ROYALTON SCHOOL DISTRICT	2,363.59
RT VISION INC	6,259.30
SCHOOL DISTRICT - 482	3,872.94
SEACHANGE PRINTING & MKTNG LLC	11,314.69
SERVICEMASTER CLEAN OF LITTLE FALLS	2,115.00
SHELLEY FUNERAL CHAPELS INC	5,000.00
SHORT ELLIOTT HENDRICKSON INC	3,559.42
STELLAR SERVICES LLC	2,003.35
STREICHER'S INC	3,962.00
SW INC	2,465.00
SYSCO WESTERN MN	5,211.05
TOWMASTER	264,196.00
TRI-COUNTY ACTION PRGM INC	8,080.21
WEX BANK	26,412.21
WIDSETH,SMITH,NOLTING & ASSOC, INC	4,458.75
301 VENDORS UNDER \$2,000.00	110,721.92
TOTAL PAID	\$ 765,358.25
TAXABLE MEALS	\$ 272.25
COMMISSIONER EXPENSES	\$ 416.02

- Approve an agreement with Sourcewell for the hiring of a Regional Mental Health Coordinator to work in Cass, Crow Wing, Morrison, Todd and Wadena Counties. Purpose of the position is to help the Region enhance our mental health system by determining gaps and developing resources. Cost for the first year of the contract is \$27,083.46 and ARPA/Lost Revenue Funds have been assigned for this contract.
- Approve Resolution#2022-060 for Shoot for the Troops to hold a raffle on September 13th, 2022 located at LeBlanc's Rice Creek Game Farm.
- Approve Resolution#2022-061 for Morrison County Ducks Unlimited to hold a raffle on August 18th, 2022 located at Eagle's Landing.
- Approve a 1-Day temporary on-sale 3.2 malt liquor license for Lincoln Scandia Valley Lions, event Summerfest, located at the Scandia Valley Townhall on August 6th, 2022. *Sheriff Shawn Larsen approved the liquor license application.
- Approve a service agreement with ISC for Consent Agenda software enhancements, not to exceed \$5400.00.
- Approve contract between Ryan Kirby, a state licensed Minnesota Assessor and the County of Morrison to determine the market value of each commercial improved tract or lot of real property listed for taxation.

PUBLIC WORKS

Tony Hennen, Director, introduced new staff member Drew Hatzenbihler to the County Board.

A motion was made by Commissioner Jelinski, seconded by Commissioner LeMieur to approve Resolution#2022-059 for the Appointment of County Designated Employee to carry out the duties required by the Noxious Weed Law. Motion and carried on a roll call vote with all Commissioners voting 'aye'.

HEALTH AND HUMAN SERVICES

Brad Vold, Director, and Karen Szczodroski, Supervisor, provided information on Financial Assistance Programs in Morrison County.

Brad Vold, Director, Sarah Pratt, Supervisor, Emily Loomis, Community Health Educator, shared information on the activities to reduce fatal crashes in Morrison County.

A motion was made by Commissioner LeMieur, seconded by Commissioner Jelinski to approve Resolution#2022-062 authorizing the Director of Health and Human Services to execute Agreements and amendments necessary to implement the project. Motion carried on a roll call vote with all Commissioners voting 'aye'.

A motion was made by Commissioner LeMieur, seconded by Commissioner Winscher to approve changing a Public Health Lead Accountant at Grade 24 with an Account Tech at Grade 17. Motion and carried unanimously on a roll call vote with all Commissioners voting 'aye'.

JULY 12, 2022

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LAND SERVICES

The County Board considered the Interim Use Permit for Timothy & Pamela Stout and Joslyn Husom to continue the Limited Rural Business, specifically for a home goods store, including one condition; per recommendation from the Morrison County Planning Commission on June 28, 2022. A motion was made by Commissioner Wilson, seconded by Commissioner Winscher and carried unanimously with all Commissioners voting 'aye'.

ADMINISTRATION

A motion was made by Commissioner Jelinski, seconded by Commissioner Wilson and carried unanimously to approve issuing an offer letter and subsequent appointment of Morrison County Veterans Service Officer to the final candidate.

COUNTY BOARD REPORTS AND SCHEDULE

Members of the County Board reported on various meetings they have attended and on their upcoming schedule of meetings with various organizations.

ADJOURNMENT

Commissioner Blaine adjourned the County Board meeting at 10:02 a.m.

Greg Blaine, Chairman

Matt LeBlanc, Clerk to the County Board

MORRISON COUNTY REQUEST FOR BOARD ACTION

REQUESTED BOARD DATE: 7/26/2022
DEPARTMENT ADMINISTRATION
PRESENTER Curt Bryniarski

BOARD ACTION REQUESTED (check one):

Action/Motion
 Discussion/Report
 Proclamation/Certificate
 Resolution
 Agreement/Contract - County Attorney Approval?
 Yes No

BRIEF DESCRIPTION:

Consent Agenda
June 30, 2022 Cash Report

FINANCIAL IMPLICATIONS:

	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is cost budgeted in current year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Grant Funded?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

TO THE COUNTY BOARD, MORRISON COUNTY, LITTLE FALLS, MINNESOTA

Pursuant to the law I present below a statement showing the actual cash balance remaining to the credit of each County Fund at the close of business on the 30th day of June, 2022.

CURT BRYNLAWSKI - CHIEF FINANCIAL OFFICER

Fund Title	12/31/2021	Previous	Current	Current	Current	Current Month	Last Year
	Year-End Balance	Month's Balance	Month's Receipts	Month's Disbursements	Month's Journal Entries	6/30/2022 Month's Balance	6/30/2021 Month's Balance
REVENUE, AG & HISTORICAL	18,399,958.34	12,436,808.63	3,625,573.82	(1,952,460.83)	6,571,873.70	20,681,795.32	11,986,013.19
PUBLIC WORKS	6,475,081.58	8,128,184.07	3,402,892.37	(873,751.19)	1,714,928.82	12,372,254.07	9,615,013.84
SOCIAL SERVICES	5,372,858.25	3,733,123.39	785,625.71	(1,262,691.06)	2,346,118.29	5,602,176.33	2,924,529.06
SOLID WASTE	3,177,315.12	2,948,373.26	396,226.40	(280,613.78)	128,756.05	3,192,741.93	3,089,119.52
S.W. TRUST FUND	4,012,460.23	4,040,901.55	3,866.67	0.00	8,506.00	4,053,274.22	3,896,992.03
PARK FUND	208,337.72	185,871.90	0.00	(797.54)	58,628.30	243,702.66	229,250.59
BUILDING	1,592,595.48	1,590,261.82	0.00	(11,551.61)	112,145.55	1,690,855.76	854,587.10
REVOLVING LOAN FUND	114,525.24	114,525.24	0.00	0.00	0.00	114,525.24	114,525.24
CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	2,127,457.04
DEBT SERVICE FUND	950,137.60	189,997.70	46,982.67	0.00	461,261.89	698,242.26	684,182.70
LCTS S.S.	185,421.66	177,460.39	43.52	(1,121.53)	(3,818.45)	172,563.93	213,993.04
FORFEITED LAND	73,958.11	72,032.37	0.00	0.00	(71,971.11)	61.26	10,570.19
MORRISON, TODD & WADENA BOARD OF HEALTH	144,975.17	134,944.71	78,461.48	(134,944.71)	0.00	78,461.48	78,301.72
SPECIAL DISTS.	0.00	0.00	0.00	(107,681.89)	107,681.89	0.00	0.00
TAX COLLECTION	712,327.26	26,701,725.13	520,802.12	(842,049.38)	(25,474,329.67)	906,148.20	1,104,092.67
TOWNS	0.00	0.00	0.00	(6,761,151.87)	6,761,151.87	0.00	108,586.35
SCHOOLS	0.00	(3,611,323.39)	0.00	(3,671,505.20)	7,282,828.59	0.00	0.00
STATE	120,693.36	145,012.69	125,394.94	(145,000.69)	(3,761.72)	121,645.22	20,853.88
MOTOR VEHICLE	15,758.38	12,798.21	44,040.19	(45,101.94)	0.00	11,736.46	10,540.79
SUB TOTALS	41,556,403.50	57,000,697.67	9,029,909.89	(16,090,423.22)	0.00	49,940,184.34	37,068,608.95
South Country Health Cash Invested	2,363,586.60	2,363,586.60	0.00	0.00	0.00	2,363,586.60	3,534,237.00
TOTALS	43,919,990.10	59,364,284.27	9,029,909.89	(16,090,423.22)	0.00	52,303,770.94	40,602,845.95



County Auditor-Treasurer
CHELSEY ROBINSON
Phone (320) 632-0153
Fax 320-632-0139
Email: chelseyr@co.morrison.mn.us
Government Center
213 SE 1st Avenue
Little Falls, MN 56345-3196

MORRISON COUNTY
ELECTRONIC FUNDS TRANSFER
AUTHORIZED APPOINTEES

In accordance with the Morrison County Electronic Funds Transfer Policy and Minnesota Statutes 471.38, the appointees listed below are hereby authorized to initiate EFT's on behalf of Morrison County.

- ❖ Chelsey Robinson, County Auditor-Treasurer
- ❖ Debbie Symanietz, Deputy Auditor-Treasurer
- ❖ Joyce Kahl, Account Specialist – Election Admin.
- ❖ Breanna Mikkelsen, Account Technician

For payroll purposes only:

- Elizabeth Hamlin, Human Resources Manager
- Melissa Sanoski, Payroll Specialist

Authorized By:

Chelsey Robinson, Auditor-Treasurer

7.19.2022

Date

Morrison County will provide cost-effective, high quality services to county residents in a friendly and respectful manner.



MORRISON COUNTY CREDIT CARD ACCEPTANCE POLICY

Approved:

Effective:

Credit card acceptance as a payment method via nationally recognized credit cards has become nearly universal within the private sector, where cards are now accepted at point of sale for even small transactions. Credit card transactions can also be of benefit to governmental entities by improving certainty of collection, accelerating payments and availability of funds, lowering costs and enhancing customer service. There are advantages and disadvantages to accepting credit card payments which governmental entities must weigh when deciding whether to accept payments by credit cards.

1. Acceptance of credit cards by Morrison County as a payment option or as an alternative to cash or check will be considered on an individual process basis. Departments must demonstrate the viability of the acceptance of alternative forms of payment. Minimum standards for consideration should include:
 - a. The Department regularly receives payment for goods and/or services in routine operations.
 - b. The Department can provide justification that acceptance of cards will increase net revenues, enhance collection rates, or enhance convenience to public and encourage prompt payment.
 - c. The Department has the ability to ensure that it follows the procedures as laid out in this policy, particularly in regard to being Processing Card Industry (PCI) compliant.
 - d. Credit card payment may only be accepted for the amount of the purchase, plus any convenience fees if applicable. Cash back and cash advances are prohibited.
 - e. Adequate security and record-keeping processes are established and properly monitored.
2. Government charge types can be broadly categorized as mandatory or discretionary. Each charge type possesses unique characteristics which will weigh on the assessment of whether acceptance of credit card payments may be appropriate or economically feasible.
 - a. Mandatory charge types are generally those for which full payment is required. Typically these charges are those which are fixed by statute, law or board action. Examples of these are taxes, licenses and permits. Attributes of these charge types include the following:
 - i. Acceptance of Credit cards will not increase the expected amount of revenue, i.e., create or induce additional purchases of these types of services.
 - ii. A convenience fee or transaction fee is permitted and authorized by the card issuer and the county to recover costs associated with collection by credit card.
 - b. Discretionary charge types are those for which payment is elective. Examples of this type include recreation fees, admissions and merchandise. Attributes of this charge type include:
 - i. Acceptance of credit cards for these types of sales may increase gross revenues by facilitating quicker and easier collection of fees for those goods and services.

- ii. Acceptance of credit cards may improve revenues by facilitating additional opportunity purchasing and offering additional payment options to potential purchasers.
- iii. Credit Card acceptance costs, including transaction and fixed costs, can be built into the pricing formula for the merchandise or fees to facilitate the recovery of these costs. This method of collection is called fee absorption.

Thorough assessment of these aspects may be made when the option of providing this service is to be considered, to avoid subsidizing the sale and distribution of those goods or services for card users.

3. Credit Cards can be accepted in the following access methods:
 - a. At the customer service counter where the county employee is conducting the transaction through the vendor system and the vendor's encrypted devices are used for card data retrieval
 - b. Through any web-enabled software where the transaction is conducted through the vendor's integrated system for credit card data entry needed to complete the transaction
 - c. Field collection through phones or tablets using vendor's encrypted devices for credit card data retrieval
 - d. Over-the-phone data card collection is allowed, with Auditor/Treasurer written approval, under these rules:
 - i. County employee may never speak back the card data to the customer; if verification is needed the employee must ask the caller to repeat the data
 - ii. County employees may never write down any credit card information for any reason; and if this is ever done it must be destroyed/shredded immediately
 - iii. Auditor/Treasurer retains the right to audit departments at will if this collection method is approved.
4. Credit Cards are NOT allowed to be accepted in the following access methods:
 - a. Credit card data is never allowed to be left on a voicemail
 - b. Credit card data is never allowed to be collected through email
 - c. Credit card data is never allowed to be collected through written forms unless specifically authorized by the Auditor/Treasurer.
5. Point of Sale (POS) devices used to collect credit card information may only be purchased through the authorized vendor. These devices are unique to the vendor's system in terms of encryption and support. POS devices may not be purchased from Amazon, Walmart, or other similar retail vendors.
6. All paperwork, records, receipts, card imprints, electronic data, etc. containing cardholder account numbers and information shall be treated as private information. That private information must be protected against unauthorized disclosure. With the exception of the payer's name and the amount paid, any credit card information obtained for the purposes of accepting a credit card payment must be destroyed (via permanent deletion or shredding) immediately after the payment transaction has been completed. Exceptions to this provision must be expressly authorized in writing, in advance by the Auditor/Treasurer.

7. The application and implementation of any electronic capture of sales and funding transactions must be coordinated with the Auditor/Treasurer Department to ensure adherence to proper banking procedures, to confirm satisfactory controls and security are maintained and that economies of scales are realized through coordination with existing programs. As recommended by the Government Finance Officers Association (GFOA), the credit acceptance agreement should be treated as a bank services agreement and administered by the Auditor/Treasurer's office.
 - a. Departments are only allowed to use the processing vendor authorized by the County Board.
 - b. Departments will be responsible for regularly reconciling their credit card receipts. Each Department shall reconcile the listings of receipts to bank deposits on the monthly credit card transaction statement, if applicable. Any discrepancies shall be investigated immediately. The staff member who completes the reconciliation must not have the ability to prepare the initial cash receipts listing.
 - c. Only the Auditor/Treasurer is authorized to establish a merchant account associated with Morrison County for the purposes of credit card acceptance.
 - d. All fees related to the processing of credit and debit cards are the responsibility of the user departments. Consideration should be given to these costs to determine whether the advantages of card acceptance warrant the expense or can be incorporated into the price of the product. Departments determine whether they are going to absorb credit cards fees as part of their cost or whether they are going to assess convenience fee for the credit card service. Some Departments must charge a convenience fee due to state statutes.
8. Card issuers promulgate specific regulations which determine how the cards may be used in relation to the type of charges, how and in what manner the card is presented and used at the time of purchase, the process by which fees and discounts are handled and recovered, the level of security of data at time of sale and during the proper storage and maintenance of this information, all of which are firmly enforced.
9. Credit card issuers mandate that precautions be taken to eliminate unauthorized on-line access to data, and proper security must be in place to control access to equipment. Additionally, some cards also serve as ATM cards and or debit cards, necessitating that location and accessibility of equipment is properly planned and monitored.
 - a. Costs beyond acquisition of equipment, which is either necessary or required by agreement, may be incurred when electing to provide this service
 - b. Budgetary capability is necessary to offset the net expense of this service. Costs for credit card processing are charged monthly to the department/unit initiating the charge. Costs can include discounts, fees, charge backs, unanticipated losses due to fraud, procedural errors or other types of loss and fines for misuse. Statement costs related to minimum service levels or seasonality will also be a responsibility of the user departments.

- c. Occasional pilot programs for certain transaction types may alter the requirements of particular card issuers as new markets or products are investigated. These programs are controlled processes which ultimately may result in revised fees and procedures for new charge types and market areas. Resulting fees may be stratified, bundled, unbundled and dependent on volume.
- d. Risks and exposures to Morrison County through the use of credit card acceptance and payments processes and operation of related equipment must be minimized through proper handling of transactions.
- e. Rules which focus on the security of the data while it is handled by the enterprise, whether on or offsite, should be established and adhered to at all times. Credit Card data used in transactions must be entirely handled by the credit card vendor in their systems. Storage of any credit card data is strictly prohibited by Morrison County. The Auditor/Treasurer's office will work with the vendor on an ongoing basis to provide continued assurance that data is properly secured and compliant.

MORRISON COUNTY REQUEST FOR BOARD ACTION

REQUESTED BOARD DATE: 7/26/2022
DEPARTMENT LAND SERVICES
PRESENTER Amy Kowalzek

BOARD ACTION REQUESTED (check one):

- Action/Motion
 Discussion/Report
 Proclamation/Certificate
 Resolution
 Agreement/Contract - County Attorney Approval?
 Yes No
-

BRIEF DESCRIPTION:

Consent Agenda

Enter into a two-flight contract with Pictometry for delivery of updated aerial photographs; per discussion at the 7.19.22 planning session

FINANCIAL IMPLICATIONS:

Is cost budgeted in current year? Yes No
Grant Funded? Yes No

**ORDER FORM BETWEEN
 PICTOMETRY INTERNATIONAL CORP. (“PICTOMETRY”) AND
 MINNESOTA COUNTIES COMPUTER COOPERATIVE (“MnCCC”) AND MORRISON
 COUNTY, MN (“PARTICIPATING USER”)**

1. This order form (“Order Form”) is entered into pursuant to the Master Products Agreement between Pictometry and MnCCC dated June 9, 2022 (“Master Products Agreement”).

2. This Order Form consists of the following:

Section A: Product Descriptions, Prices and Payment Terms
 Map(s)

3. Participating User hereby agrees to the terms and conditions of this Order Form and the Master Products Agreement, including but not limited to, the Pictometry License Terms as defined and set forth in the Master Products Agreement.

4. MnCCC hereby agrees to pay the Fees specified in Section A of this Order Form in accordance with the stated payment terms and accepts and agrees to abide by the terms and conditions of this Order Form and the Master Products Agreement.

5. In consideration of, and subject to, payment by MnCCC of the Fees specified in Section A of this Order Form, Pictometry agrees to provide Participating User with access to and use of the products specified in Section A of this Order Form, subject to the terms and conditions set forth in this Order Form and the Master Products Agreement.

6. All notices under this Agreement shall be in writing and shall be sent to the following respective addresses:

CUSTOMER NOTICE ADDRESS
213 1st Ave SE
Little Falls, MN 56345
Attn: Brad Bolton , GIS Specialist
Phone: (320) 631-0834
MNCCC NOTICE ADDRESS
100 Empire Drive, Suite 201
Saint Paul, MN 55103
Attn: Lisa Meredith, Executive Director
Phone: (651) 917-6996

PICTOMETRY NOTICE ADDRESS
25 Methodist Hill Drive
Rochester, New York 14623
Attn: General Counsel
Phone: (585) 486-0093 Fax: (585) 486-0098

The parties may change their respective notice address by giving written notice of such change to the other parties at the other parties’ then-current notice address.

7. Non-appropriation of Funds. Notwithstanding anything herein to the contrary, in the event that the funds due for subsequent projects and related deliverables under the terms and conditions of this Agreement are not lawfully appropriated, the following provisions shall apply:

a. Participating User shall provide Pictometry with written documentation of non-appropriation of funds from its funding source prior to commencement of a subsequent project;

b. This Agreement shall remain in full force and effect, however commencement of the subsequent

project shall be deemed postponed until such time as funds for the subsequent project have been appropriated and all other sums due under the terms and conditions of this Agreement have been paid by MnCCC. In the event that the postponement exceeds eighteen months, Pictometry reserves the right to terminate any and all obligations with respect to the postponed project and all subsequent projects included in this Agreement; and

c. If Participating User, or any party authorized under the terms and conditions of this Agreement to use the licensed products set forth in Section A, is in possession of licensed products for which Pictometry has not been fully compensated in accordance with the payment terms of this Agreement, Participating User or such authorized party shall immediately cease use of those licensed products, purge those licensed products from all Participating User and authorized party computers, and return those licensed products to Pictometry.

This Order Form shall become effective upon execution by duly authorized officers of MnCCC, Participating User and Pictometry and receipt by Pictometry of such fully executed document, such date of receipt by Pictometry being the “Effective Date.”

PARTIES:

MNCCC	PICTOMETRY
MINNESOTA COUNTIES COMPUTER COOPERATIVE	PICTOMETRY INTERNATIONAL CORP.
(entity type)	a Delaware corporation
SIGNATURE:	SIGNATURE:
NAME:	NAME:
TITLE:	TITLE:
DATE:	EXECUTION DATE:
	DATE OF RECEIPT (EFFECTIVE DATE):
PARTICIPATING USER	
MORRISON COUNTY, MN	
(entity type)	
SIGNATURE:	
NAME:	
TITLE:	
DATE:	

SECTION A

PRODUCT DESCRIPTIONS, PRICES AND PAYMENT TERMS

Pictometry International Corp.
 25 Methodist Hill Drive
 Rochester, New York 14623

ORDER #
C28669410

BILL TO
Minnesota Counties Computer Cooperative (MnCCC)
Lisa Meredith MnCCC Executive Director
100 Empire Drive Suite 201 Saint Paul, MN 55103
(651) 917-6996
lisa@mncce.org

SHIP TO
Morrison County, MN
Brad Bolton, GIS Specialist
213 1st Ave SE Little Falls, MN 56345
(320) 631-0834
bradb@co.morrison.mn.us

CUSTOMER ID	SALES REP	FREQUENCY OF PROJECT
A116712	DLars	Triennial

FIRST PROJECT					
QTY	PRODUCT NAME	PRODUCT DESCRIPTION	LIST PRICE	DISCOUNT PRICE (%)	AMOUNT ¹
1,166	Reveal Essentials+ Community	Provides ortho and oblique imagery at a Community level. Deliverables include measurable oblique and ortho imagery at a community resolutions. Color balanced orthomosaic imagery is generated by a fully automated photogrammetric process and delivered digitally in various formats with the associated metadata. Applicable Terms and Conditions: Delivered Content Terms and Conditions of Use Product Parameters: <i>Leaf:</i> Leaf Off: Less than 30% leaf cover	\$ 70.00		\$ 81,620.00
63	Reveal Essentials+ Property	Provides high resolution ortho and oblique imagery at a Property level. Deliverables include measurable oblique and ortho imagery at a property resolutions. Color balanced orthomosaic imagery is generated by a fully automated photogrammetric process and delivered digitally in various formats with the associated metadata. Applicable Terms and Conditions: Delivered Content Terms and Conditions of Use Product Parameters: <i>Leaf:</i> Leaf Off: Less than 30% leaf cover	\$ 400.00	\$ 360.00 (10% - Long Term Incentive Discount)	\$ 22,680.00
3	Pictometry Connect - CA - 50	Pictometry Connect - CA - 50 (Custom Access) provides up to 50 concurrent authorized users the ability to login and access the Pictometry-hosted custom imagery libraries specified elsewhere in this Agreement via a web-based, server-based or desktop integration. The default deployment is through web-based Pictometry Connect. Term commences on date of activation. The quantity represents the number of years in the Connect term. Applicable Terms and Conditions: Online Services General Terms and Conditions; Software License Agreement Product Parameters: <i>Admin User Name:</i> Brad Bolton <i>Admin User Email:</i> bradb@co.morrison.mn.us	\$ 2,200.00	\$ 500.00 (77.273%)	\$ 1,500.00

1	Oblique Imagery Bundle w/Three (3)Yrs of EFS Maint & Support	Includes digital copy of the Licensed Documentation for the License Software, two (2) End User Training Sessions, one (1) Advanced User Technical Training, one (1) Administration / IT Training Session, fifteen (15) hours of telephone support, one copy of Pictometry Electronic Field Study (EFS) software, latest version, on the storage media specified herein, and access to download updated versions of the EFS Licensed Software for a period of three years from the initial date of shipment of the EFS software, along with a copy of the updated documentation. Applicable Terms and Conditions: Software License Agreement	\$ 0.00		\$ 0.00
1	RapidAccess - Disaster Response Program	RapidAccess - Disaster Response Program is an emergency response program offering flights after an emergency or disaster. Refer to the attached detailed description of the Disaster Response Program. Applicable Terms and Conditions: Order Form	\$ 0.00		\$ 0.00
1,229	Reveal Orthomosaic - Combined	This product represents a single orthomosaic, combining tiles of multiple resolutions with the best-available resolution preferred Applicable Terms and Conditions: Delivered Content Terms and Conditions of Use Product Parameters: <i>Leaf:</i> Leaf Off: Less than 30% leaf cover	\$ 0.00		\$ 0.00
1	Pictometry Connect - EarlyAccess	Pictometry Connect - EarlyAccess provides authorized users the ability to login and access the imagery, as specified elsewhere in this agreement, immediately following its preliminary processing and quality control checks and prior to its final processing. Early Access imagery will become available in CONNECT Explorer incrementally as it is processed and it will remain available until final, fully processed imagery is made available through other means. This offering requires an active Pictometry CONNECT account and the current purchase of access to an imagery product. Applicable Terms and Conditions: Online Services General Terms and Conditions	\$ 10,000.00	\$ 0.00 (100%)	\$ 0.00
SUBTOTAL					\$105,800.00

SECOND PROJECT

QTY	PRODUCT NAME	PRODUCT DESCRIPTION	LIST PRICE	DISCOUNT PRICE (%)	AMOUNT ¹
1,166	Reveal Essentials+ Community	Provides ortho and oblique imagery at a Community level. Deliverables include measurable oblique and ortho imagery at a community resolutions. Color balanced orthomosaic imagery is generated by a fully automated photogrammetric process and delivered digitally in various formats with the associated metadata. Applicable Terms and Conditions: Delivered Content Terms and Conditions of Use Product Parameters: <i>Leaf:</i> Leaf Off: Less than 30% leaf cover	\$ 70.00		\$ 81,620.00
63	Reveal Essentials+ Property	Provides high resolution ortho and oblique imagery at a Property level. Deliverables include measurable oblique and ortho imagery at a property resolutions. Color balanced orthomosaic imagery is generated by a fully automated photogrammetric process and delivered digitally in various formats with the associated metadata.	\$ 400.00	\$ 360.00 (10% - Long Term Incentive Discount)	\$ 22,680.00

		<p>Applicable Terms and Conditions: Delivered Content Terms and Conditions of Use</p> <p>Product Parameters: <i>Leaf:</i> Leaf Off: Less than 30% leaf cover</p>			
3	Pictometry Connect - CA - 50	<p>Pictometry Connect - CA - 50 (Custom Access) provides up to 50 concurrent authorized users the ability to login and access the Pictometry-hosted custom imagery libraries specified elsewhere in this Agreement via a web-based, server-based or desktop integration. The default deployment is through web-based Pictometry Connect. Term commences on date of activation. The quantity represents the number of years in the Connect term.</p> <p>Applicable Terms and Conditions: Online Services General Terms and Conditions; Software License Agreement</p> <p>Product Parameters: <i>Admin User Name:</i> Brad Bolton <i>Admin User Email:</i> bradb@co.morrison.mn.us</p>	\$ 2,200.00	\$ 500.00 (77.273%)	\$ 1,500.00
1,229	Reveal Orthomosaic - Combined	<p>This product represents a single orthomosaic, combining tiles of multiple resolutions with the best-available resolution preferred</p> <p>Applicable Terms and Conditions: Delivered Content Terms and Conditions of Use</p> <p>Product Parameters: <i>Leaf:</i> Leaf Off: Less than 30% leaf cover</p>	\$ 0.00		\$ 0.00
1	RapidAccess - Disaster Response Program	<p>RapidAccess - Disaster Response Program is an emergency response program offering flights after an emergency or disaster. Refer to the attached detailed description of the Disaster Response Program.</p> <p>Applicable Terms and Conditions: Order Form</p>	\$ 0.00		\$ 0.00
1	Oblique Imagery Bundle w/Three (3) Yrs of EFS Maint & Support	<p>Includes digital copy of the Licensed Documentation for the License Software, two (2) End User Training Sessions, one (1) Advanced User Technical Training, one (1) Administration / IT Training Session, fifteen (15) hours of telephone support, one copy of Pictometry Electronic Field Study (EFS) software, latest version, on the storage media specified herein, and access to download updated versions of the EFS Licensed Software for a period of three years from the initial date of shipment of the EFS software, along with a copy of the updated documentation.</p> <p>Applicable Terms and Conditions: Software License Agreement</p>	\$ 0.00		\$ 0.00
1	Pictometry Connect - EarlyAccess	<p>Pictometry Connect - EarlyAccess provides authorized users the ability to login and access the imagery, as specified elsewhere in this agreement, immediately following its preliminary processing and quality control checks and prior to its final processing. Early Access imagery will become available in CONNECT Explorer incrementally as it is processed and it will remain available until final, fully processed imagery is made available through other means. This offering requires an active Pictometry CONNECT account and the current purchase of access to an imagery product.</p> <p>Applicable Terms and Conditions: Online Services General Terms and Conditions</p>	\$ 10,000.00	\$ 0.00 (100%)	\$ 0.00
SUBTOTAL					\$105,800.00

Thank you for choosing Pictometry as your service provider.	TOTAL	\$ 211,600.00
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¹Amount per product = ((1-Discount %) * Qty * List Price)

STANDARD ORTHO MOSAIC PRODUCTS

Pictometry standard ortho mosaic products are produced through automated mosaicking processes that incorporate digital elevation data with individual Pictometry ortho frames to create large-area mosaics on an extremely cost-effective basis. Because these products are produced through automated processes, rather than more expensive manual review and hand-touched corrective processes, there may be inherent artifacts in some of the resulting mosaics. While Pictometry works to minimize such artifacts, the Pictometry standard ortho mosaic products are provided on an 'AS IS' basis with respect to visible cutlines along mosaic seams resulting from the following types of artifacts:

- i. Disconnects in non-elevated surfaces generally caused by inaccurate elevation data;
- ii. Disconnects in elevated surfaces (e.g., roadways, bridges, etc.) generally caused by elevated surfaces not being represented in the elevation data;
- iii. Building intersect and clipping generally caused by buildings not being represented in the elevation data;
- iv. Seasonal variations caused by images taken at different times during a season, or during different seasons;
- v. Ground illumination variations caused by images taken under different illumination (e.g., sunny, high overcast, morning light, afternoon light, etc.) within one flight day or during different flight days;
- vi. Single GSD color variations caused by illumination differences or multiple-aircraft/camera captures;
- vii. Mixed GSD color variations caused by adjacent areas being flown at different ground sample distances (GSDs); and
- viii. Water body color variations caused by multiple individual frames being used to create a mosaic across a body of water (e.g., lakes, ponds, rivers, etc.).

Other Pictometry products may be available that are less prone to such artifacts than the Pictometry standard ortho mosaic products.

Geofences:

FIRST PROJECT

For the Pictometry Connect - CA - 50 product(s) in this project, the following geofences apply:
 MN Benton, MN Crow Wing, MN Mille Lacs, MN Morrison (Primary), MN Todd

SECOND PROJECT

For the Pictometry Connect - CA - 50 product(s) in this project, the following geofences apply:
 MN Benton, MN Crow Wing, MN Mille Lacs, MN Morrison (Primary), MN Todd

FEES; PAYMENT TERMS

All amounts due to Pictometry pursuant to this Agreement (“Fees”) are expressed in United States dollars and do not include any applicable duties, taxes (including, without limitation, any sales, use, ad valorem or withholding, value added or other taxes) or handling fees, all of which are in addition to the amounts shown above and, to the extent applicable to purchases by MnCCC, shall be paid by MnCCC to Pictometry without reducing any amount owed to Pictometry unless documents satisfactory to Pictometry evidencing exemption from such taxes is provided to Pictometry prior to billing. To the extent any amounts properly invoiced pursuant to this Order Form (and not subject to a good faith dispute by MnCCC or any Participating User) are not paid within forty-five (45) days following the invoice due date, such unpaid amounts shall accrue, and MnCCC shall pay, interest at the rate of 1.5% per month (or at the maximum rate allowed by law, if less). In addition, MnCCC shall pay Pictometry all costs Pictometry incurs in collecting past due amounts due under this Order Form including, but not limited to, reasonable attorneys' fees and court costs.

FIRST PROJECT

Due at Signing	\$8,816.65
Due at Initial Shipment of Imagery	\$26,450.01
Due at First Anniversary of Shipment of Imagery	\$35,266.67
Due at Second Anniversary of Shipment of Imagery	\$35,266.67
Total Payments	\$105,800.00

SECOND PROJECT

Due at Initial Shipment of Imagery	\$35,266.66
Due at First Anniversary of Shipment of Imagery	\$35,266.67
Due at Second Anniversary of Shipment of Imagery	\$35,266.67
Total Payments	\$105,800.00

RapidAccess—Disaster Response Program (“DRP”)

Customer is eligible for DRP described below from the Effective Date through the second anniversary of the initial Project delivery. Following payment to Pictometry of amounts due with respect to each subsequent Project, Customer will be eligible for the then-current DRP for a period of two years from delivery of such subsequent Project. Customer must be in good-standing with Pictometry to maintain eligibility for DRP.

A. Disaster Coverage Imagery at No Additional Charge – Pictometry will, upon request of Customer and at no additional charge, provide standard quality imagery of up to 200 square miles of affected areas (as determined by Pictometry) upon the occurrence of any of the following events during any period Customer is eligible for DRP:

Hurricane: areas affected by hurricanes of Category 2 and higher.

Tornado: areas affected by tornados rated EF4 and higher.

Terrorist: areas affected by damage from terrorist attack.

Earthquake: areas affected by damage to critical infrastructure resulting from earthquakes measured at 6.0 or higher on the Richter scale.

Tsunami: areas affected by damage to critical infrastructure resulting from tsunamis.

B. Discounted Rate – Coverage for areas affected by the events set forth above exceeding 200 square miles will be, subject to Pictometry resource availability, offered to Customer at the then current DRP rates. Also, coverage for areas affected by hurricanes below Category II, tornadoes below EF4 or earthquakes rated below 6.0 on the Richter scale will be, subject to Pictometry resource availability, offered to Customer at the then current DRP rates.

C. Online Services – Use of Pictometry Connect Explorer™ – Pictometry’s DRP includes the use of Connect Explorer for a term of ninety days from the date of delivery of the DRP imagery. Customer shall have access to the DRP imagery for as long as they maintain an active Connect account.

APPENDIX 1

PHOTOGRAMMETRIC PRODUCT SPECIFICATIONS

Essentials+ Community deliverables

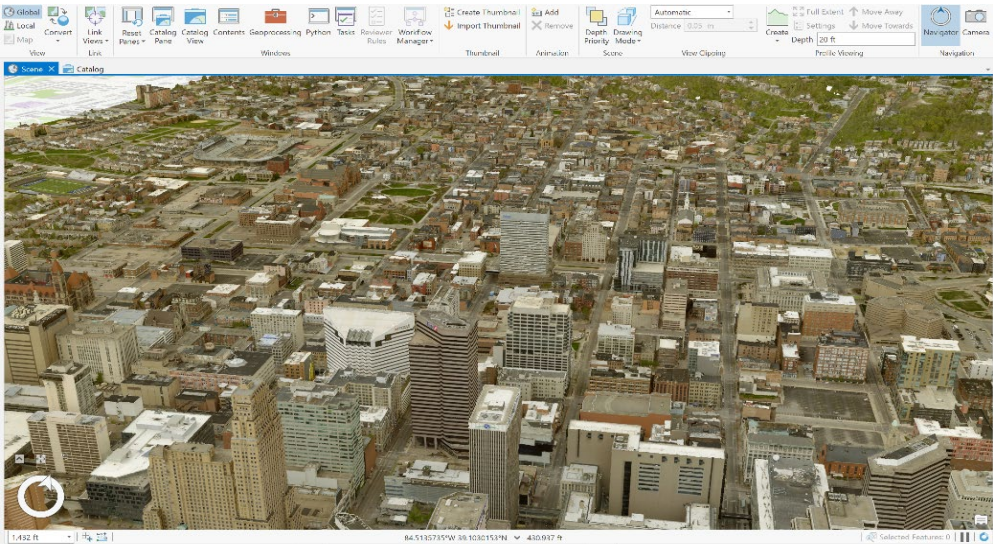
Product	Essentials+ Community
Orthomosaic Specifications	<ul style="list-style-type: none"> • Typical Positional Horizontal Accuracy: 1m at a 95% confidence level • Fully automated photogrammetric orthomosaic. Imagery may contain seamlines • Project-wide color and contrast balancing
Oblique Imagery	<p>Nominal 9in GSD oblique imagery or better:</p> <ul style="list-style-type: none"> • Where available fully automated photogrammetric mosaiced imagery. Imagery may contain seamlines
Metadata and Reporting	<p>Metadata:</p> <ul style="list-style-type: none"> • Metadata generated that meets FGDC Standards upon request • Shapefile(s) with discrete deliverable boundaries and directional metadata
Orthomosaic Deliverable Format (Online)	<p>Resolution:</p> <ul style="list-style-type: none"> • Nominal 9in GSD <p>Access Methods:</p> <ul style="list-style-type: none"> • Available via web-based viewer (Connect) - Contracted separately • Also available via WMS/WMTS (Image Service) - Contracted separately
Orthomosaic Deliverable Format (Physical)	<p>Resolution:</p> <ul style="list-style-type: none"> • Nominal 9in GSD <p>Projection/Coordinate System:</p> <ul style="list-style-type: none"> • Customer Selectable <p>Datum:</p> <ul style="list-style-type: none"> • Customer Selectable <p>File Format:</p> <ul style="list-style-type: none"> • Mosaic Tiles <ul style="list-style-type: none"> ○ Available as JPEG, GeoTIFF, JPEG2000, PNG, ECW, MrSID (All versions) with world file ○ Includes separate Pictometry Map Image (PMI) trailer file • Project-Wide Mosaic <ul style="list-style-type: none"> ○ Available in ECW, MrSID (All versions) format
Oblique Imagery Deliverable Format	<p>Access methods:</p> <ul style="list-style-type: none"> • Available via web-based viewer (Connect) - Contracted separately
Delivery Timeline	<ul style="list-style-type: none"> • Best efforts to make ortho and oblique imagery available online and/or ready for physical delivery within 30 days of capture completion

Essentials+ Property deliverables

Product	Essentials+ Property
Ortho Frame Imagery	<ul style="list-style-type: none"> • Nominal 2in GSD ortho imagery, Imagery as good as 1.2in and no worse than 3in

Orthomosaic Specifications	<ul style="list-style-type: none"> • Typical Positional Horizontal Accuracy: 1m at a 95% confidence level • Fully automated photogrammetric orthomosaic. Imagery may contain seamlines • Project-wide color and contrast balancing
Oblique Imagery	<p>Nominal 2.6in GSD oblique imagery ranging from 1.7in to 3.5in GSD:</p> <ul style="list-style-type: none"> • Where available fully automated photogrammetric mosaiced imagery. Imagery may contain seamlines
Metadata and Reporting	<p>Metadata:</p> <ul style="list-style-type: none"> • Metadata generated that meets FGDC Standards upon request • Shapefile(s) with discrete deliverable boundaries and directional metadata
Orthomosaic Deliverable Format (Online)	<p>Resolution:</p> <ul style="list-style-type: none"> • Nominal 2in GSD, no worse than 3in (Best Available Provided) <p>Access Methods:</p> <ul style="list-style-type: none"> • Available via web-based viewer (Connect) - Contracted separately • Also available via WMS/WMTS (Image Service) - Contracted separately
Orthomosaic Deliverable Format (Physical)	<p>Resolution:</p> <ul style="list-style-type: none"> • Nominal 2in GSD, no worse than 3in (Best Available Provided) <p>Projection/Coordinate System:</p> <ul style="list-style-type: none"> • Customer Selectable <p>Datum:</p> <ul style="list-style-type: none"> • Customer Selectable <p>File Format:</p> <ul style="list-style-type: none"> • Mosaic Tiles <ul style="list-style-type: none"> ○ Available as JPEG, GeoTIFF, JPEG2000, PNG, ECW, MrSID (All versions) with world file ○ Includes separate Pictometry Map Image (PMI) trailer file • Project-Wide Mosaic <ul style="list-style-type: none"> ○ Available in ECW, MrSID (All versions) format
Oblique Imagery & Frame Imagery Deliverable Format	<p>Access methods:</p> <ul style="list-style-type: none"> • Available via web-based viewer (Connect) - Contracted separately
Delivery Timeline	<ul style="list-style-type: none"> • Best efforts to make frame imagery available online within 20 days of capture complete • Best efforts to make ortho and oblique imagery available online and/or ready for physical delivery within 30 days of capture completion

Reveal Add-on – 3D Textured Mesh

Related Products	Reveal Essentials+ Reveal Advanced		
Product Description	3D Textured Mesh is an Imagery-derived realistic and high-resolution photo-textured 3D model in the form of a Triangulated Irregular Network created through automated aerial triangulation process. Final data set may contain some anomalies and is provided as is.		
Product Eligibility	3D Textured Mesh is available for purchase on new Reveal collections and/or where Essentials+ or Advanced products are available.		
Relative Accuracy	Typical relative accuracy of twice (2x) the imagery ground sample distance.		
3D Textured Mesh - Deliverable File Formats #1	<u>ESRI Format</u> <ul style="list-style-type: none"> • SLPK 	<u>Skyline Format</u> <ul style="list-style-type: none"> • 3DML 	<u>Cesium Format</u> <ul style="list-style-type: none"> • 3D Tiles
Sample Image	 <p>*3D Mesh accessed via ESRI ArcGIS Pro</p>		
Delivery Timeline	<p>New Captures - Best efforts to ensure 3D Textured Mesh will be made available for delivery within 30 days from EagleView data approval.</p> <p>Historic Imagery – Best efforts to ensure 3D Textured Mesh will be made available for delivery within 60 days of order. Historic imagery for 3D Mesh is only available from captures after May 2020.</p> <p>Delivery times may vary depending on size of project.</p>		

#1 Customers may select up to 2 deliverable formats. Default format deliverable will be *.SLPK for use within ArcGIS Pro.

MAP(S)

