



Commissioners:
District 1
Jim Swenson
District 2
Rick Greene
District 3
Marlys Dunne
District 4
Ben Montzka
District 5
Dan Dahlberg

BUDGET & FINANCE COMMITTEE / WORKSHOP AGENDA

Wednesday, July 10th, 2024

County Board Room, Room 172 at 3:00 p.m.

PROPOSED AGENDA

- I.** Current Year-to-Date Financial Update
 1. Operating Budget vs Actual
 2. Salaries and Wages Budget vs Actual
 3. Fund Balance Charts
 4. Wheelage Tax and Local Option Sales Tax Charts
 5. CIP Budget to Actual
 6. ARPA Budget to Actual
- II.** Monthly Current County Staffing Update
- III.** DRAFT 2024 Budget and Levy Presentation Schedule
- IV.** 2025 – 2029 Transportation Improvement Plan
- V.** Capital Building Planning Professional Services Contract – Public Works/CCSO
- VI.** Enterprise Services Approved Projects
 1. HVAC Units
 2. Cyber Security and Monitoring
 3. ARMER Upgrades
 4. Fire and Weather Sirens
 5. Encryption Key-Loader – ARMER
 6. ARMER Test Equipment
- VII.** CCSO/Public Works Storage Container
- VIII.** Center City Baggage and Body Scanner
- IX.** Chisago County Library Security Cameras
- X.** OpenGov vs. ClearGOV – Budgeting Software
- XI.** Chisago County Cannabis Ordinance Development
- XII.** Other Topics

OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)

ITEM 1

AS OF 06/30/2024

	50% OF YEAR COMPLETE			% of	
	Adopted	Amended		Amended	
	Budget	Budget	Actual	Budget	Notes
GENERAL FUND					
Board of Commissioners	\$ 208,024	\$ 280,024	\$ 175,363	63%	2024 AMC & MICA Dues
District Court	212,500	212,500	82,702	39%	
Law Library	30,000	162,368	17,731	11%	Restricted
					HUB Q1 & Q2 Fees, 2024 AMC
County Administrator	83,200	83,200	68,628	82%	Dues, Leadership Training
Auditor-Treasurer	28,065	28,065	10,625	38%	
Audit	110,000	110,000	14,956	14%	
Assessor	79,850	79,850	21,211	27%	
Enterprise Services	4,182,484	4,182,484	1,803,217	43%	
Central Services	110,750	110,750	40,792	37%	
Elections	116,500	277,904	82,822	30%	
					Contract Employee - offset
					in Salaries & Benefits
County Attorney	92,550	92,550	61,488	66%	Annual Contract Pymts
County Attorney Forfeiture	-	34,998	-	0%	Restricted
Recorder	17,950	17,950	8,829	49%	
Recorder Compliance/Techn	1,500	2,207,802	204,116	9%	Restricted
Maintenance	1,008,089	1,008,089	358,310	36%	
Planning & Zoning	291,500	291,500	71,258	24%	
Wellness, Safety and Ergonor	-	40,768	5,662	14%	
					2024 General Liability Insurance
					Retiree Payouts:
General Government	1,287,695	1,362,382	1,067,322	78%	\$177k Actual vs. \$274k Budget
Contingency	100,000	225,630	8,800	4%	
Sheriff	930,521	930,521	388,588	42%	
Sheriff Forfeitures	-	29,484	19,064	65%	Restricted
Boat & Water	-	-	-	0%	Restricted
Sheriff's Reserve	-	9,824	6,207	63%	Restricted
Snowmobile Safety	-	-	-	0%	Restricted
Sheriff's Contingency	-	6,253	6,283	100%	Restricted
Gun Permits	-	137,549	15,186	11%	Restricted
Project Lifesaver	-	5,986	-	0%	Restricted
Public Safety Grants	161,500	1,256,181	42,277	3%	Restricted
Coroner	153,159	153,159	74,434	49%	1st Half Allocation
County Jail	742,650	742,650	318,465	43%	
Jail Canteen	-	181,516	66,021	36%	Restricted
Probation & Parole	131,006	131,006	67,036	51%	Sentence to Serve 1st Half
Emergency Management	33,374	33,374	33,462	100%	2024 CODERED
E-911	162,000	630,248	11,880	2%	Restricted
Controlled Substances - Sha.	-	298	-	0%	Restricted
Historical Society	40,000	40,000	20,000	50%	1st Half Allocation
Regional Library	778,495	778,495	389,247	50%	1st Half Allocation
Parks	137,000	137,000	49,198	36%	
County Agricultural Society	16,000	16,000	8,000	50%	1st Half Allocation
County Extension Services	141,200	141,200	43,431	31%	
Soil & Water	200,000	200,000	100,000	50%	1st Half Allocation
Water Quality Grant	80,900	361,139	5,532	2%	Restricted
Sewer Grants	-	45,494	17,690	39%	Restricted
Wetland Grant	5,000	5,000	5,672	113%	Restricted - has offsetting revenue
Watercraft Inspection	86,100	211,661	4,938	2%	Restricted
Economic Development	47,000	47,000	-	0%	
TOTAL GENERAL FUND	\$ 11,806,562	\$ 17,039,852	\$ 5,796,443	34%	
ROAD AND BRIDGE FUND					
Surveyor	\$ 5,050	\$ 5,050	\$ 2,596	51%	
Highway Administration	33,600	33,600	16,318	49%	
Highway Engineering	2,956,450	2,884,450	992,776	34%	
Highway Construction	12,940,000	14,240,000	4,790,003	34%	
Highway Maintenance	3,033,550	3,033,550	707,560	23%	
Equipment Maintenance/Sho	932,200	932,200	451,753	48%	

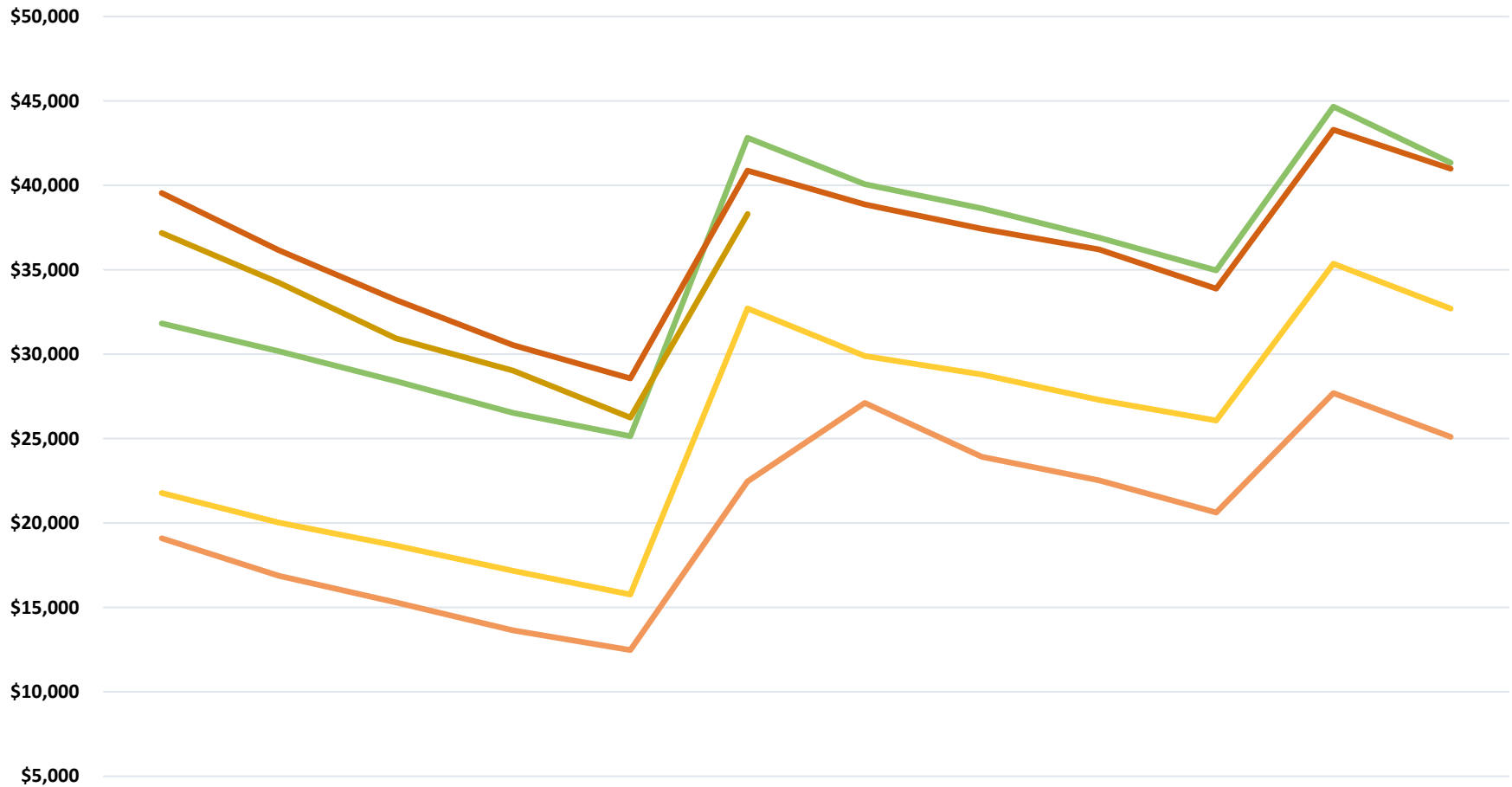
OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 06/30/2024
50% OF YEAR COMPLETE

	Adopted Budget	Amended Budget	Actual	% of Amended Budget	Notes
Traffic Operations	437,500	437,500	32,963	8%	
TOTAL ROAD AND BRIDGE FUN	\$ 20,338,350	\$ 21,566,350	\$ 6,993,969	32%	
HEALTH AND HUMAN SERVICES					
Veterans Service	\$ 37,150	\$ 37,150	\$ 17,138	46%	
Income Maintenance	792,045	1,145,889	434,683	38%	
Social Services	3,794,095	4,032,942	1,720,027	43%	
Public Health Nursing	332,030	332,030	189,050	57%	
<i>Opioid Settlement</i>	-	618,129	3,445	1%	<i>Restricted</i>
TOTAL HEALTH AND HUMAN S	\$ 4,955,320	\$ 6,166,140	\$ 2,364,343	38%	
BUILDING FUND					
General Government	\$ 83,602	\$ 153,671	\$ 83,602	54%	Honeywell bond payment
Score Grant Fund	-	17,000	-	0%	
TOTAL BUILDING FUND	\$ 83,602	\$ 170,671	\$ 83,602	49%	
CAPITAL EQUIPMENT FUND					
Administration	\$ 9,055	\$ 36,567	\$ 26,567	73%	
Armer Radio - Replacement	-	328,580	-	0%	
Auditor-Treasurer & Elections	65,500	160,911	1,750	1%	
Enterprise Servcies	587,800	974,791	399,530	41%	
HHS	-	80,000	29,670	37%	
Facilities/Maintenance	806,086	891,019	73,740	8%	
Other General Government (I	-	56,901	-	0%	
Sheriff	548,617	771,391	520,606	67%	
Emergency Management	9,295	9,295	9,253	100%	
Highway	905,500	1,583,756	725,579	46%	
Environmental Services/Parks	361,500	361,500	43,169	12%	
TOTAL CAPITAL EQUIP FUND	\$ 3,293,353	\$ 5,254,711	\$ 1,829,864	35%	
SOLID WASTE FUND					
Score Grant Fund	\$ 271,900	\$ 271,900	\$ 53,872	20%	
HHW Operations	443,430	907,467	110,425	25%	
TOTAL SOLID WASTE FUND	\$ 715,330	\$ 1,179,367	\$ 164,297	14%	
PARK ACQUISITION & IMPROVEMENT FUND					
Park Acq & Imp Fund	\$ -	\$ 337,456	\$ 337,456	100%	
PARK ACQ & IMP FUND	\$ -	\$ 337,456	\$ 337,456	100%	
LAKE IMPROVEMENT DISTRICT MAINTENANCE					
LID Maintenance	\$ 196,000	\$ 196,000	\$ 60,829	31%	
TOTAL LAKE IMPV DIST MAINT	\$ 196,000	\$ 196,000	\$ 60,829	31%	
DEBT SERVICE FUND					
Road Debt	\$ 2,108,019	\$ 2,108,019	\$ 1,775,605	84%	Principal + Interest
HHS Debt	260,781	260,781	231,575	89%	Principal + Interest
Library Debt	474,075	474,075	425,945	90%	Principal + Interest
Jail Debt	1,057,731	1,057,731	796,299	75%	Principal + Interest
Business Park Bonds	244,440	244,440	190,240	78%	Principal + Interest
Capital Projects	628,684	628,684	526,219	84%	Principal + Interest
TOTAL DEBT SERVICE FUND	\$ 4,773,730	\$ 4,773,730	\$ 3,945,883	83%	
TOTAL ALL FUNDS	\$ 46,162,247	\$ 56,684,277	\$ 21,576,686	38%	

SALARIES AND WAGES
BUDGET VS ACTUAL
AS OF 06/30/2024
50% OF YEAR COMPLETE

	Adopted Budget	Actual	% of Budget
GENERAL FUND			
Board of Commissioners	\$ 230,108	\$ 130,142	57%
Law Library	10,514	3,300	31%
County Administrator	1,028,189	485,199	47%
Auditor-Treasurer	823,213	412,472	50%
Assessor	986,228	493,875	50%
Enterprise Services	2,153,925	1,092,484	51%
Elections	37,386	2,537	7%
County Attorney	2,832,540	1,249,853	44%
Recorder	346,477	150,872	44%
Maintenance	661,442	294,721	45%
Planning & Zoning	1,117,645	549,242	49%
Sheriff	7,297,256	3,615,708	50%
County Jail	4,324,033	2,123,979	49%
Probation & Parole	1,320,479	649,254	49%
Emergency Management	118,053	64,242	54%
Parks	465,220	179,925	39%
Water Quality Grant	118,293	67,955	57%
Wetland Grant	113,352	57,053	50%
Watercraft Inspection	229,223	64,015	28%
TOTAL GENERAL FUND	\$ 24,213,576	\$ 11,686,828	48%
ROAD AND BRIDGE FUND			
Surveyor	\$ 168,442	\$ 87,639	52%
Highway Administration	390,743	209,821	54%
Highway Engineering	1,069,593	523,966	49%
Highway Maintenance	1,961,065	945,513	48%
Equipment Maintenance/Shop	487,335	327,008	67%
Traffic Operations	209,075	111,969	54%
TOTAL ROAD AND BRIDGE FUND	\$ 4,286,253	\$ 2,205,916	51%
HEALTH AND HUMAN SERVICES			
Veterans Service	\$ 220,212	\$ 109,341	50%
Income Maintenance	3,110,312	1,583,244	51%
Social Services	7,423,133	3,728,747	50%
Public Health Nursing	1,888,620	821,971	44%
Opioid Settlement	-	8,820	0%
TOTAL HEALTH AND HUMAN SERVICES	\$ 12,642,277	\$ 6,252,123	49%
SOLID WASTE FUND			
Score Grant Fund	\$ 61,067	\$ 31,864	52%
HHW Operations	186,746	89,151	48%
TOTAL SOLID WASTE FUND	\$ 247,813	\$ 121,015	49%
LAKE IMPROVEMENT DISTRICT MAINTENANCE			
Lake Improvement District Maintenance	\$ 169,330	\$ 85,613	51%
TOTAL LAKE IMPV DISTRICT MAINT	\$ 169,330	\$ 85,613	51%
TOTAL ALL FUNDS	\$ 41,559,249	\$ 20,351,495	49%

GENERAL FUND BALANCE BY MONTH 2020 - 2024



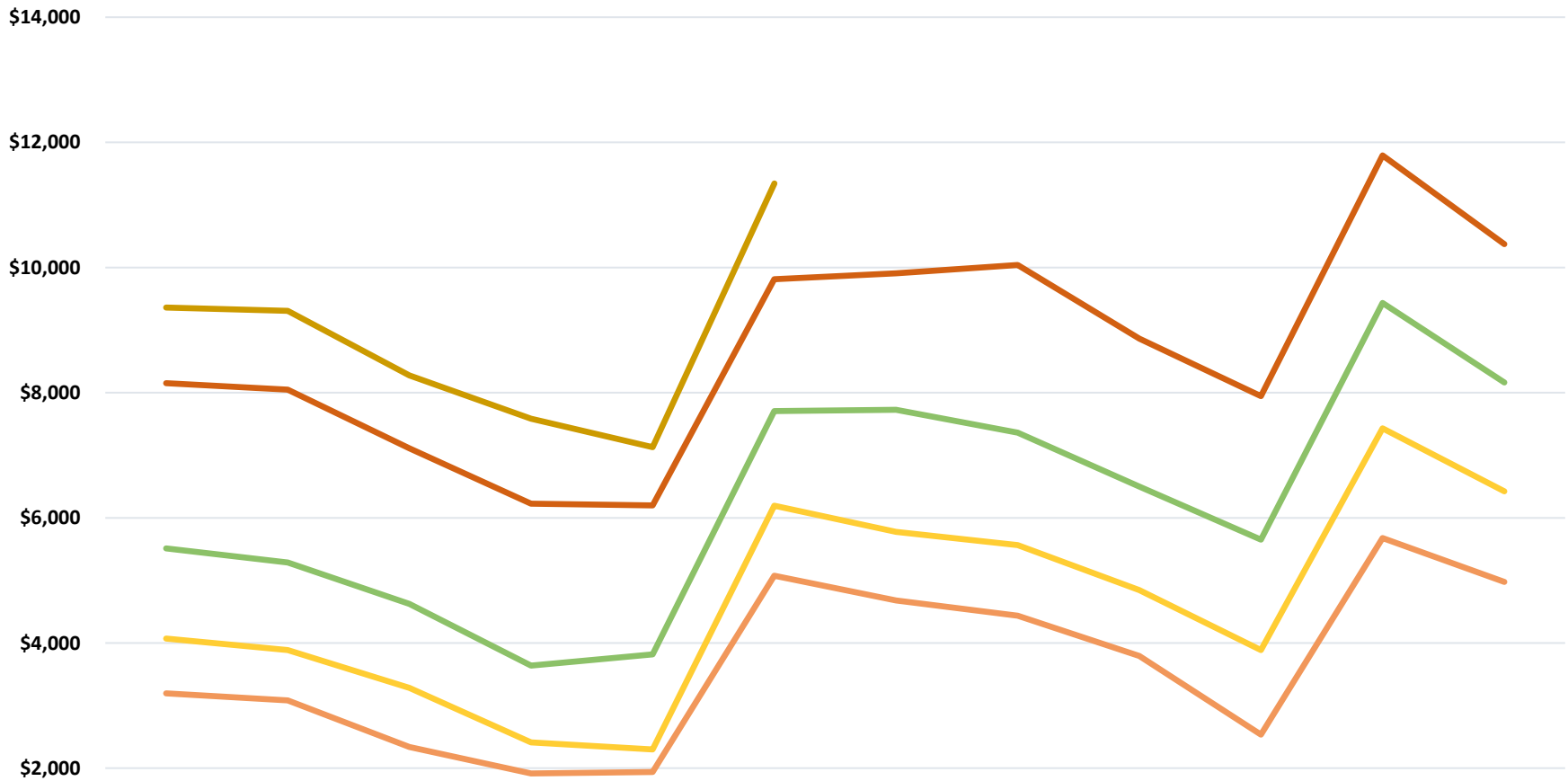
\$-	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	\$19,092	\$16,873	\$15,291	\$13,634	\$12,472	\$22,462	\$27,108	\$23,919	\$22,522	\$20,619	\$27,698	\$25,101
2021	\$21,774	\$20,019	\$18,660	\$17,164	\$15,767	\$32,710	\$29,891	\$28,791	\$27,296	\$26,067	\$35,360	\$32,704
2022	\$31,823	\$30,169	\$28,401	\$26,522	\$25,144	\$42,821	\$40,066	\$38,629	\$36,901	\$34,966	\$44,667	\$41,343
2023	\$39,545	\$36,157	\$33,205	\$30,535	\$28,566	\$40,874	\$38,871	\$37,426	\$36,201	\$33,879	\$43,300	\$40,988
2024	\$37,178	\$34,237	\$30,936	\$29,025	\$26,248	\$38,312						

ROAD & BRIDGE FUND BALANCE BY MONTH 2020 - 2024



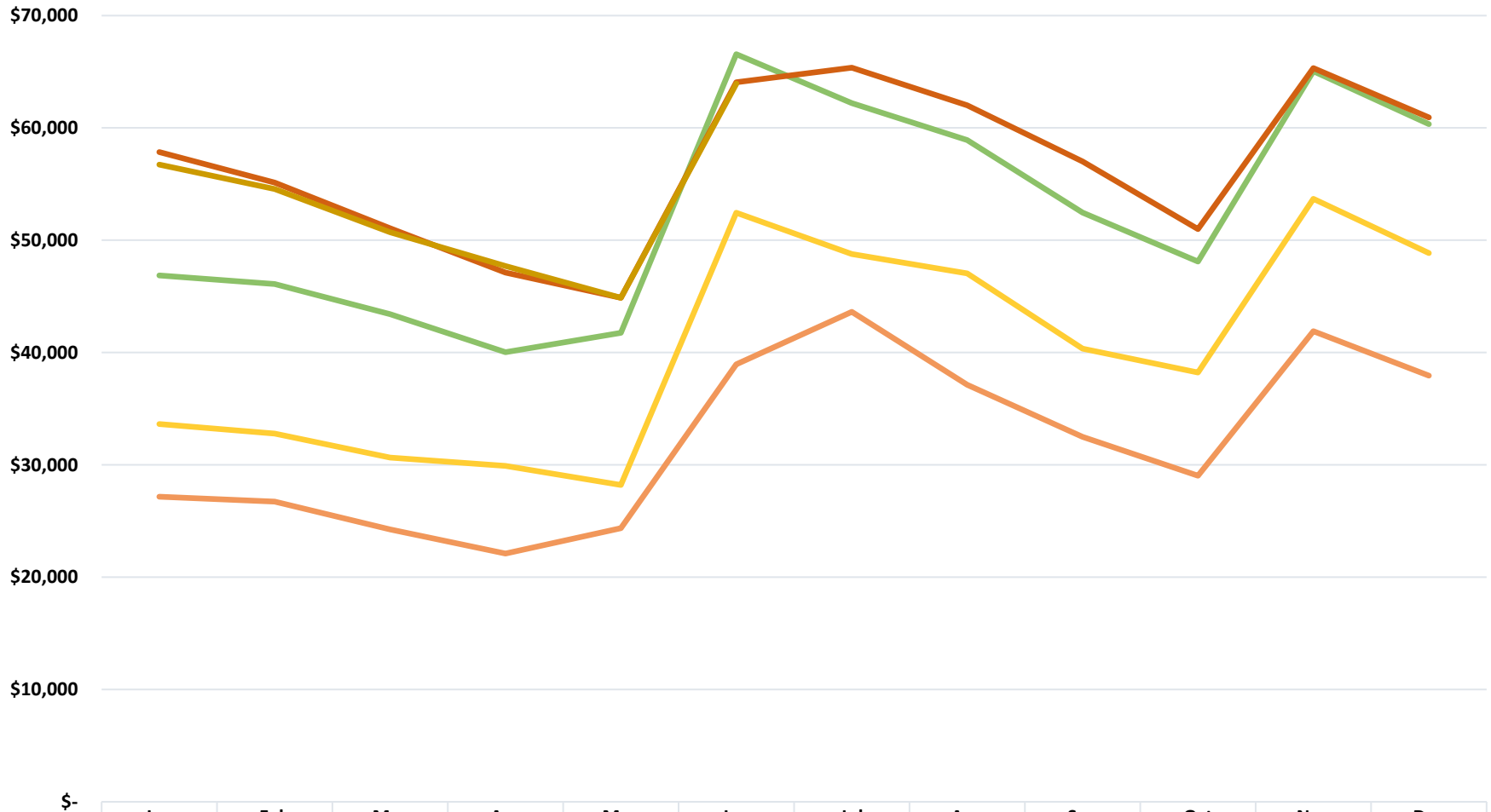
\$-	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	\$4,869	\$6,770	\$6,620	\$6,554	\$9,950	\$11,412	\$11,832	\$8,774	\$6,173	\$5,868	\$8,514	\$7,856
2021	\$7,783	\$8,879	\$8,703	\$10,323	\$10,144	\$13,532	\$13,100	\$12,679	\$8,196	\$8,267	\$10,892	\$9,726
2022	\$9,528	\$10,634	\$10,392	\$9,864	\$12,786	\$16,033	\$14,405	\$12,924	\$9,058	\$7,477	\$10,935	\$10,828
2023	\$10,151	\$10,922	\$10,739	\$10,353	\$10,111	\$13,364	\$16,583	\$14,537	\$11,938	\$9,164	\$10,223	\$9,565

HEALTH & HUMAN SERVICES FUND BALANCE BY MONTH 2020 - 2024



\$-	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	\$3,195	\$3,082	\$2,338	\$1,917	\$1,938	\$5,075	\$4,679	\$4,437	\$3,792	\$2,537	\$5,679	\$4,977
2021	\$4,071	\$3,887	\$3,283	\$2,413	\$2,300	\$6,194	\$5,776	\$5,565	\$4,846	\$3,888	\$7,431	\$6,425
2022	\$5,512	\$5,286	\$4,624	\$3,640	\$3,818	\$7,706	\$7,727	\$7,362	\$6,499	\$5,653	\$9,435	\$8,163
2023	\$8,152	\$8,049	\$7,110	\$6,226	\$6,201	\$9,814	\$9,908	\$10,040	\$8,864	\$7,944	\$11,792	\$10,374
2024	\$9,361	\$9,308	\$8,276	\$7,585	\$7,131	\$11,344						

REVENUE, ROAD & BRIDGE AND HHS COMBINED FUND BALANCE BY MONTH 2020 - 2024

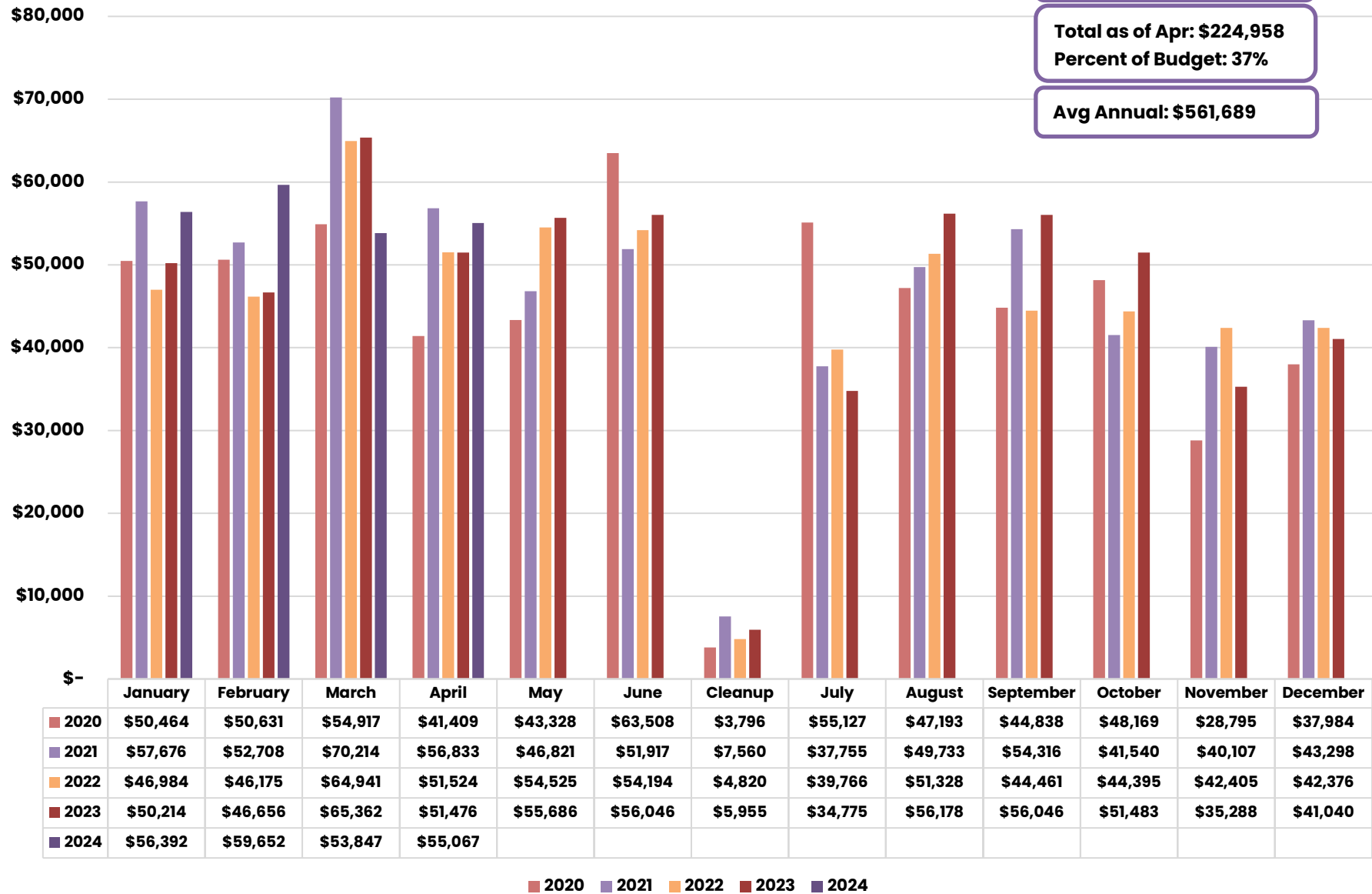


April 2024 Wheelage Tax 33% of Year Complete

2024 Budget: \$600,000

Total as of Apr: \$224,958
Percent of Budget: 37%

Avg Annual: \$561,689

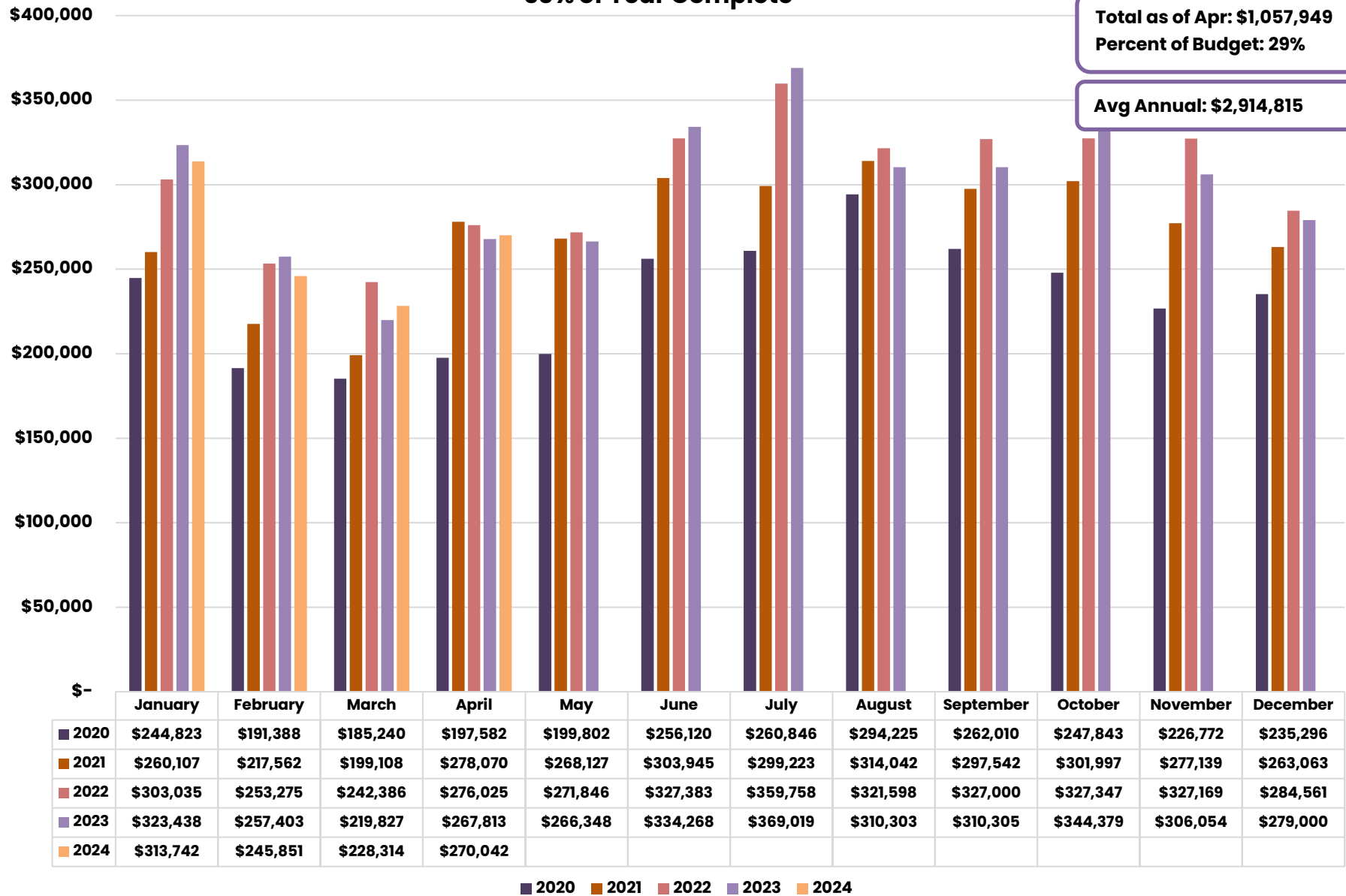


April 2024 Sales Tax 33% of Year Complete

2024 Budget: \$3,700,000

Total as of Apr: \$1,057,949
Percent of Budget: 29%

Avg Annual: \$2,914,815



**2024 Capital Improvement Plan
Budget to Actual
As of June 31, 2024**

ADMINISTRATION					
Description	Project #	Source	Budget	Actual	Remaining
Office Remodel - Veteran's Services	ADM-0198	CARRYOVER	10,000	-	10,000
Laser Measuring Tools (Assessor)	2023 ADD	CARRYOVER	1,567	(1,567)	-
Total Carryover from 2023			11,567	(1,567)	10,000
Community Engagement	ADM-0419	2024 CIP BUDGET	25,000	(25,000)	-
Total 2024 CIP Budget			25,000	(25,000)	-
Total			\$ 36,567	\$ (26,567)	\$ 10,000
AUDITOR-TREASURER & ELECTIONS					
Description	Project #	Source	Budget	Actual	Remaining
Election Equipment Replacement Fund	AUD-0137	CARRYOVER	90,911	-	90,911
Election Results - Storage Media	AUD-0139	CARRYOVER	4,500	-	4,500
Total Carryover from 2023			95,411	-	95,411
Election Equipment Replacement Fund	AUD-0137	2024 CIP BUDGET	59,000	-	59,000
Election Results - Storage Media	AUD-0139	2024 CIP BUDGET	4,500	-	4,500
Safe	AUD-0418	2024 CIP BUDGET	2,000	(1,750)	250
Total 2024 CIP Budget			65,500	(1,750)	63,750
Grand Total			\$ 160,911	\$ (1,750)	\$ 159,161
FACILITY MAINTENANCE					
Description	Project #	Source	Budget	Actual	Remaining
Repair Courthouse lots	MNT-0055	CARRYOVER	5,000	-	5,000
Better Hallway Signage on 3rd floor	MNT-0219	CARRYOVER	1,000	-	1,000
Fencing and Parking Gate at PSC	MNT-0267	CARRYOVER	47,213	(6,900)	40,313
Ceiling Tile Rplcmnt Overage (ARPA-0062)	2023 ADD	CARRYOVER	31,720	(31,720)	-
Total Carryover from 2023			84,933	(38,620)	46,313
Parking lot repairs at PSC	MNT-0054	2024 CIP BUDGET	20,000	-	20,000
Replace carpet in public hallways at Gov't Center (1989 side)	MNT-0063	2024 CIP BUDGET	60,000	-	60,000
Main lift for PSC	MNT-0071	2024 CIP BUDGET	18,000	-	18,000
Replace exterior doors at NBHHS	MNT-0076	2024 CIP BUDGET	10,000	-	10,000
Repair/Replace retaining wall around paring lot at Gov't Center	MNT-0186	2024 CIP BUDGET	250,000	-	250,000
Replace Leibert HVAC in data center at Gov't Center	MNT-0187	2024 CIP BUDGET	200,000	-	200,000
Replace alarm system in Gov't Center (1989 side & DES)	MNT-0191	2024 CIP BUDGET	80,000	-	80,000
Replace analog cameras in Courthouse for courthouse security	MNT-0193	2024 CIP BUDGET	30,000	-	30,000
Updates to 3rd floor victim/witness waiting area	MNT-0222	2024 CIP BUDGET	20,000	-	20,000
Office security changes for County Administration	MNT-0393	2024 CIP BUDGET	50,000	(35,120)	14,880
Window blinds for 3rd floor at Courthouse	MNT-0396	2024 CIP BUDGET	3,086	-	3,086
Add fencing and electronic gate to Harris DO	MNT-0414	2024 CIP BUDGET	65,000	-	65,000
Total 2024 CIP Budget			806,086	(35,120)	770,966
Grand Total			\$ 891,019	\$ (73,740)	\$ 817,279

2024 Capital Improvement Plan					
Budget to Actual					
As of June 31, 2024					
SHERIFF'S OFFICE					
Description	Project #	Source	Budget	Actual	Remaining
Insurance Reimbursements (incl Auction Proceeds)	N/A	REVENUE	216,179	(105,460)	110,719
Sheriff's Office Patrol Vehicle Replacements - 6 squads	CCSO-0141	CARRYOVER	12,472	(12,472)	-
Total Carryover from 2023			228,651	(117,932)	110,719
Sheriff's Office Patrol Vehicle Replacements - 6 squads	CCSO-0141	2024 CIP BUDGET	414,670	(361,821)	52,849
NOPTIC NV3 Night Vision	CCSO-0367	2024 CIP BUDGET	8,000	-	8,000
Drone	CCSO-0368	2024 CIP BUDGET	20,075	(20,075)	-
Patrol Supressors	CCSO-0369	2024 CIP BUDGET	12,750	(12,090)	660
Less Lethal - Pepperball	CCSO-0374	2024 CIP BUDGET	5,172	(5,210)	(38)
SWAT Helmets	CCSO-0379	2024 CIP BUDGET	8,250	(8,250)	-
Ballistic bunker replacements	CCSO-0416	2024 CIP BUDGET	72,000	-	72,000
SWAT rifle place replacement	CCSO-0417	2024 CIP BUDGET	7,700	(7,700)	-
Total 2024 CIP Budget			548,617	(415,146)	133,471
Grand Total			\$ 777,268	\$ (520,606)	\$ 244,190
PARKS/ENVIRONMENTAL					
Description	Project #	Source	Budget	Actual	Remaining
Sunrise Prairie Trail crack fill and fog seal	ENVS-0121	2024 CIP BUDGET	175,000	(13,593)	161,407
3/4 ton truck replacement	ENVS-0123	2024 CIP BUDGET	60,000	-	60,000
Swedish Immigrant Regional Trail land acquisition	ENVS-0129	2024 CIP BUDGET	50,000	-	50,000
Checkerboard Park swing replacement	ENVS-0376	2024 CIP BUDGET	16,000	-	16,000
Sunrise Prairie Trail benches	ENVS-0381	2024 CIP BUDGET	25,000	-	25,000
Millermatic 252 wire feed welder	ENVS-0382	2024 CIP BUDGET	5,500	-	5,500
Ki Chi Saga shelter picnic tables	ENVS-0383	2024 CIP BUDGET	10,000	(9,754)	246
Trash and recycling containers for park shelters	ENVS-0384	2024 CIP BUDGET	20,000	(19,822)	178
Total 2024 CIP Budget			\$ 361,500	\$ (43,169)	\$ 318,331
PUBLIC WORKS					
Description	Project #	Source	Budget	Actual	Remaining
Auction Proceeds	N/A	REVENUE	86,850	(5,043)	81,807
Hydrant Replacement	N/A	CARRYOVER	10,073	-	10,073
1-Ton Work Truck	PWKS-0168	CARRYOVER	60,000	-	60,000
1-Ton Tipper Truck	PWKS-0206	CARRYOVER	76,563	-	76,563
Tandem Snow Plow Truck	PWKS-0171	2023 CIP BUDGET	170,000	-	170,000
Tandem Snow Plow Truck	PWKS-0172	2023 CIP BUDGET	170,000	-	170,000
1-ton Work Truck	PWKS-0209	2023 CIP BUDGET	80,000	(76,335)	3,665
Fuel Island Repairs	PWKS-0233	2023 CIP BUDGET	27,270	-	27,270
Total Carryover from 2023			680,756	(81,378)	599,378
1-ton Work Truck	PWKS-0167	2024 CIP BUDGET	75,000	-	75,000
Traffic Counters	PWKS-0400	2024 CIP BUDGET	20,000	(16,138)	3,862
Thermoplastic Heaters	PWKS-0401	2024 CIP BUDGET	10,000	(9,000)	1,000
938M Wheel Loader	PWKS-0402	2024 CIP BUDGET	300,000	(284,404)	15,596
Snowblower for Loader	PWKS-0403	2024 CIP BUDGET	65,000	(62,500)	2,500
Vehicle Lift	PWKS-0404	2024 CIP BUDGET	30,000	-	30,000
272D Skid Steer	PWKS-0405	2024 CIP BUDGET	85,000	(83,225)	1,775
299D Skid Steer	PWKS-0406	2024 CIP BUDGET	111,000	(111,000)	-
Chainsaws	PWKS-0407	2024 CIP BUDGET	8,000	(2,916)	5,084
Weedwhips	PWKS-0408	2024 CIP BUDGET	6,500	(10,350)	(3,850)
1-ton Work Truck	PWKS-0409	2024 CIP BUDGET	100,000	-	100,000
Crash Attenuator Trailers	PWKS-0410	2024 CIP BUDGET	65,000	(62,900)	2,100
Additional CIP funding for Approved Equipment	PWKS-0411	2024 CIP BUDGET	30,000	(1,768)	28,232
Total 2023 CIP Budget			905,500	(644,201)	261,299
Grand Total			\$ 1,586,256	\$ (725,579)	\$ 860,677

2024 Capital Improvement Plan Budget to Actual As of June 31, 2024					
TECHNOLOGY					
Description	Project #	Source	Budget	Actual	Remaining
ARMER Testing Equipment	N/A	CARRYOVER	37,800	-	37,800
Relocate the Wyoming Emergency Paging Tower	ENTS-083	CARRYOVER	100,000	-	100,000
MCC 7500E Laptop Consoles (2)	ENTS-0088	CARRYOVER	165,000	(78,156)	86,844
Replace network cores at ECC, No parts available	ENTS-0099	CARRYOVER	20,970	(20,970)	-
Replace network switches that support end user devices at the ECC / 911 due to core replacement	ENTS-0103	CARRYOVER	60,000	(6,646)	53,354
Total Carryover from 2023			383,770	(105,772)	277,998
Replace primary UPS units #1 and #2 in Courthouse Data Center, Courthouse 2nd floor data room, and North Branch Data Center due to age and unavailability of replacement parts (added ENTS-0372 and ENTS-0395 in April 2024)	ENTS-0371	2024 CIP BUDGET	197,200	(106,669)	90,531
2024 Small Equipment Replacement	ENTS-0385	2024 CIP BUDGET	255,200	(152,050)	103,150
Cyber Security - Policies	ENTS-0390	2024 CIP BUDGET	50,000	-	50,000
2024 Small Equipment New Requests	ENTS-0391	2024 CIP BUDGET	36,900	(14,586)	22,314
Seim Tool - help us detect,prevent and resolve cybersecurity incidents along with centralizing server logs, firewall logs etc.	ENTS-0397	2024 CIP BUDGET	30,000	-	30,000
6 Cradlepoint modems for squad cars to utilize axon Fleet 3 camera systems	ENTS-0415	2024 CIP BUDGET	18,500	(17,232)	1,268
IT Equipment for Probation new hires	2024 ADD	2024 CIP BUDGET	3,221	(3,221)	-
Total 2024 CIP Budget			591,021	(293,758)	297,263
Grand Total			\$ 974,791	\$ (399,530)	\$ 575,261
HHS					
Description	Project #	Source	Budget	Actual	Remaining
Child Protection interview/visitation rooms	HHS-0195	CARRYOVER	40,000	(29,670)	10,330
HHS Interview Rooms	HHS-0196	CARRYOVER	40,000	-	40,000
Total			\$ 80,000	\$ (29,670)	\$ 50,330
EMERGENCY MANAGEMENT					
Description	Project #	Source	Budget	Actual	Remaining
EOC replacement chairs	EMGT-0386	2024 CIP BUDGET	9,295	(9,253)	42
Total			\$ 9,295	\$ (9,253)	\$ 42
UNALLOCATED					
Description		Source	Budget	Actual	Remaining
2024 Unallocated CIP Funds		CARRYOVER	60,122		
Auction Proceeds - 2009 Chevy Colorado	6/26/2024	ZONING	1,900		
IT Equipment for Probation new hires	12/20/23 Board Mtg	TO TECHNOLOGY	(3,221)		
Total			\$ 58,801	\$ -	\$ 58,801
ARMER			\$ 328,580		\$ 328,580
TOTAL ALL DEPARTMENTS			\$ 5,264,988	\$ (1,829,864)	\$ 3,540,584

ARPA Budget to Actual As of June 30, 2024						
ADMINISTRATION						
Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2023 ADD	Administration Fee/Unallocated	289,961	-	-		289,961
2023 ADD	Management Training - 2024	10,000	-	(10,000)	12/31/2024	-
2023 ADD	Legal Counsel	30,000	-	(30,000)	As Needed	-
2024 ADD	ICS - Capital Building Planning Prof Svcs	23,005	(5,298)	(17,707)	Invoice Pending	-
2024 ADD	Update Flags and Seals to MN State Flag	45,000	-	(45,000)	8/31/2024	-
2024 ADD	UKG Recruiting Software	7,500	-	(7,500)	Fall 2024	-
		\$ 405,466	\$ (5,298)	\$ (110,207)		\$ 289,961
ATTORNEY						
Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0340 ATT	County Attorney - FT Media Services Tech	108,018	(53,844)	\$ (54,174)	Under Contract	-
2023 ADD	LENS Update	40,600	-	(40,600)	9/30/2024	-
2023 ADD	AXON Justice Program	47,172	-	(47,172)	12/31/2024	-
		\$ 195,790	\$ (53,844)	\$ (141,946)		\$ -
AUDITOR-TREASURER						
Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0337 AUD	Tyler Tax/CAMA Software	\$ 250,000	\$ (153,690)	\$ (96,310)	Under Contract	\$ -
ARPA-0347 AUD	Single Use Audit 2023 - ARPA Funds	30,000	-	(30,000)	12/31/2024	-
		\$ 280,000	\$ (153,690)	\$ (126,310)		\$ -
EMERGENCY MANAGEMENT						
Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0342 EMGT	Emergency Management - COOP Update	\$ 60,000	\$ (10,550)	\$ (49,450)	12/31/2024	\$ -
ENTERPRISE SERVICES						
Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0334 ENTS	*ARPA ARMER* ARMER Infrastructure Replacement	1,966,546	(1,093,281)	(873,265)	Ongoing	-
ARPA-0392 ENTS	Wi-Fi in County Parks	60,000	-	(60,000)	Planning Stages	-
ARPA-0394 ENTS	Replace Camera Security System	100,000	(56,708)	(43,292)	8/31/2024	-
2024 ADD	*ARPA ARMER* Radios (2) - Stacy squads	12,417	(12,417)	-	6/30/2024	-
2024 ADD	*ARPA ARMER* Radios (35) - Public Works	99,649	-	(99,649)	8/31/2024	-
2024 ADD	VPN Service - Sheriff Squads	26,000	(10,000)	(16,000)	12/31/2024	-
		\$ 2,264,612	\$ (1,172,406)	\$ (1,092,206)		\$ -

ARPA Budget to Actual As of June 30, 2024						
ENVIRONMENTAL SERVICES						
Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0240 ENVS	Chisago County Mountain Bike Course	167,355	(164,802)	(2,553)	Final Invoice Pending	-
ARPA-0304 ENVS	Ki Chi Saga Park Municipal Building	211,500	(113,757)	(97,743)	Fall 2024	-
					\$135k to be spent in 2024	
					Agreements signed by 12/31/2024 for remainder	
ARPA-0305 ENVS	Water Resources Grant Match	250,000	(64,779)	(185,221)		-
ARPA-0307 ENVS	Lower St. Croix Watershed Planning	121,200	(5,063)	(116,137)	2024/2025 (with signed agreement)	-
	Land Acquisition & Appraisal - Swedish Immigrant					
2023 ADD	Trail Connection to Center City	25,513	(3,522)	(21,991)	8/1/2024	-
2023 ADD	Ki Chi Saga Septic System	21,000	(19,589)	(1,411)	8/1/2024	-
	Sunrise Prairie Regional Trail - seeding and fertilizing (not included in original bid)	61,250	(58,975)	(2,275)	Final Invoice Pending	-
2023 ADD	Planning Code Review	14,000	-	(14,000)	12/31/2024	-
2023 ADD	HHW Cold Storage	281,000	-	(281,000)	2024/2025 (with signed contract)	-
		\$ 1,152,818	\$ (430,487)	\$ (722,331)		\$ -
LID						
Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2024 ADD	Channel and Weir Project	\$ 175,000	\$ (15,220)	\$ (159,780)	FALL 2024	\$ -
MAINTENANCE						
Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2023 ADD	Concrete Repairs	54,300	(3,300)	(51,000)	9/30/2024	-
2024 ADD	Office security changes for Admin (overages)	9,240	-	(9,240)	FALL 2024	-
2024 ADD	Emergency Parking Lot Repair - Hwy Center City	8,800	-	(8,800)	Final Invoice Pending	-
		\$ 72,340	\$ (3,300)	\$ (69,040)		\$ -
PUBLIC WORKS						
Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2024 ADD	Fuel Tank Removal - Rush City Shop	\$ 6,375	\$ -	\$ (6,375)	Additional Funding Discussion	\$ -
SHERIFF'S OFFICE						
Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2023 ADD	Recruitment Program	\$ 55,000	\$ (45,500)	\$ (9,500)	12/31/2024	\$ -
2023 ADD	School Safety	40,000	-	(40,000)	Fall 2024	-
2024 ADD	Stacy Squads (2)	170,856	(109,859)	(60,997)	8/31/2024	-
2024 ADD	TZD Squad & Accessories	97,500	-	(97,500)	Pending Grant Award	-
2024 ADD	K-9 Program -2 (\$28,400) + Overtime (\$7,800)	36,200	(28,400)	(7,800)	Fall 2024	-
		\$ 399,556	\$ (183,759)	\$ (215,797)		\$ -
COMPLETED PROJECTS						
Project #	Description	Budget	Actual	Allocated		Amount Remaining
	TOTALS	\$ 10,990,356	\$ (8,006,600)	\$ (2,687,067)		\$ 289,961

Title	Notes:
Financial Worker – Part Time	Replacement – long-term ON HOLD
Case Aide/Front Desk HHS	Replacement – long-term ON HOLD
MCH Nurse 0.8 Public Health	Replacement – ON HOLD
MCH Nurse 0.8 Public Health	Replacement – ON HOLD
Contracted Workforce Analyst	NEW Grant Funded (unknown status)
MCH Nurse 1.0 Public Health	Replacement – Reposted, declined offers; ON HOLD
Community Health Services Lead (contract)	Replacement – reposted multiple times; ON HOLD
Community Health Worker	NEW under COVID-19 Vaccine Grant – posted 8/30/2023 – ON HOLD
MCH Nurse Team Lead – Public Health	Replacement – ON HOLD
MCH/Family Home Visiting Nurse – Public Health	Replacement – ON HOLD
Social Worker/Case Manager – CPS	2 Vacancies – reposted until July 1, 2024/pending
Dispatcher	2 FT Vacancies as of March/April 2024 – test/interviews in April
Patrol	1 Vacancy – 2 retirements summer 2024; reposted through July
Investigator	1 Vacancy - pending
CSO	1 Vacancy – post in summer 2024
Corrections Officer	1 Vacancy – interviews in June
Public Health Nurse FT/PT	Job Posting closed April 7, 2024; Interviewing/Pending
Parks and Grounds Maintenance Supervisor	NEW position – Interviews Completed/Pending
Building Inspector	1 vacancy – posted until July 10, 2024
AIS Specialist – Lead Watercraft Inspector	1 vacancy – interviewing the week of July 15, 2024
Family Services Aide	1 vacancy – posted until July 10, 2024
Victim Witness Secretary – County Attorney’s Office	1 vacancy – pending
Sr. Deputy Assessor	1 vacancy – pending

The ON HOLD vacancies are undergoing assessment and revisions will be made to duties/job descriptions that better suit the department, etc.

DRAFT 2024 Budget and Levy **Presentation Schedule**

July 10th, 2024

The Chisago County Board of Commissioners MUST adopt the FINAL 2024 Budget and Levy by December 25th, 2024 (MN Stat. 275.07). The preliminary levy must be adopted by September 30th, 2024. These dates are required by Minnesota Statute (MN Stat. 275.065).

Chisago County is committed to complete transparency in its budgeting and spending processes, so it is proposed via the attached DRAFT schedule that the B/F Committee hear department's budget presentations beginning in August 2024.

The DRAFT schedule timing allows for each department to edit/adjust their budgets based on B/F Committee recommendations.

July 10th = ALL DEPARTMENT BUDGETS SUBMITTED

**17th–24th = Department Meetings with AUD/TRES and
ADMIN**

AUG 14th/21st = 2 Meetings for Dept. Budget Presentations

Proposed Presentations Schedule

August 14th – Budget and Finance Meeting

- 1) Recorder
- 2) Assessor
- 3) Administration/Human Resources/Facilities-Maint.
- 4) Public Works
- 5) Health and Human Services

August 21st – Special Meeting, Budget and Finance Meeting *(before Board Meeting at 6:30 p.m.)*

- 1) Sheriff's Office
- 2) County Attorney
- 3) Auditor-Treasurer
- 4) Enterprise Services
- 5) Environmental Services
- 6) Partner Orgs. (ERCLB, Ag. Society, Extension, Historical Society, HRA-EDA, SWCD)

May – July	Meetings with Department Directors/Staff to review Draft Department Budgets	Admin. & Auditor–Treasurer - Departments
Late July – Early August	Management Team Meeting to review FY 2025 Budget	Administration/MAT
August 14 th	Budget & Finance Committee Meeting to continue Draft FY 2025 Budget Review - Department Presentations to Board, <i>if desired</i>	Budget & Finance Committee - Admin & Departments
August 21 st	Special Budget & Finance Committee Meeting to continue Draft FY 2025 Budget Review - Department Presentations to Board, <i>if desired</i>	Budget & Finance Committee - Admin & Departments
September 4 th	County Board considers Preliminary Levy, <i>if desired</i> Must be adopted by end of September (MN Stat. 275.065)	County Board
September 11 th	Budget & Finance Committee Meeting to continue Draft FY 2025 Budget Review, <i>if needed</i>	County Board
September 18 th	County Board ADOPTS Preliminary Levy, <i>if needed</i> - Must be adopted by end of September (MN Stat. 275.065)	County Board
December 4 th	Budget Information Meeting held (TNT) and adoption of final FY 2025 Budget (operating and capital) and Levy, <i>if desired</i> - Must be adopted by December 25 th , 2024 (MN Stat. 275.07)	County Board
December 18 th	Final FY 2025 Budget (operating and capital) and Levy adopted, <i>if needed</i> - Must be adopted by December 25 th , 2024 (MN Stat. 275.07)	County Board

DRAFT 2025 – 2029 Transportation Improvement Plan (TIP)

July 10th, 2024

Chisago County Public Works has finalized the 2024 T.I.P. and proposed the annual update to the 5-year TIP (2025 – 2029).

The 5-year T.I.P. our main planning tool for design and construction of our transportation system.

Attachment(s):

- **DRAFT 2025 – 2029 Transportation Improvement Plan**

					Estimated Cost & Funding Source					
	Highway No.	Termini	Length (mi)	Project	Federal	State	State Aid	Local (Levy & Sales Tax)	Total	Comments
2025	30	CSAH 17 to TH 95	4.2	Reconstruction			\$6,300,000	\$300,000	\$6,600,000	AC \$3.2M from 2026
	10	CSAH 8 North to County Line	4.2	Reconstruction				\$1,200,000	\$1,200,000	Finish Up Project
	16	CSAH 12 to CR 71	7.4	Reconditioning				\$3,500,000	\$3,500,000	
	6	Isanti Co. Line to CSAH 4	2.5	Pave				\$1,200,000	\$1,200,000	
			18.3	TOTAL	\$0	\$0	\$6,300,000	\$6,200,000	\$12,500,000	\$3.8M in LOST; \$2.4M in Levy
				PERCENTAGE OF TOTAL	0%	0%	50%	50%		
					Estimated Cost & Funding Source					
	Highway No.	Termini	Length (mi)	Project	Federal	State	State Aid	Local (Levy & Sales Tax)	Total	Comments
2026	10	I-35 to CSAH 8 North	3.7	Reconstruction		\$1,000,000	\$1,200,000	\$3,000,000	\$5,200,000	\$1M in LRIP
	19	CSAH 34 to CSAH 14	1.25	Reconstruction & RAB	\$3,600,000			\$2,900,000	\$6,500,000	\$1M HSIP
	26	TH 95 intersection realignment		Reconstruction		\$1,800,000		\$500,000	\$2,300,000	\$500k in LRIP
			4.95	TOTAL	\$3,600,000	\$2,800,000	\$1,200,000	\$6,400,000	\$14,000,000	\$3.9M in LOST; \$2.5M in Levy
				PERCENTAGE OF TOTAL	26%	20%	9%	46%		
					Estimated Cost & Funding Source					
	Highway No.	Termini	Length (mi)	Project	Federal	State	State Aid	Local (Levy & Sales Tax)	Total	Comments
2027	14	Lincoln/Hemmingway Intersection		Roundabout	\$1,000,000			\$500,000	\$1,500,000	\$1M HSIP, North Branch funding
	30	CSAH 9 to CSAH 7	6.8	Reconditioning			\$5,000,000	\$1,000,000	\$6,000,000	
	21	CSAH 26 to TH 8	2.2	Reconditioning				\$1,600,000	\$1,600,000	
	57	CSAH 9 to CSAH 30	7.1	Reconditioning				\$3,300,000	\$3,300,000	
	I-35/19	Interchange & CSAH 19	0.75	Reconstruction		\$30,000,000			\$30,000,000	Need State/Federal Funding
			16.85	TOTAL	\$1,000,000	\$30,000,000	\$5,000,000	\$6,400,000	\$42,400,000	\$4.0M in LOST; \$2.4M in Levy
				PERCENTAGE OF TOTAL	2%	71%	12%	15%		

					Estimated Cost & Funding Source					
	Highway No.	Termini	Length (mi)	Project	Federal	State	State Aid	Local (Levy & Sales Tax)	Total	Comments
2028	7	I-35 to CSAH 30	1.9	Reconstruction			\$5,000,000		\$5,000,000	
	11	CSAH 9 to TH 95	2.9	Reconditioning				\$2,100,000	\$2,100,000	
	71	CSAH 16 to CSAH 20	3.6	Mill & Overlay				\$750,000	\$750,000	
	17	Isanti Co. Line to CSAH 30	2	Mill & Overlay				\$750,000	\$750,000	
	8	CSAH 10 to CSAH 7	5.7	Reconditioning				\$2,800,000	\$2,800,000	
			16.1	TOTAL	\$0	\$0	\$5,000,000	\$6,400,000	\$11,400,000	\$4.0M in LOST; \$2.4M in Levy
				PERCENTAGE OF TOTAL	0%	0%	44%	56%		
					Estimated Cost & Funding Source					
	Highway No.	Termini	Length (mi)	Project	Federal	State	State Aid	Local (Levy & Sales Tax)	Total	Comments
2029	25	TH 8 to 295th St	1	Reconstruction			\$3,200,000	\$500,000	\$3,700,000	
	36	CSAH 22 to CSAH 30	4.5	Reconditioning			\$1,900,000	\$1,400,000	\$3,300,000	
	67	TH 95 to CSAH 9	3.7	Mill & Overlay				\$750,000	\$750,000	
	20	314th St. to CSAH 9	2.7	Mill & Overlay				\$950,000	\$950,000	
	7	Isanti Co. Line to I-35	8.1	Mill & Overlay				\$2,900,000	\$2,900,000	
			20	TOTAL	\$0	\$0	\$5,100,000	\$6,500,000	\$11,600,000	\$4.0M in LOST; \$2.4M in Levy
				PERCENTAGE OF TOTAL	0%	0%	44%	56%		
	2024 - 2028 Program Totals									
					Federal	State	State Aid	Local (Levy & Sales Tax)	Total	
		TOTAL MILEAGE	#REF!	TOTAL	\$ 4,600,000	\$ 32,800,000	\$ 22,600,000	\$ 31,900,000	\$ 91,900,000	
				PERCENTAGE OF TOTAL	5.0%	35.7%	24.6%	34.7%	100.0%	

Capital Building Planning Professional Services Contract– Public Works/CCSO

July 10th, 2024

At the April 17th Board of Commissioners meeting, the Board approved a Professional Services Contract with ICS LLC to perform a Capital Building Planning Study of the Center City Chisago County Government Center.

Due to the Chisago County Sheriff's Office (Center City and Harris) and the Chisago County Public Works Facilities (Center City and Harris) ages, an assessment will assist in creating a plan for the future of the facilities and their locations.

If the County was to use ICS, ICS would facilitate listening sessions with stakeholders to determine a collective vision for the County's operational facility needs (8 total listening sessions).

ICS will recommend projects to address deficiencies in the Facilities that should be incorporated into the County CIP.

Utilizing the information and report on the facility, ICS will assist the County to formulate a long-range facility plan for the Government Center.

6

Enterprise Services Approved Projects

July 10th, 2024

All the following requests have all been included in the approved ARPA, 2024 CIP or 2024 061-6342ARMER budgets.

- 1) Replacement of the 25- to 30-year-old Liebert HVAC units for the Chisago County Courthouse Datacenter. The 2024 CIP project number for this is MNT-0187 \$200,000.00 the actual cost is \$238,694.67. After talking to the County Auditor's office, it is recommend the \$38,694.67 be allocated out of the unallocated ARPA funds.
- 2) Due to many new requirements from the FBI and MN BCA around cyber security and mandated monitoring and reporting there is an approved 2024 CIP project ENTS-0397 of \$30,000.00 the actual project is going to cost with Elastic will be \$59,753.00. After talking to the County Auditor's office, it is recommend the overage of \$29,153.00 be funded out of the ARPA unallocated funds.
- 3) Due to the required upgrades for ARMER, Data path redundancy and the Board approved project for Wi-Fi

Internet for the parks and connectivity for Parks staff in Checkerboard and Ki-Si-Saga parks ENTS-0391 (\$5,000.00) and ARPA-0392-ENTS (\$60,000.00) We have renegotiated the MIDCO contract to do these projects. The contract will be for 60 months @ \$28,883 / month. The total increase for year one will be \$24,250.00. The total increased cost for each year after will be \$58,200.00. Midco is providing the one-time build costs for this project at a cost of \$338,437.58 to Chisago County at no cost. The funding for 2024 is as follows: Parks ENTS-0391 and ARPA-0392-ENTS (total of \$65,000.00) the total cost for this service for 2024 will be \$7,500. There will also be equipment costs for the Wi-Fi and staff devices estimated to be 16,516.00 + \$2,000.00 for possible electrical work for a total cost for year 1 of \$26,016.00. (NOTE: Parks may be bringing a request forward for an additional workstation in a second building at Checkerboard and Security cameras at Ki-Chi-Saga.) The remaining costs of \$16,750 is funded in the existing 061-6342 budget.

- 4) Replacement for two base radios for fire and weather siren alerting for equipment that is end of life and no longer supported. This is budgeted in the 061-6342 budget, total cost of \$18,874.00.
- 5) Added encryption key-loader for all ARMER radios this is budgeted in the 061-6342 budget, total cost of \$8,573.71

- 6) ARMER test equipment budgeted under 2023 CIP (carry over to 2024) of \$37,800. The actual cost is now 45,864.00. After talking to the County Auditor's office, it is recommend the \$8,064.00 be allocated out of the unallocated ARPA funds.

These projects will provide the requested services to the public and staff of the Parks, meet the present requirements for Cyber auditing and reporting as required by the FBI for the CJIS networks, provide current and updated HVAC units for the cooling of the critical data center in the Courthouse, and provided needed enhancements and replacement equipment for the Chisago County ARMER system.

All of these projects are in existing approved projects with the exception of the cost overages of \$75,911.67 which is being requested to be funded by ARPA unallocated funds.

Attachment(s):

- CDW Quote
- Cyberforce – SIEM Services
- 'MIDCO at work for Chisago County'
- ANCOM Quote – Radios
- Motorola Solution Quote
- VIAVI Solutions



STATEMENT OF WORK

Project Name:	Liebert Installation	Seller Representative: Adam Flynn +1 (847) 968-9303 adamfly@cdwg.com
Customer Name:	Chisago County (MN)	
CDW Affiliate:	CDW Government LLC	
Subcontractor:	Liquid PC Inc	Solution Architect: Scott Escobar Ryan Bleser
Date:	May 14, 2024	
Drafted By		

This statement of work (“**Statement of Work**” or “**SOW**”) is made and entered into on the last date that this SOW is fully executed as set forth below (“**SOW Effective Date**”) by and between the undersigned, CDW Government LLC (“**Provider**,” and “**Seller**,”) and Chisago County (MN) (“**Customer**,” and “**Client**,”).

This SOW shall be governed by Seller's "**SOW Services**," accessed via the "**Terms & Conditions**" link at <http://www.cdwg.com> (the "Agreement"). If there is a conflict between this SOW and the Agreement, then the Agreement will control, except as expressly amended in this SOW by specific reference to the Agreement. References in the Agreement to a SOW or a Work Order apply to this SOW.

PROJECT DESCRIPTION

PROJECT SCOPE

Professional installation services of two Liebert PDX air cooled system and Liebert microchannel condensers.

ITEM #1	Installation	
Qty	Description	Unit
1	Provide temporary cooling during installation	
1	Remove existing units	
1	Recover existing refrigerant	

1	Disconnect electrical feeders	
1	Install (2) Liebert PX029HA1C809EA indoor units and (2) Liebert MCM040E1YD0XFJ outdoor units	
1	Provide refrigerant charge per manufacturer specs	
1	Remove existing concrete pad, and haul off debris	
1	Install new concrete pad in previous location	
1	Provide electrical reconnect	
1	Provide Start-up assistance	
1	Provide controls interface to building automation system	
NOTES		
• Hoisting and rigging of new condensing units included • Necessary permits included • Insulation of refrigerant piping not included		

QUALIFICATIONS & ASSUMPTIONS

- Installation of equipment is to be performed during normal business hours (Monday – Friday, 7:00 am-5:00 pm) according to a mutually-agreed upon schedule.
- This proposal does not include union labor wages. If union labor scale is required for this project additional labor charges will apply.
- Appropriate site access to complete the installation will be provided by the customer.
- All work will be installed according to state and local codes, and manufacturer’s specifications.
- All work will be performed in a workmanlike manner.

OUT OF SCOPE

Tasks outside this SOW include, but are not limited to:

1. Engineered stamped drawings
2. Architectural or engineering design or consulting fees
3. Construction bonds
4. Improvement to the building grounding system
5. Trenching, boring or concrete/asphalt cutting or patching
6. Demolition or construction of walls, doors, ceilings, windows, etc.
7. Cutting, patching or painting
8. Core drilling or cutting of any structural building element
9. Structural x-ray or scanning
10. Handling, abatement or disposal of hazardous materials
11. Correction or upgrade of existing building systems to meet state or city codes
12. Relocation of existing equipment or furnishings
13. Utility company fees
14. Disabling of building fire alarm or fire suppression systems or associated fees
15. Additional cost incurred by KNA due to any government COVID-19 restrictions and/or requirements

Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

GENERAL RESPONSIBILITIES AND ASSUMPTIONS

- Customer is responsible for providing all access that is reasonably necessary to assist and accommodate Seller's performance of the Services.
- Customer will provide in advance and in writing, and Seller will follow, all applicable Customer's facility's safety and security rules and procedures.
- Customer is responsible for security at all Customer-Designated Locations; Seller is not responsible for lost or stolen equipment, other than solely as a result of Seller's gross negligence and willful misconduct.
- This SOW can be terminated by either party without cause upon at least fourteen (14) days' advance written notice.

PROJECT MANAGEMENT

Seller will assign a project management resource to perform the following activities during the project:

1. **Kickoff Meeting**
 - Coordinate and facilitate kickoff meeting
 - Review SOW including project objectives, schedule, and logistics
 - Identify and confirm project participants
 - Discuss project prerequisites
 - Create and distribute escalation and contact lists
2. **Project Schedule or Plan**
 - Create a project plan that details the schedule and resources assigned to the project. The schedule should align with the estimated project duration as established in the Project Scheduling section.
 - Monitor project scope and expectations
 - Identify and manage project risks
 - Monitor the status and progress of the project and the quality of items provided
 - Communicate at regular intervals as agreed upon
 - Ensure project timelines, dependencies, budgets, and closure are met within the project lifecycle
3. **Status Meetings and Reports**
 - Status meetings will be conducted on a regular cadence schedule to proactively identify any issues that may arise in order to mitigate risk
 - Scheduling will be based on agreement with stakeholders, the estimated project duration, and budget available
 - Seller and Customer will discuss action items, tasks completed, tasks outstanding, risks, issues, key decisions, and conduct a budget review
 - The project management resource will document and distribute meeting notes and/or action items for all meetings, and will act as the main POC to Customer, if requested
4. **Change Management**
 - When a change to a project occurs, the Seller's project change control process will be utilized

-
- The project management resource will facilitate any necessary change order(s) and administrative task(s) as necessary

5. **Project Closure**

- Once verbal scope completion is confirmed, a written Project Closure Acceptance will be provided for client to formally acknowledge
- If desired, the project team will meet to recap, answer any questions, and address project transition activities and next steps

CONTACT PERSONS

Each Party will appoint a person to act as that Party's point of contact ("**Contact Person**") as the time for performance nears and will communicate that person's name and information to the other Party's Contact Person.

Customer Contact Person is authorized to approve materials and Services provided by Seller, and Seller may rely on the decisions and approvals made by the Customer Contact Person (except that Seller understands that Customer may require a different person to sign any Change Orders amending this SOW). The Customer Contact Person will manage all communications with Seller, and when Services are performed at a Customer-Designated Location, the Customer Contact Person will be present or available. The Parties' Contact Persons shall be authorized to approve changes in personnel and associated rates for Services under this SOW.

CHANGE MANAGEMENT

This SOW may be modified or amended only in a writing signed by both Customer and Seller, generally in the form provided by Seller ("**Change Order**"). Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

In the event of a conflict between the terms and conditions set forth in a fully executed Change Order and those set forth in this SOW or a prior fully executed Change Order, the terms and conditions of the most recent fully executed Change Order shall prevail.

PROJECT SCHEDULING

Customer and Seller, who will jointly manage this project, will together develop timelines for an anticipated schedule ("**Anticipated Schedule**") based on Seller's project management methodology. Any dates, deadlines, timelines or schedules contained in the Anticipated Schedule, in this SOW or otherwise, are estimates only, and the Parties will not rely on them for purposes other than initial planning.

The following scheduling scenarios that trigger delays and durations to extend beyond what's been planned may require a Change Order:

- Site preparation, such as power, cabling, physical access, system access, hardware/software issues, etc. must be completed in a timely manner.
- Project tasks delegated to Customer PMs/Engineers/Techs/Management/Resources must be completed in a timely manner. For example, in the event a project's prioritization is demoted, and Customer resources are reallocated causing the project's schedule to extend on account of experiencing interruptions to its momentum requiring complete stop(s) and start(s).
- External projects/dependencies that may have significant impact on the timeline, schedule and deliverables. It is Seller's assumption that every reasonable attempt will be made to mitigate such situations.

TOTAL FEES

The total fees due and payable under this SOW ("**Total Fees**") include both fees for Seller's performance of work ("**Services Fees**") and any other related costs and fees specified in the Expenses section ("**Expenses**").

Seller will invoice for Total Fees. Customer will pay invoices containing amounts authorized by this SOW in accordance with the terms of the Agreement. Unless otherwise specified, taxes will be invoiced but are not included in any numbers or calculations provided herein. The pricing included in this SOW expires and will be of no force or effect unless it is signed by Customer and Seller within thirty (30) days from the Date listed on the SOW, except as otherwise agreed by Seller. Any objections to an invoice must be communicated to the Seller Contact Person within fifteen (15) days after receipt of the invoice.

This SOW may include multiple types of Services Fees; please reference below Services Fees section(s) for further details.

SERVICES FEES

Services Fees hereunder are FIXED FEES, meaning that the amount invoiced for the Services will be \$238,694.67.

The invoiced amount of Services Fees will equal the amount of fees applicable to each completed project milestone (see Table below).

Milestone	Percentage	Fee
Signed SOW	50%	\$119,347.33
Completion of Work	50%	\$119,347.34
Totals	100 %	\$238,694.67

EXPENSES

Neither travel time nor direct expenses will be billed for this project.

Travel time will not be billed for this project.

CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the following locations (“**Customer-Designated Locations**”)

Location	Address
Main	313 N Main St., Center City, MN 55012

STATEMENT OF WORK

SIEM Services

May 16, 2024

47911 Halyard Drive, Suite #110
Plymouth, MI 48170
www.cyberforceeq.com
Office 248.837.1400 | Fax 248.837.1401

Prepared For



John Kelley
jkelly@cyberforceeq.com
Phone: 586.907.9751

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WHO WE ARE

CyberForce|Q has provided information security services for over 28 years. We architect and implement quantifiable cybersecurity programs for organizations of all sizes – with proven results. CyberForce|Q provides a wide range of services to a diverse group of organizations including government entities, public and private organizations, healthcare entities, manufacturing enterprises, and educational organizations

Every organization is unique, which is why we meet you where you are in your cybersecurity journey, and tailor our solutions to your needs.



CyberForce|Q's key differentiators as a cybersecurity company are that we offer the unique characteristics of our Collective, Customizable, Quantifiable and Tactical operations. These differentiators are the factors which distinguish our services and brand from others.

SIEM MANAGEMENT

CyberForceIQ cybersecurity engineers provide end-to-end managed services for Elastic SIEM technology, covering its design, implementation, and ongoing maintenance. Committed to strengthening cybersecurity measures, our seasoned experts diligently secure the client's digital infrastructure, proactively defending against evolving threats and ensuring the continual effectiveness of the deployed SIEM solution.

Client name SIEM will be managed by the Security Operations Center with a 24x7x365 response service level agreement. Requests will be responded to within 30 minutes of being placed with our technology team. Client name agrees to submit service requests via:

- Email to netminder@cyberforceiq.com
- Phone via 248-837-1420

CJIS SIEM DEPLOYMENT OVERVIEW

CyberForceIQ offers tailored solutions for organizations seeking to architect and deploy Security Information and Event Management (SIEM) technology to achieve compliance with the Criminal Justice Information Services (CJIS) requirements. With expertise in both cybersecurity and regulatory compliance, we provide comprehensive SIEM solutions designed to help organizations to meet and demonstrate compliance for:

- FBI CJIS Security Policy (CJISSECPOL) Policy Area 4: Accounting and Accountability
- The Bureau of Criminal Apprehension's (BCA) Minnesota Justice Information Services (MNJIS) minimum level of information technology (IT) security requirements 2.1.1 & 2.1.3

SIEM DEPLOYMENT & MANAGEMENT

CyberForce|Q cybersecurity engineers provide end-to-end managed services for Elastic SIEM technology, covering its design, implementation, and ongoing maintenance to meet the standard requirements for CJIS Compliance based on BCA standards.

SIEM Location:	Elastic SIEM hosted by Chisago County Hosted by Chisago County - Enterprise License - VMs as stated below
Licensing:	Enterprise License
Log Sources & Retention	CyberForce Q will work with Chisago County to identify required SIEM log sources and build use cases. CyberForce Q will facilitate: - Unlimited log onboarding - Custom log retention configuration - Log dashboards & visualizations
24x7 Support and Monitoring	- SIEM Deployment and log onboarding 24x7 SIEM support through tickets or phone. - Minor upgrades & hotfixes - SIEM Health Monitoring: Up/down, CPU, memory, disk - Custom log retention configuration - Dashboards & visualizations
CFQ Lead Training	CyberForce Q will provide Elastic training to enable the Chisago County team to leverage the SIEM technology throughout the organization.

HARDWARE REQUIREMENTS

Hostname	Device Function	Hardware	New Hardware?	Operating System	Minimum CPU	Minimum RAM	Minimum Storage	Required Ports
Provided by Client	Elastic Node	VM	NO	Rocky	16 Cores	32 GB RAM	1 TB & 100GB	22, 9200, 9300
Provided by Client	Elastic Node	VM	NO	Rocky	16 Cores	32 GB RAM	1 TB & 100GB	22, 9200, 9300
Provided by Client	Elastic Node & Kibana	VM	NO	Rocky	16 Cores	8 GB RAM	200 GB	22, 5601, 9200, 9300

CJIS COMPLIANT EVENT LOGGING & DASHBOARDS

CyberForceIQ will implement the event logging and dashboards for organizations to easily demonstrate compliance with (CJISSECPOL) Policy Area 4: Accounting and Accountability requirements and Minnesota BCA requirements 2.1.1 & 2.1.3.

Implementation Plan

1. Inventory and onboard information systems that connect to, utilize, or synthesize data from the FBI database.
2. Validate the required information systems event logs are configured and parsed to capture the required data defined in CJISSECPOL 5.4.1.1.1 Content:
 - a. Date and time of the event.
 - b. The component of the information system (e.g., software component, hardware component) where the event occurred.
 - c. Type of event.
 - d. User/subject identity.
 - e. Outcome (success or failure) of the event.
3. Configure custom log retention policies to ensure in scope logs are retained to the requirement of one year (BCA 2.1.3 Logging requirement).
4. Build the following dashboards to capture the Events as defined in CJISSECPOL 5.4.1.1 Events:
 - Successful Log-on Attempts
 - Failed log-on attempts
 - Successful Actions by Privileged Accounts
 - Create Permission User
 - User Created
 - File Permission Accessed
 - User Permission Accessed
 - Permissions Changed File/Registry
 - Create Permission User
 - Permissions User Right Assigned
 - Permissions Created Directory
 - Permissions Deleted Directory Service Object
 - Permissions User Account Changed
 - Successful Password Account Change
 - Permissions Deleted Directory Service Object- 2
 - Permission Deleted User Right
 - Permissions Deleted User Account
 - Failed Actions by Privileged Accounts
 - Failed Password Account Changes

Dashboard Features

- Upon implementation, dashboard charts will be adjusted for the data fields available within the onboarded logs.
- Dashboards are tagged by compliance requirements for easy searching.
- All dashboards can be exported to CSV or PDF. Dashboards links can also be shared directly with team members or auditors.

Sample Dashboard

Permissions Changed File/Registry 75,338 documents

Columns 1 field sorted

	@timestamp	agent.name	event.action	winlog.keywo...	user.name	event.type	event.outcome
☒	Jan 8, 2024 @ 13:34:50.120	[REDACTED]	permissions-changed	Audit Success	[REDACTED]	[admin change]	success
☒	Jan 8, 2024 @ 13:34:34.360	[REDACTED]	permissions-changed	Audit Success	[REDACTED]	[admin change]	success
☒	Jan 8, 2024 @ 13:34:20.126	[REDACTED]	permissions-changed	Audit Success	[REDACTED]	[admin change]	success
☒	Jan 8, 2024 @ 13:33:50.124	[REDACTED]	permissions-changed	Audit Success	[REDACTED]	[admin change]	success

Rows per page: 100

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CLIENT OBLIGATIONS – ROLES & ACCOUNTABILITY

This engagement will require client commitment to the SIEM management model as well as dynamic interaction between CyberForceIQ and the client team. Specific roles and accountabilities are defined during the onboarding process. The high-level accountabilities are defined as follows:

CyberForceIQ	Client	Collaborative
Onboard devices/deploy the SIEM, if needed	CFQ resource access provisioning	Technology architecture and policy design
Create and review SIEM policies	Complete assigned action items to support SIEM deployment	Tuning activities
Provide 24x7x365 support	Timely communication in support tickets	Process and procedure development
Review and consult on SIEM version changes and patching	Communication and feedback to ensure effective services	Troubleshoot technology issues
CJIS Dashboard Deployment	SIEM Hosted by Client Centralized Log Management	

MINNESOTA CJIS USER GROUP

As part of the CJIS SIEM Service offering, CyberForceIQ will host quarterly user groups meetings for Minnesota participants, focusing on CJIS compliance and cybersecurity collaboration. Participants engage in structured discussions to address CJIS mandates, implementation strategies, compliance verification methods, and proven strategies for demonstrating adherence, fostering continuous improvement and accountability.

PERFORMANCE/SUPPORT STANDARDS AND CURE PROCESS

Performance Warranties: CyberForceIQ represents and warrants to the Client that the services provided in this Statement of Work will meet the Performance Standards outlined below. This warranty shall remain in effect for as long as the Operating Environment is not exceeded, and for as long as the Client continues to receive CyberForceIQ services. CyberForceIQ shall correct any failure to operate in accordance with the performance warranty as detailed below.

Performance Standards: The following Performance Standards apply as of the commencement of operational readiness.

Performance Standard Description	Performance Standard	Measurement Technique	Measurement and Reporting Period	Cure Process
Monthly Scheduled Downtime	Scheduled downtime shall not exceed four (4) hours during off hours and must be scheduled one week in advance of the outage.	Ping and HTTPS access monitoring	Monthly	Subsequent reporting period is within target
SLA response outliers	Response to escalated cases shall not exceed 30 minutes for over 5% of the aggregate of events	Percentage of events where response exceeds 30 minutes as reported from CyberForceIQ Incident Management platform	Monthly	Subsequent reporting period is within target

Failure to Perform The parties agree that the following shall constitute a “**Failure to Perform**” (a) CyberForceIQ’s failure to meet the Performance Standards listed above; (b) CyberForceIQ’s failure to achieve Acceptance Criteria outlined in the Statement of Work and/or; (c) the Client’s failure to pay any sums due to CyberForceIQ when due.

Period to Cure The parties agree that following written notification of a Failure to Perform, the failing party shall have thirty (30) days from receipt of written notification to cure the failure. If a party fails to cure the Failure to Perform within thirty (30) days of written notification that party will be considered a “**Sustained Failure to Perform**”.

Rights and Remedies of the Client upon Sustained Failure to Perform by CyberforceIQ. Upon the occurrence of a Sustained Failure to Perform by CyberforceIQ, the Client shall be entitled to: (a) declare this Statement of Work terminated in whole or in severable part; (b) discontinue any services in this Statement of Work and receive a refund of any pre-paid but unearned services fees.

COST AND TERMS

This Statement of Work provides a price commitment with no option for Chisago County to terminate for convenience. The term of engagement is a one-year agreement. The total cost of this agreement for Chisago County as proposed is \$59,753.00 MNCCC agrees to remit payment to CyberForceIQ as detailed below:

Deliverable	Cost
SIEM Enterprise License Hosted by client	\$31,253.00 Annual
SIEM Services - Management - Deployment	\$2,500.00 One-Time \$26,000.00 Annual
Total Cost	\$59,753.00 Year One

ACKNOWLEDGEMENTS

- Services to meet Minnesota BCA requirements 2.1 .2 " All computer systems (e.g., servers, desktops, laptops, smartphones), network equipment, and cloud environments where CJI is accessed, transmitted, processed, or stored must be logged and reviewed weekly for anomalies." Is not included in this statement of work. CyberForceIQ can provide this capability through the GovSOC service capability under a separate SOW.
- SIEM management support requests are subject to a 30 Minute response time Service Level Agreement. This SLA is in effect 24x7x365.
- The cloud SIEM provided in this engagement is a service of Elastic.Co and is subject to licensing, terms & conditions, and underlying cloud infrastructure provided by the AWS GovCloud services.
- CyberForceIQ shall deliver to Client written progress reports on a weekly basis or at other intervals as specified by Client's Executive Director and/or project manager, which shall contain a description of the current project status, specific reporting on applicable milestones or other deadlines, and the work to be completed in the next week. CyberForceIQ shall also meet with the Client project leader and other representatives if requested by Client, to discuss and report on the progress on the Services and the status of the project.
- If there is any possibility of the work being delayed, CyberForceIQ must immediately notify Client in writing of this possibility and will in doing so explain the reasons for and the consequences of the potential delay, together with proposed action(s) that could be taken to avoid or minimize this and other future potential delays.
- Within seven business days of receiving the notification referred to in the preceding paragraph, Client will notify the CyberForceIQ whether it agrees with the proposed action and the consequences described by the CyberForceIQ. Such an expression of agreement does not imply any acceptance by Client of the cause of the potential delay and does not waive or otherwise affect any other rights vested in Client under the Contract, or other rights or available remedies.
- The client will be required to maintain network infrastructure capable of supporting all services within this engagement's scope.

- The solution described in this document is based on CyberForce|Q's current understanding of the client's environment, business, and technical requirements. Any changes could affect the project cost and/or schedule. Any timelines or dates in this document are best estimates only.
- Mutually agreeable purchasing documents must be issued to CyberForce|Q before work on this engagement may begin.
- CyberForce|Q will invoice the client for the services upon execution of this Statement of Work.
- A signed Master Service Agreement by MnCCC.

ACCEPTED ON BEHALF OF MnCCC	ACCEPTED ON BEHALF OF CHISAGO COUNTY
By: _____ Signature	By: _____ Signature
_____ Print name of authorized signatory	_____ Print name of authorized signatory
_____ Title	_____ Title
_____ Date	_____ Date

ACCEPTED ON BEHALF OF CYBERFORCE Q LLC
By: _____ Signature
_____ Print name of authorized signatory
_____ Title
_____ Date

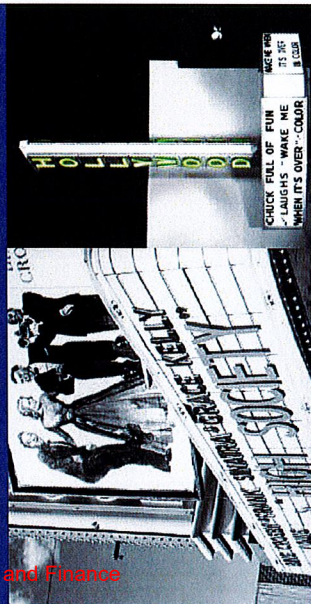
MIDCO
BUSINESS

Midco at work for Chisago County

Chisago County, MN
June 2024

Midco.com/Enterprise

OUR HISTORY



Who we are and where we are going.

Every day Midco® looks to the future of the business world, keeping our eyes on the ever-evolving path of innovation. But we're not idly watching, spectators to change. We're leading the industry, positioning ourselves – and our business customers – at the forefront of technology.

This is where we started.

Our company's roots run deep. The Welworth Theater Company started in 1931. Even then, the founders of this local movie theater wanted to bring the best to their customers. Then, it was about having the best popcorn so customers felt the ticket was well worth the price. Now, it's about prioritizing the goals of our business customers.

A new venture.

One of the first major turning points for our company came in 1952 when we acquired a local radio station in Sioux Falls, South Dakota, and changed our name to Midcontinent Media. The owners also purchased a TV license and went on air in 1953 with the state's first television station, KELO-TV. Before TV sets were widespread in the state, this visionary group had a local broadcast up and running.



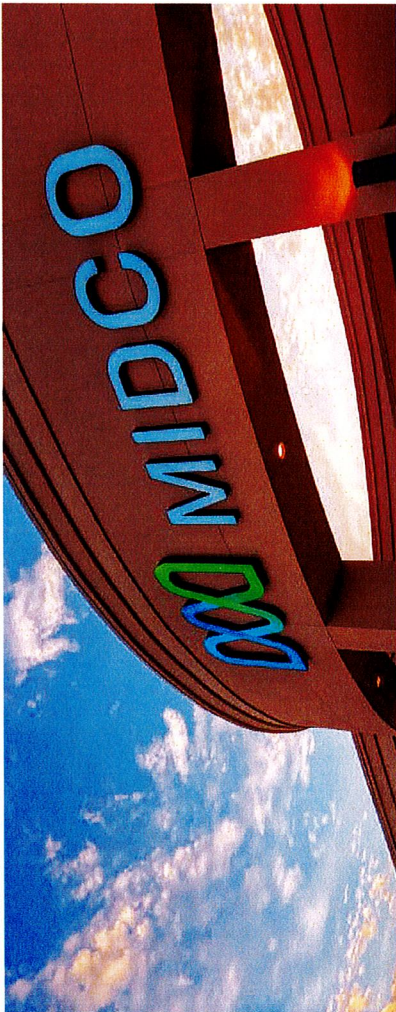
From a TV antenna to a high-capacity network.

The invention of fiber-optic cable enabled us to deliver cable in a new and innovative way. Pursuing this new technology meant we created an extremely robust and widespread network that has gone on to be the backbone of this company, powering the connections of the businesses we serve.

Seeing the future.

The company's decision to pursue the innovative path continued into the '90s. We followed in the footsteps of our founders by moving away from the known safety of movies and broadcasting to invest fully in the new fiber technology and our growing fiber network.

It's this assertive inquisitiveness that has been passed down through every generation of our organization, bringing us here. We are a technology leader, powering businesses with innovative and advanced solutions.



OUR ORGANIZATION

This is who we are.

Our 1,900 team members across five states are
dedicated to going above and beyond for our
customers and for each other.

- Kansas
- Minnesota
- North Dakota
- South Dakota
- Wisconsin



We work to be a force
for good in the 400
communities we serve,
volunteering our time
and donating more than
\$5 million dollars to local
organizations in the past
30 years through the
Midco Foundation.

1,900
Team Members

22,000
Fiber Miles

5
States

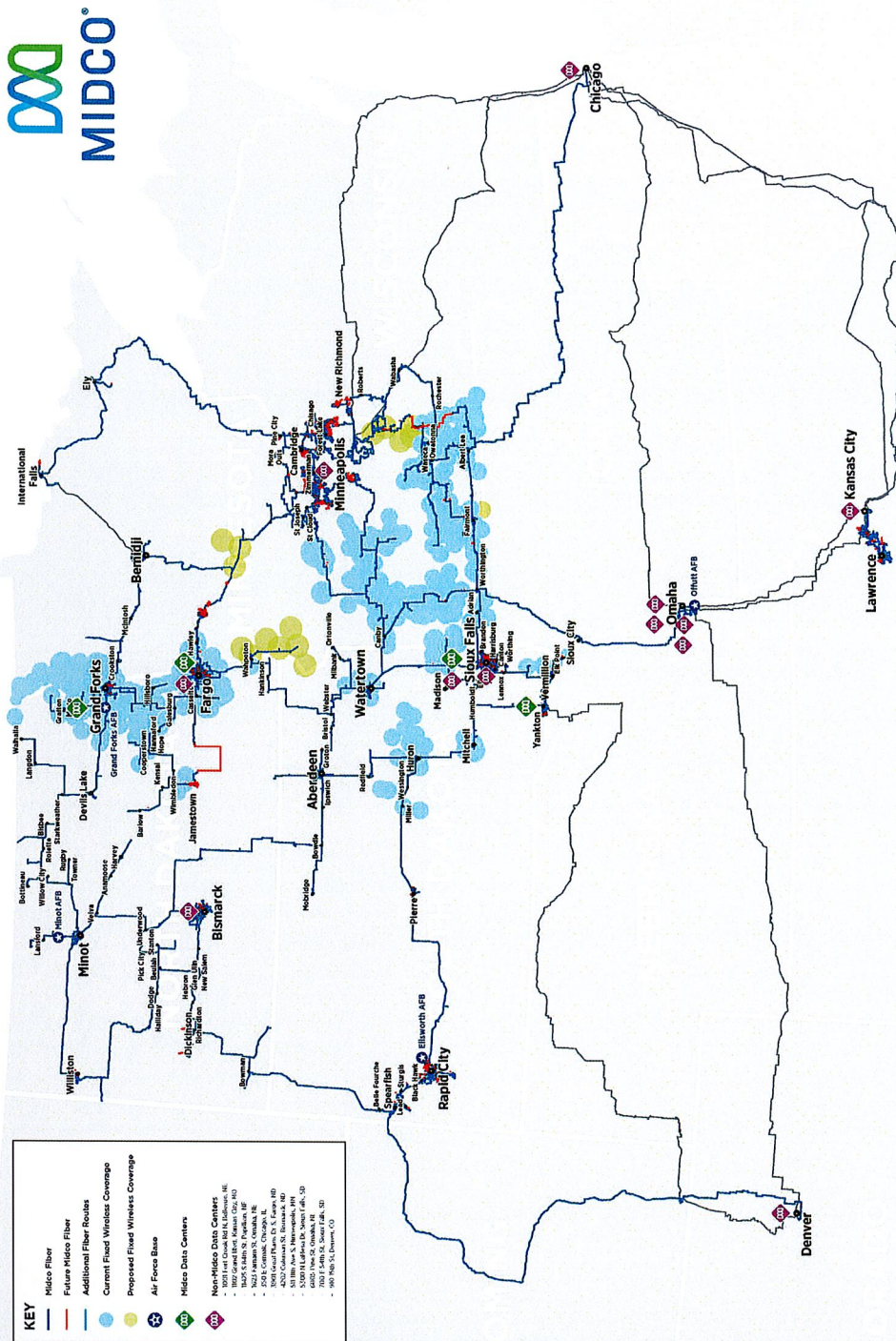
400
Communities

24/7
Support

490,000
Customers



Midco Network



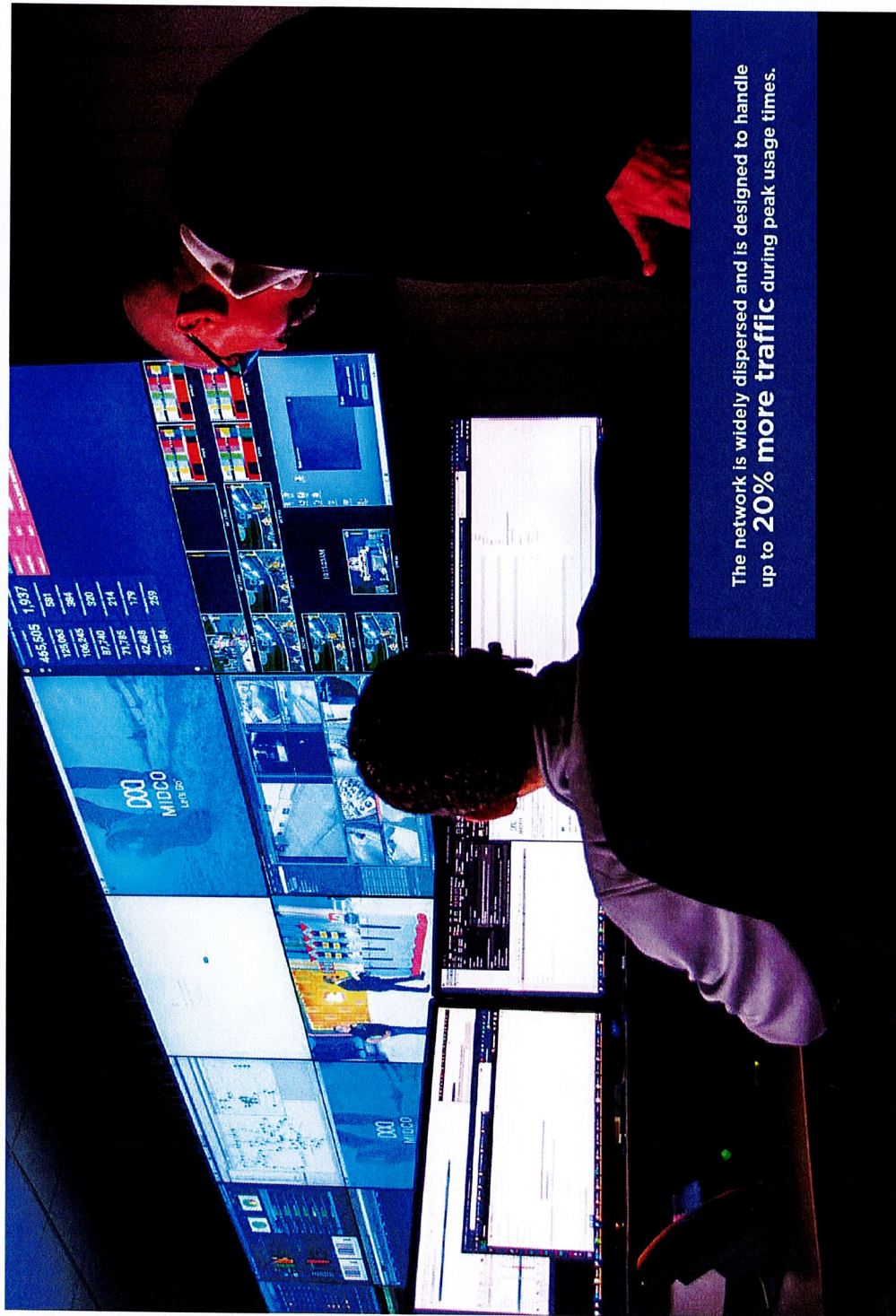
OUR NETWORK

Connection is top of mind 24/7.

Our on-premises Network Operations Center is monitoring every mile of our network – every minute of the day – to ensure your connection is performing at its optimum level. Our team closely monitors online traffic patterns and continually refines Midco's network capacity. The network is widely dispersed and is designed to handle up to 20% more traffic during peak usage times – meaning it's always ready to handle emails, data transfers and video conference calls, whether you're at your business or working from home.

We also use automated integrations to monitor both our customer care system and our network services. This allows us to cross-reference between what we're seeing and what our business customers are chatting about. These systems help us determine the quality of our connection.

To cover all angles of your network, our team proactively prevents issues. We complete routinely scheduled maintenance checks and closely monitor online traffic patterns to ensure quality performance. We continually refine our network capacity by proactively scheduling node splits to manage peak utilization.



The network is widely dispersed and is designed to handle up to **20% more traffic** during peak usage times.

Customized Services

Internet

Get robust business internet solutions to drive productivity and efficiency.

- Multiple transport options
- Scalable bandwidth up to 100 Gbps
- Unlimited data
- Advanced DDoS protection

Private Network

Whatever combination of locations and connections you have, receive a custom design that fits your needs.

- Safely transfer large data sets across multiple locations
- Redundant, core network provides maximum productivity and performance
- Different layers of data transport
- Supports bandwidth-intensive applications
- Symmetrical upstream and downstream service up to 100 Gbps
- Agreements with preferred off-net providers
- Multiple interconnect points

Dark Fiber

Get a network that's right for you with total control and security.

- Midco engineers, installs, and maintains the fiber infrastructure
- You light the network with the bandwidth you need

Voice

Stay connected with employees and customers with unique phone solutions

- Digital Line
- Session Initiation Protocol (SIP)
- PRI T1
- VoIP Phone and VoIP Pro
- Auto-Attendant
- Softphone
- Numerous Features

Video

Whether it's for a lobby or breakroom, turn on a better entertainment option.

- MidcoTV for Business
 - Full channel lineup of 300+ channels over IP
 - Add-Ons: Music Choice, Sports & Variety Pro Pack, Golf, Bally Sports, and Big Ten
 - Community Cable TV
 - Discounted rates for multi-private room properties
 - Up to 90 HD channels and up to 190 standard TV and music channels



Data Center

Don't wait until something happens. Having an off-site server protects you from major issues, whether you experience a natural disaster or a ransomware attack. Protect your data at one of our four secure locations.

- Weather hardened, clean, secure environment to protect all your critical IT infrastructure
- Redundant power, cooling, fire protection and backup generators
- Experienced IT personnel to address any environmental threat to your IT assets plus provide smart hands for your equipment
- Grow your IT infrastructure from a few servers to hundreds in secure cabinets and private suites
- Tier II and Tier III certifications per Uptime Institute
- SOC 2 Type II compliant
- Carrier neutral for your custom connectivity needs

Data Center Locations

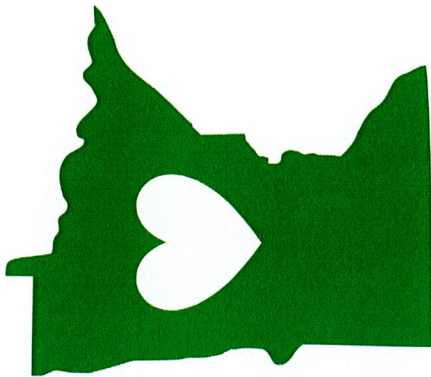


GRAND FORKS, ND
FARGO, ND

SIOUX FALLS, SD
YANKTON, SD

Chisago County Partnership

Project Name	Number of Passings	County Contribution	Midco Contribution
Chisago Lake Township (Green Lake) - ARPA	88	\$171,000	\$221,000
North Central (Border-to-Border Application)	237	\$149,000	\$647,700
Wyoming (Compass Lake Blvd) - ARPA	57	\$60,300	\$99,000
Lent Township, Chisago Lake Township, and North Branch - ARPA	92	\$200,000	\$278,900
TOTALS	474	\$580,300	\$1,246,600



Over the past two years, a robust partnership has been forged between Chisago County Administrator Chase Burnham and Midco's Senior Director of Government Relations, Andrew Curley. This collaboration has been instrumental in the successful completion of the projects listed above, bringing enhanced internet services to the county.



ANDREW CURLEY
Senior Director of Government Relations

Leadership



Pat McAdaragh

Role: Chair & CEO

Responsibility: Oversees Midco as a whole and its commitment to connect more than 400 communities with a fiber-optic network spanning 22,000 miles.

Experience: 35 years in the ever-evolving communications industry

Alma Mater: Augustana University



Kent Johnson

Role: Chief Financial Officer

Responsibility: Leads the treasury and risk, strategic planning, finance and tax functions at Midco.

Experience: 14 years at Midco, with prior experience in controller roles

Alma Mater: Waldorf College and Minnesota State University



Ben Dold

Role: Chief Operating Officer

Responsibility: Leads the Midco operations functions, focusing on providing a great customer experience and helping the organization achieve its mission.

Experience: 13 years at Midco

Alma Mater: St. Cloud State University, St. John's University



Erin Ostler

Role: Senior Vice President of Sales

Responsibility: Leads business, residential and customer experience center sales efforts – focusing on finding the right technology solutions for every customer.

Experience: 25 years in the sales and telecommunications industry, worked with national wireless providers and founded two successful tech firms

Alma Mater: Lawrence University in Wisconsin



Pao Lo

Role: Vice President of Network Engineering

Responsibility: Focuses expertise on network technology, reliability, advancement and performance while leading the Network Engineering team.

Experience: 20+ years working in advanced cable and optical technologies

Alma Mater: Bachelor's degree in electrical engineering, an MBA and an educational doctorate in organizational leadership

Our Team



Heather McNeive

Role: Vice President of Business Sales

Responsibility: Leads business sales efforts inclusive of designing and executing customer acquisition strategies for SMB, enterprise, wholesale, and data center.

Experience: 25 years in the telecommunication industry focused primarily on purchasing and sales management, as well as working for national wireless and CLEC providers.

Alma Mater: University of Iowa, Rockhurst University



Justin Hebda

Role: Director of Enterprise Sales

Responsibility: Spearheads successful customer acquisition strategies for enterprise-level customers.

Experience: 20+ years of industry experience, specializing in adaptability to evolving technologies and corporate structures

Alma Mater: University of Michigan-Dearborn



Bobbi Jo Herubin-Noll

Role: Enterprise Account Executive

Responsibility: Helps larger Minnesota businesses get the most out of their telecom and data. Believes good conversations paired with Midco products can bring outstanding service to clients.

Experience: Ten years industry experience caring for the needs of businesses in Minnesota.

Alma Mater: St. Cloud State University



Matt Sandvold

Role: Director of Sales Engineering

Responsibility: Leads a group of sales engineers who specialize in managing the pre-sales technology evaluation process. Creates solutions for customers.

Experience: 30+ years in technology leadership, with 12+ years in sales engineer management

Alma Mater: DeVry Institute of Technology in Kansas City



Alan Riedel

Role: Sales Engineer Professional

Responsibility: Provides expertise for all technical aspects of the sales process. Works with enterprise and wholesale customers to design solutions to fit their needs.

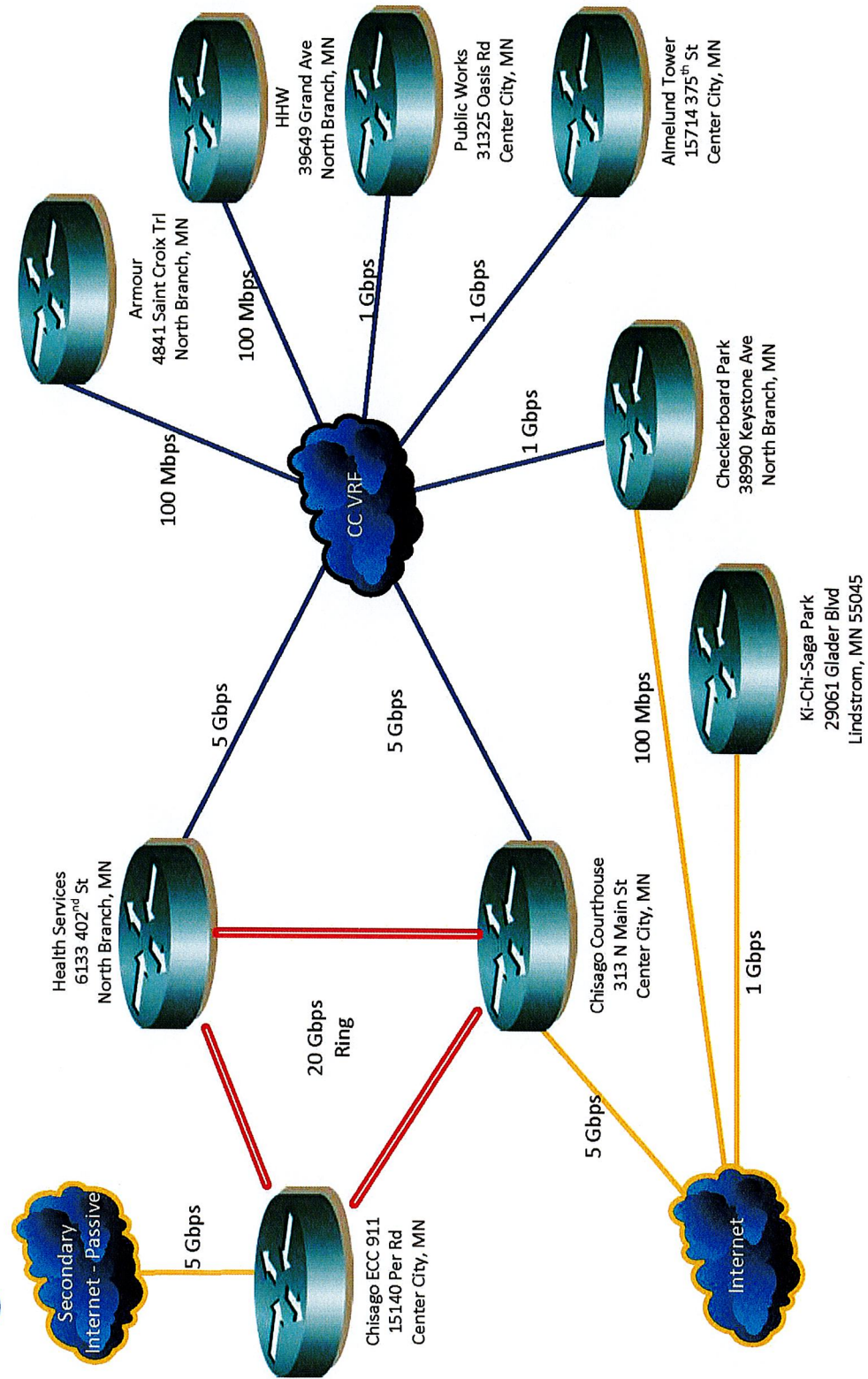
Experience: More than 22 years of experience in the networking industry, with background as a former ISP customer.

Alma Mater: Southeast Technical College

**MIDCO
BUSINESS™**

Hybrid Solution

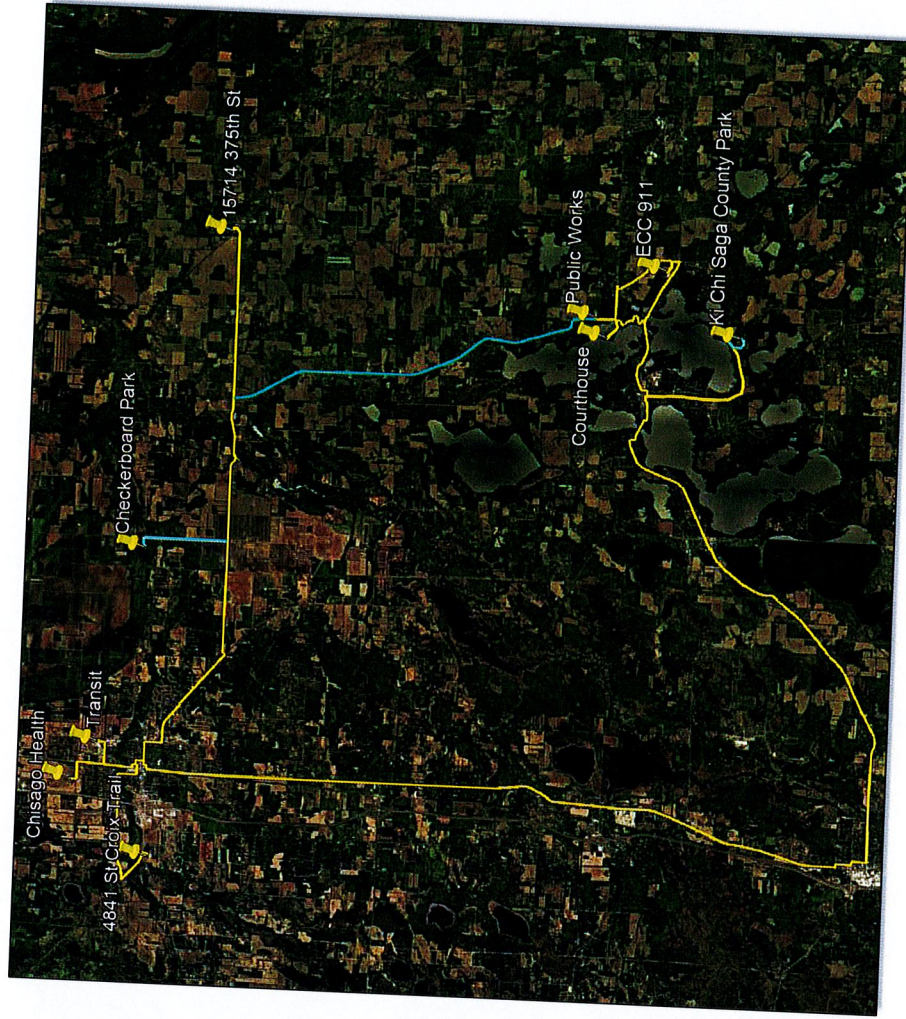
Design



Build Costs

Midco will cover all costs associated with construction of fiber paths.

- **Redundant Route:** \$221,507.00
- **Ki-Chi-Saga Park:** \$18,949.29
- **Checkerboard Park:** \$97,981.29
- **Total:** \$338,437.58



Total Costs

Monthly Recurring Revenue Summary	
Current MRR	Proposed MRR
\$24,033	\$28,883
Total MRR Increase:	\$4,850

60 mo-
term-

**MIDCO
BUSINESS™**

Thank you!

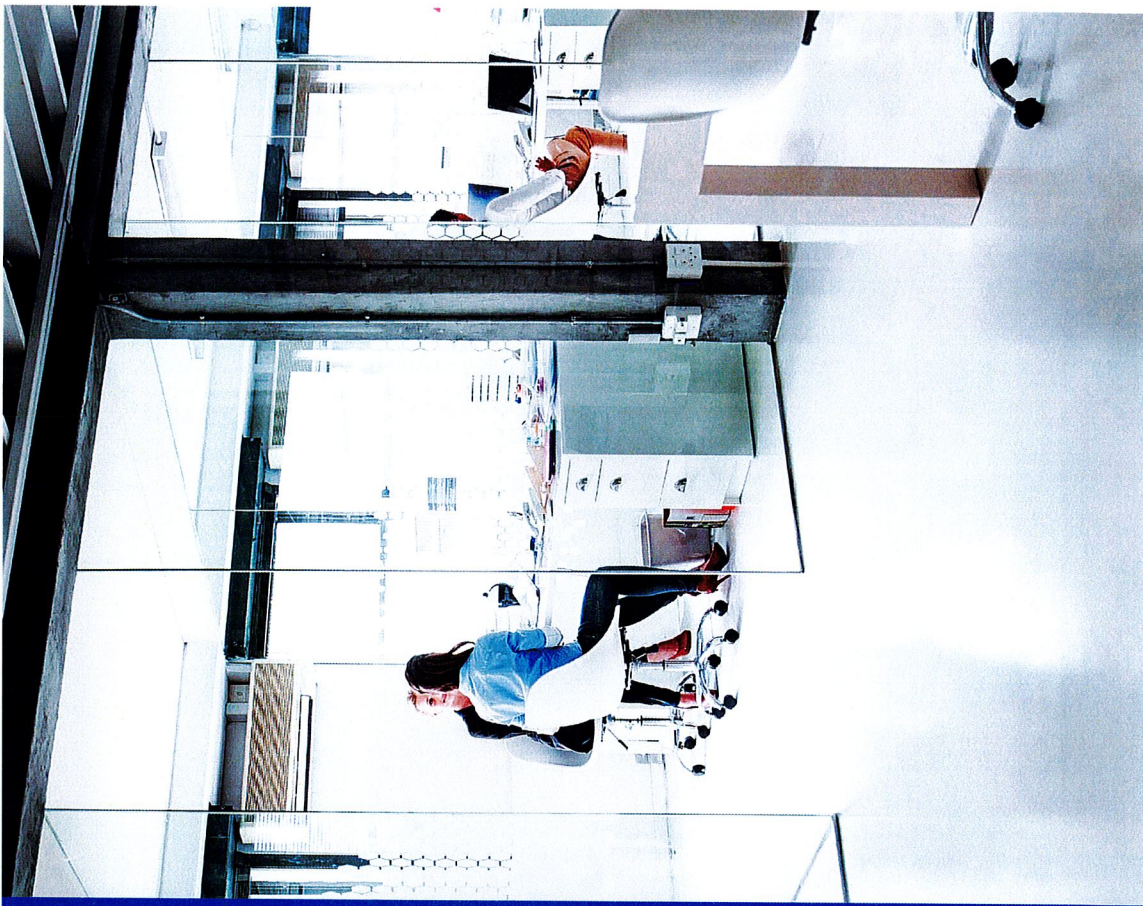
Bobbi Jo Herubin-Noll

Enterprise Account Executive

(320) 686-0183

Bobbi.Herubin-Noll@Midco.com

Midco.com/Enterprise



ANCOMDELIVERS
SOLUTIONS**ANCOM Communications**
1800 East Cliff Road, Suite 17
Burnsville MN 55337
(952) 808-0033 Fax: (000) 000-0000**QUOTATION**

QUOTE NO.: 51538 - 00 EC

DATE: 6/27/24

TERMS: NET 30

DELIVERY: SpeedDee

BILL TO: 244
Chisago Cty ECS
Attn: Mike Parker
313 North Main Street, RM 140
Center City, MN 55012SHIP TO:
Chisago Cty ECS
Attn: Mike Parker
313 North Main Street, RM 140
Center City, MN 55012Please reference Quote No. on
Correspondence & purchase orders.
Quote expires: 12/31/2024

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

SEQ	QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
1	1	SLR 8000 Base Radio	4,881.60		4,881.60
1A	1	ADD: VHF (136-174MHz)	4,505.40		4,505.40
1B		TX 1XX.XXXX MHz			
		RX 1XX.XXXX MHz			
2		-Programming by End User			
3		Thank you for your order!! RB			
		Item summary			9,387.00
		Subtotal			9,387.00
		Freight			50.00
		Sales Tax			.00
		GRAND TOTAL:			9,437.00

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE

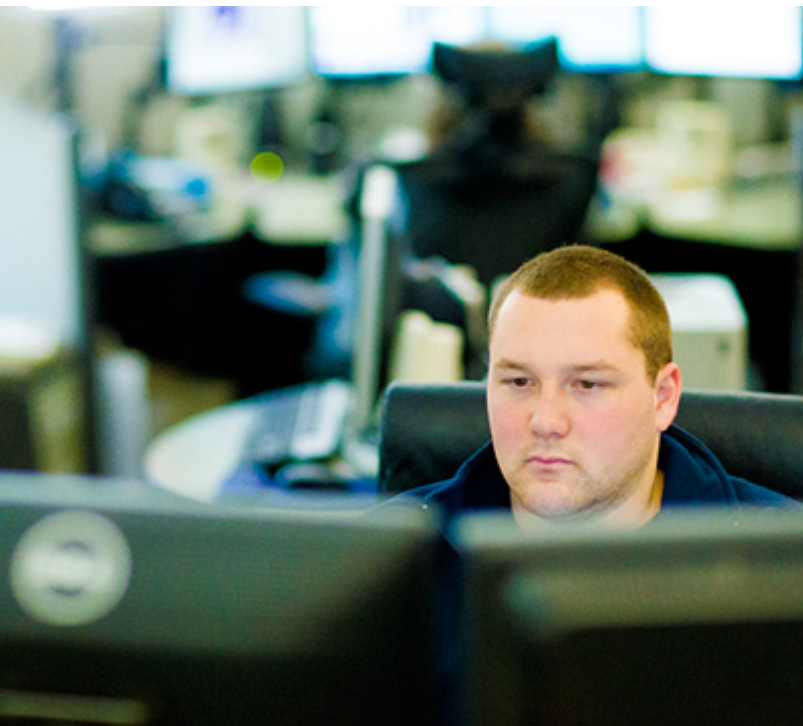
TERMS SUBJECT TO CREDIT REVIEW

BY Randy Beach 4

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted		P.O. No	
by	_____		_____
	LEGAL NAME OF PURCHASER		
	_____	Date	_____
	AUTHORIZED SIGNATURE		

**MOTOROLA**Authorized Two-Way Radio Dealer
Chisago County Budget and Finance
July 10th 2024



CHISAGO COUNTY

KVL5000 w/AES, DES-OFB and ADP - Includes USB Charger and Adapter

06/27/2024

06/27/2024

CHISAGO COUNTY
313 N MAIN ST
CENTER CITY, MN 55012

RE: Motorola Quote for KVL5000 w/AES, DES-OFB and ADP - Includes USB Charger and Adapter
Dear Mike Parker ,

Motorola Solutions is pleased to present CHISAGO COUNTY with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide CHISAGO COUNTY with the best products and services available in the communications industry. Please direct any questions to Randy Beach at randy.beach@ancom.org.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Randy Beach
Account Manager

Motorola Solutions Manufacturer's Representative

Billing Address:
CHISAGO COUNTY
313 N MAIN ST
CENTER CITY, MN 55012
US

Shipping Address:
CHISAGO COUNTY
313 N MAIN ST
CENTER CITY, MN 55012
US

Quote Date:06/27/2024
Expiration Date:08/26/2024
Quote Created By:
Randy Beach
Account Manager
randy.beach@ancom.org
763-257-3865

End Customer:
CHISAGO COUNTY
Mike Parker
Mike.Parker@chisagocountymn.gov
651-213-5211

Contract: 20927 - MN DOT 209493
RFQ Number:NA

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	KVL 5000					
1	T8476B	KVL 5000	1	\$6,900.00	\$6,900.00	\$6,900.00
1a	CA00182AW	ADD: AES ENCRYPTION SOFTWARE	1	\$0.00	\$0.00	\$0.00
1b	CA03467AA	ADD: NORTH AMERICA MICRO USB CHARGER 100/240V	1	\$0.00	\$0.00	\$0.00
1c	CA03358AA	ADD: ASTRO 25 MODE	1	\$0.00	\$0.00	\$0.00
1d	X423AG	ADD: DES/DES-XL/DES-OFB ENCRYPTION	1	\$825.00	\$825.00	\$825.00
1e	CA00243AJ	ADD: ADP PRIVACY	1	\$330.00	\$330.00	\$330.00
2	HKN6182B	CABLE KEYLOADING ADAPTER CGAI	1	\$225.40	\$162.29	\$162.29
3	WPLN6904A	ASSY:KIT,KEYLOAD CABLE	1	\$118.80	\$85.54	\$85.54
4	DQUUSBOTG	STARTECH.COM 5IN MICRO USB TO USB OTG HOST ADAPTER M/F - USB ADAPTER	1	\$13.00	\$13.00	\$13.00
5	TKN8531C	CABLE, KEYLOAD	1	\$358.16	\$257.88	\$257.88



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Grand Total

\$8,573.71(USD)**Notes:**

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.





Viavi Solutions Inc.
20250 Century Blvd
Germantown, MD 20874
United States
240-404-2112
844-468-4284 (Tollfree)

ger.neworders@viavisolutions.com

QUOTE

Quote#: 294148086-1

Date:10-APR-2024 Page 1 OF 3

Sales Representative

Robert Stewart
Phone:
Email:
Robert.Stewart1@viavisolutions.com

Customer

CHISAGO COUNTY
CHISAGO COUNTY
15140 Per Road
STE 140
CENTER CITY, MN 55012

Quote Number	294148086-1
Expiration Date	05-MAY-2024
Customer Contact	Mike Parker
Send Order Based On Shipping Location: US: ger.neworders@viavisolutions.com Asia: ap.cs@viavisolutions.com PLEASE REFERENCE QUOTE NUMBER ON ALL ORDERS	

Currency	Payment Terms	Freight Terms	Delivery Date	Revision No	EID	Account No
USD	CIA	FCA ORIGIN FACTORY	Delivery will be confirmed upon receipt of order	1		21US1415302

Line	Product	Description	Qty	Units	Unit Price	Line Total
1	CX300-FAMILY	CX300-FAMILY;CX300 Configurator	1	EA		
	CX300	CX300;Communications Service Monitor	1	EA	31,905.00	31,905.00
	CX300-SILVER-5	CX300-SILVER-5;5 Yr Total HW Warranty + Calibration with Certificate- SILVER-5 Duration: 5 YRS	1		3,829.00	3,829.00
	CX300-SCAA	CX300-SCAA;Cable and Antenna Analysis - DTF/VSWR/RL	1	EA	2,805.00	2,805.00
	CX300-TPMA	CX300-TPMA;Motorola APX Series Auto-Test / Alignment	1	EA	3,905.00	3,905.00
	CX300-TPMA25	CX300-TPMA25;Motorola ASTRO 25 XTS/XTL Auto-Test and Alignment	1	EA	3,905.00	3,905.00
	CX300-DP25P1	CX300-DP25P1;P25 Conventional	1	EA	2,905.00	2,905.00
	CX300-ACS	CX300-ACS;Carrying Case Soft	1	EA	205.00	205.00
	CX300-ACBL	CX300-ACBL;RF Cable	2	EA	135.00	270.00
	CX300-ADC	CX300-ADC;Power Adapter Automotive DC-DC	1	EA	220.00	220.00
	CX300-ACS10	CX300-ACS10;10 AMP Current Shunt 0.01 Ohm	1	EA	315.00	315.00
	CX300-ASOL	CX300-ASOL;Accessory - Short Open Load	1	EA	600.00	600.00
2	TRIN-RTS	TRIN-RTS;Trade-In	1	EA	-5,000.00	-5,000.00



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Germantown, MD 20874
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ger.neworders@viavisolutions.com

QUOTE

Quote#: 294148086-1

Date:10-APR-2024 Page **2** OF **3**

Line	Product	Description	Qty	Units	Unit Price	Line Total
Subtotal						45,864.00
Taxes as applicable						0.00
Total (USD)						45,864.00



Viavi Solutions Inc.
20250 Century Blvd
Germantown, MD 20874
United States
240-404-2112
844-468-4284 (Tollfree)

ger.neworders@viavisolutions.com

QUOTE

Quote#: 294148086-1

Date:10-APR-2024 Page 3 OF 3

Additional Explanation

This quotation includes a trade-in credit applied to the purchase of new Viavi Product(s). Such credit will be applied in advance of the return of the following required trade-in units <qty 1 General Dynamics 2670B> at time of purchase of the new Viavi Products and is subject to the following conditions: Customer MUST reference the quotation number, model number of the trade-in unit(s) on the purchase order. RMA will be issued with Viavi processing of purchase order and must be referenced with the return item. A trade-in credit of \$5,000 per one trade-in unit will be applied to the purchase price of one new VIAVI unit. Multiple trade-ins for one VIAVI unit will not be accepted. Total available trade-in credits are equal to <qty 1 General Dynamics 2670B> at \$5,000 each, or total trade-in credit not to exceed \$5,000. All trade-in units must be received by Viavi within sixty (60) days of the date of shipment for the new VIAVI Product(s). Trade-in returns shall require a valid VIAVI Return Material Authorization (RMA) before shipping to VIAVI. All trade-in units shall be returned to the designated VIAVI Location DDP (Incoterms 2020) in proper packaging and must be in good working condition. After sixty (60) days from shipment of the new VIAVI Product(s), VIAVI reserves its rights to invoice Customer for the credit value of any trade-in units not received by VIAVI. Capitalized terms otherwise not defined herein shall have the definitions as set out in the Viavi general terms and conditions set forth at www.viavisolutions.com/terms.

Standard Terms and Conditions

<http://www.viavisolutions.com/terms>

Warranty for VIAVI Hardware, Software, Services

www.viavisolutions.com/warranty

If an executed sales agreement or channel partner agreement exists between the Customer and VIAVI covering the products, services or solutions identified in this quotation, then it shall govern any purchase order received from the Customer relating to such products, services or solutions. In the absence of a sales agreement or channel partner agreement, by placing a purchase order with VIAVI, the Customer hereby accepts the applicability of VIAVI's quotation and standard terms and conditions (except for those specific terms included in this quotation which shall supersede any conflicting standard terms and conditions), which are attached to this quotation and are available at www.viavisolutions.com/terms. This quotation supersedes any previous communications, quotations, representations or agreements between the parties, whether oral or written, regarding transactions hereunder. VIAVI does not accept, expressly or impliedly, and VIAVI hereby rejects, any additional or different terms or conditions that the Customer presents, including, but not limited to, any terms or conditions contained or referenced in any purchase order, acceptance, acknowledgment, or other document, or established by trade usage or prior course of dealing, unless VIAVI expressly and unambiguously agrees to such terms and conditions in a duly signed writing. The application of the VIAVI terms and conditions shall be deemed effective unless the Customer has expressly notified VIAVI to the contrary prior to the earlier of three (3) business days after the issuance of VIAVI's order acknowledgment or any shipment or other performance of this order by VIAVI.

Please note that if certain products in this quotation are subject to Export Control, any stated delivery shall be subject to receipt of the relevant export license. To minimize delays, Customer should provide an End-User Undertaking when placing its purchase order.

This is VIAVI//Restricted Information

For questions or concerns regarding your order, please contact Customer Care at 1 844 GO VIAVI (1-844-468-4284), option 2 or email NAM.CustomerCare@viavisolutions.com.

CCSO/Public Works Storage Container

July 10th, 2024

The current lead time on squad buildouts is 18 months. To shorten this and to save money long term the County will need to be able to order the squad equipment and then have a place to store it. A shipping container is a solution to this problem.

The shipping container will be used to store emergency vehicle technology during the patrol fleet upfitting process. This includes emergency lights, partitions, push bumpers, camera systems, radar units and other equipment.

Attachment(s):

- **Invoice – \$4,875.00, Big Blue Box – Midwest Storage Container**



YOUR CUSTOM QUOTE

■ **Generated** 06/12/2024

■ **Reference** 278799

Your Agent Kyle Koncilja

Contact (651) 224-6560

eMail kyle@bigblueboxes.com

CUSTOMER	Chisago County Sheriff's Office
Address	
City / State / Zip	MN 55012
Contact Number	651.213.6304
Contact Email	derek.anklan@chisagocountymn.gov

YOU REQUESTED

ITEM DESCRIPTION	QUANTITY	PRICE	DELIVERY	TOTAL
40' New (1 Trip) High Cube Container Sale. Delivery to Center City, MN 55012	1.0	\$4,600.00	\$275.00	\$4,875.00
NO SALES TAX	1.0	\$0.00	\$0.00	\$0.00

NOTES

Subtotal \$4,875.00
Total Tax \$0.00
Total \$4,875.00

Ask about our Risk-Free transaction:

- ◆ Better Business Bureau: A+ Rating
- ◆ Customer Satisfaction Guarantee
- ◆ Price Match Guarantee

Click here to see what our customers are saying about us! 

Over 25 Years Serving Your Container Needs

Rent • Buy • Modify • Move

8

Center City Baggage and Body Scanner

July 10th, 2024

The current Chisago County Government Center Baggage and Body Scanner equipment is having a lot of issues.

The current vender is very expensive as they come out of California and Chisago County must pay flight rental car, etc. to get service. The other problem is it takes months to get them on site.

\$35,714.50 for the new baggage scanner and walk through.

Attachment(s):

- Access Control Systems Inc. Quote
- HI-SCAN 6040i Information (Baggage Scanner Information)
- HI-PE Plus Brochure (Body Scanner Information)



Access Control Systems, Inc.

PO Box 7521
Milford, NH 03055

Estimate

Date	Quote #
6/25/2024	Q24-4160

Name / Address
Chisago County Sheriff's Office Capt. Andrew Mahowald 15230 Per Rd. Center City, MN 55012



Phone #	Fax #	Terms	Project	Rep	
603-249-9820	603-249-9818	Net 30	Chisago County Sheriff's Office (MN)	CRP	
Description			Qty	Cost	Total
11121839-- HI-SCAN 6040i X-Ray Imaging System			1.00	28,416.70	28,416.70
SW-ADVPKG -- Smiths Advanced Software:			1.00	2,199.60	2,199.60
X-ACT Auto Detection Algorithm					
HI-TIP Threat Image Projection					
XTRAIN Training Software					
T604I.5M -- HI-SCAN 6040i, 6046si & 6040-2is Roller Table .5m with (1) support stand P/N 228840			2.00	886.60	1,773.20
6040-FREIGHT -- Freight Costs, HI-SCAN 6040			1.00	1,450.00	1,450.00
6040-INSTALL -- HI-SCAN 6040 Install (Installation required within 60 days of delivery or additional commissioning charges will apply)			1.00	1,875.00	1,875.00
OPTIONAL ACCESSORIES					
Divest Container, Gray 21" x 17" x 7" Plastic			0.00	26.62	0.00
Divest Container, 4 qt ., Rubber			0.00	12.32	0.00
METAL DETECTION OPTION					
HIPEPLUS/PZ-0985 -- HI-PE Plus Multi Zone Walk-Through Metal Detector, Panel version			0.00	3,847.48	0.00
WTMD-FREIGHT -- Standard Freight Costs, WTMD			0.00	562.50	0.00
WTMD-INSTALL-S -- WTMD Installation - Standard Configuration			0.00	1,500.00	0.00

Accepted Quotes Must Be Signed and Returned With A Purchase Order or Check

Accepted By: _____

Signature: _____

Acceptance Date: _____

Total



Access Control Systems, Inc.

PO Box 7521
Milford, NH 03055

Estimate

Date	Quote #
6/25/2024	Q24-4160

Name / Address
Chisago County Sheriff's Office Capt. Andrew Mahowald 15230 Per Rd. Center City, MN 55012



Phone #	Fax #	Terms	Project	Rep
603-249-9820	603-249-9818	Net 30	Chisago County Sheriff's Office (MN)	CRP

Description	Qty	Cost	Total
This quote assumes a courthouse application. Correctional settings should consider an alternate model metal detector.			

Accepted Quotes Must Be Signed and Returned With A Purchase Order or Check

Accepted By: _____

Signature: _____

Acceptance Date: _____

This estimate is a "Good Faith" quote of the items proposed. ACS will not be responsible for typos, errors or omissions. Unless otherwise specified, this estimate is valid for 30 days from the date issued. Federal laws require that Manufacturer's Terms and Conditions shall prevail <https://acsdetection.com/terms/>

Total	\$35,714.50
--------------	--------------------

HI-SCAN™ 6040i HEIMANN X-RAY TECHNOLOGY

Feature Highlights

- High-End processor technology
- High-Speed digital signal transmission
- HI-MAT Plus advanced material classification
- High image resolution
- 24 Bit real time image processing
- New ergonomic user interface
- Free programmable priority keys



The HI-SCAN 6040i is a newly designed, compact X-ray inspection system with a tunnel opening of 620 mm (24") wide by 418 mm (16.5") high. This tunnel size is ideally suitable for cabin baggage and other small items in areas with increasing security demands.

The HI-SCAN 6040i is part of the new iLane system concept, which offers various possibilities of extension due to a modular, flexible system design.

Online image analysis methods to support the operator's work, and a new man-machine interface configured according to ergonomic aspects, are pointing the way to the future for this kind of system.

Innovative technique and a high degree of reliability, make this system an excellent tool for covering sensitive fields of inspection.

The equipment offers the operating personnel optimum support in making decisions and reduces inspection times considerably

For more information
on our products or
services please visit:

ACSDetection.com
E-mail: Sales@a-c-s.biz
Phone: 603-249-9820

General Specifications

Tunnel dimensions
Max. object size
Conveyor height ¹⁾
Conveyor speed at mains frequency 50 hz/60 hz
max. conveyor load even distributed over the whole conveyor ²⁾
Resolution (wire detectability)
Penetration (steel) ³⁾

620 (W) x 420 (H) [mm] • 24.4" (W) x 16.5" (H)
615 (W) x 410 (H) [mm] • 24.2" (W) x 16.1" (H)
approx. 694 mm (27.3")
approx. 0.2 / 0.24 [m/s]
160 kg (352 lbs)

standard: 39 AWG (0.09 mm) • typical: 40 AWG (0.08 mm)
standard: 30 mm • typical: 31 mm

External dose rate
Film safety
Duty cycle

≤ 2 μSv/h (0.2 mrem)
Guaranteed even for high speed films up to ISO 1600 (33 DIN)
100 %, no warm-up procedure required

X-ray Generator

Anode voltage • cooling
Beam direction

140 kV cp • hermetically sealed oil bath
diagonal

Image Generating System

X-ray converter
Grey levels stored
Image presentation
Digital video memory
Image evaluation functions

L-shaped detector line
4096
BMW, color
1280 x 1024 / 24 bit
VARI-MAT, O₂, OS, HIGH, HI-SPOT, SEN, XPlore, Opti-Zoom, HDA electronic zoom:
stepless enlargement up to 64-times
Flat Panel LCD Monitor

Monitor

Additional Features

Functions

fading-in of date/time, luggage counter, user id-number, luggage marking system (acoustic), display of operating mode, REVIEW-feature (to recall previously visible image areas), zoom overview, free programmable keys, USB 2.0 interface, stepless zoom, IMS (Image Store System - stores up to 100,000 images)

Options

X-ACT, HI-TIP, Xport

Installation Data

X-ray leakage

meets all applicable laws and regulations with respect to X-ray emitting devices

CE-labelling
Sound pressure level
Operating- / storage temperature
Humidity
Power supply ³⁾
Power consumption
Protection class system / keyboard
Dimensions • Weight ⁴⁾

in compliance with directives 2006/42/EC, 2014/35/EU, 2014/30/EU
< 70 dB(A)
0° - 40°C / -20°C - +60°C
5% - 95% (non-condensing)
standard: 230 VAC or 110 VAC +10% / -15% • 50 Hz / 60 Hz ± 3 Hz
approx. 0.8 kVA
IP 20 / IP 43

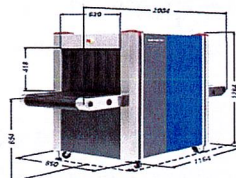
2004 (L) x 850 (W) x 1284 (H) [mm] • approx. 400 kg
78.9" (L) x 33.5" (W) x 50.6" (H) • approx. 881.9 lbs

Mechanical construction

Steel construction with aluminum panels
standard color(s): RAL 7016 / stainless steel

1) approx. values (adjustable)
2) proprietary quality management test piece: steel step wedge, CU wires, belt speed 0.2 m/s

3) different values optional
4) without control desk, keyboard, monitor(s) etc.
5) measured at ambient temperature of 20°C and nominal voltage



Access Control Systems, Inc.

PO Box 7521
Milford, NH 03055

Phone: 603-249-9820

Fax: 603-249-9818



NEW WTMDs IP66
CONTROL UNIT

HI-PE Plus

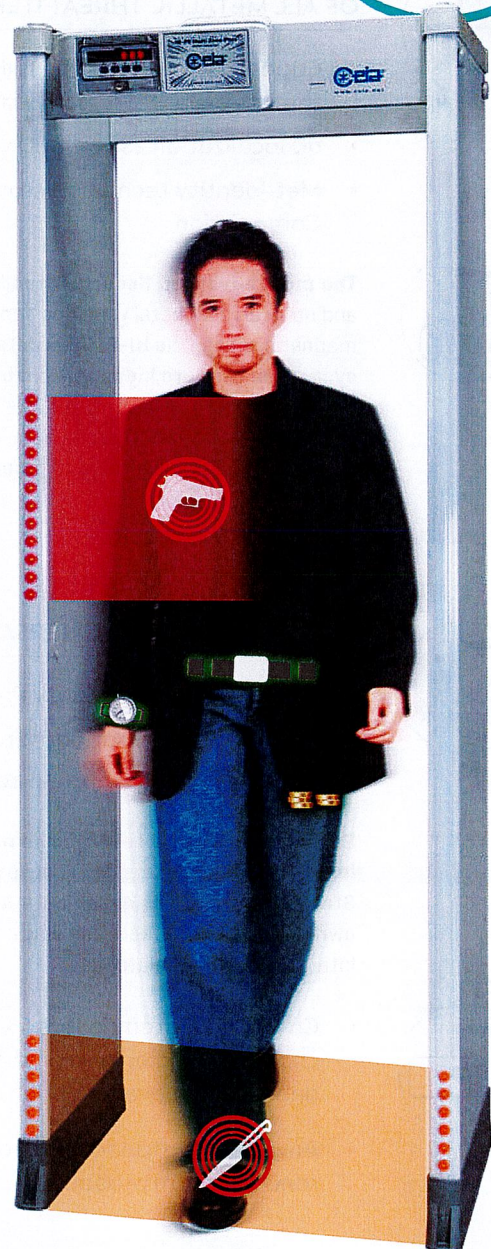
ENHANCED WALK-THROUGH MULTI-ZONE METAL DETECTOR

KEY FEATURES

- Accurate Detection of all Metallic Threat Items
- High Discrimination and Throughput
- Exceptional Immunity to external interferences
- Compliant with and Certified to the Strictest Security Standards for weapons detection
- Unmatched Reliability
- Rapid Installation
- Panel Design

CERTIFIED BY GOVERNMENTAL LABORATORIES*

* Data available upon request



GSA Contract Holder

www.ceia-usa.com

THREAT DETECTION THROUGH ELECTROMAGNETICS



The **HI-PE Plus Multi-Zone Metal Detector** provides accurate detection of all metals, high level of discrimination of non-threat items, full compliance with the latest Security Standards and exceptional immunity to external interferences.



ACCURATE DETECTION OF ALL METALLIC THREAT ITEMS

- Capability to detect the full range of metal weapon threats even within body cavities
- 60 localization zones: • 20 vertical • 3 lateral
- Met-Identity technology for Identification of Threat Composition



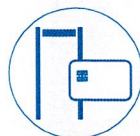
The most advanced Security Standards require detection of all ferrous and non-ferrous metal weapons and of those constructed in special non-magnetic alloys. **The HI-PE Plus detects firearms and knives of this type, even when they are hidden within body cavities**, and accurately indicate the position of the threat, its intensity and its prevalent composition. Inspection personnel thereby acquire thorough knowledge of the metal item and can act, according to procedures, with maximum effectiveness and security.



MOST POWERFUL AND VERSATILE SECURITY FEATURES

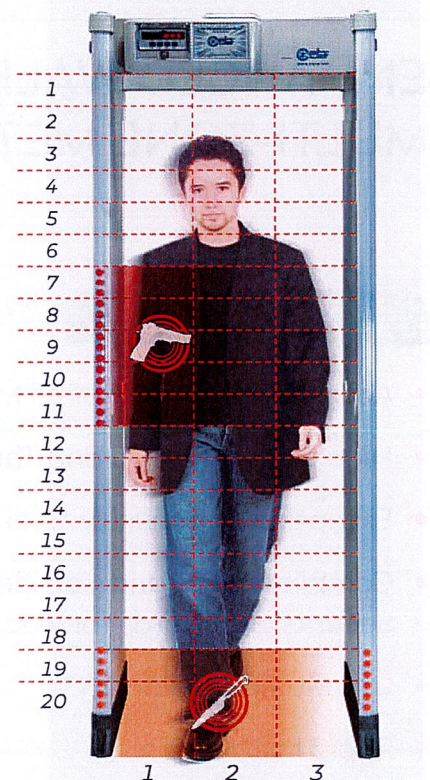
- Up to 50 built-in Security Programs
 - ▶ Up to 30 International Standards
 - ▶ Up to 20 Customizable Levels

Setting the Security Levels could not be easier and more versatile than in the HI-PE Plus. Users can choose directly from the known International Standards or request implementation of a Standard personalized to their own requirements. Users can also create their own program and save it in internal memory for later use.



- Chip Card system for fast, simple and secure parameter changes (i.e. alarm volume and tone, counter reading, etc.) and security level selection
- Any security standard can be enhanced with selectable random alarm probability

60 LOCALIZATION ZONES



CHIP CARD SYSTEM

The system allows Security Management to **set the Security Level quickly, reliably** and without having to program the device in any way.



The **HI-PE Plus** has a **very low nuisance alarm rate even at the strictest Security Standards requested today**, and therefore allows high transit flow rates and the minimum need for intervention by inspection personnel.



HIGH DISCRIMINATION AND THROUGHPUT

- Cutting-edge discrimination technology allows personal effects to be ignored, creating rapid transit flow
- No need to remove items such as belts, coins, keys, jewelry, watches, wallets, etc.
- Better Discrimination = Shorter Lines and Less Staffing

The HI-PE Plus has a **very low nuisance alarm rate even at the strictest Security Standards** requested today, and therefore allows high transit flow rates and the minimum need for intervention by inspection personnel.

ALARM



NO ALARM



MET-IDENTITY TECHNOLOGY

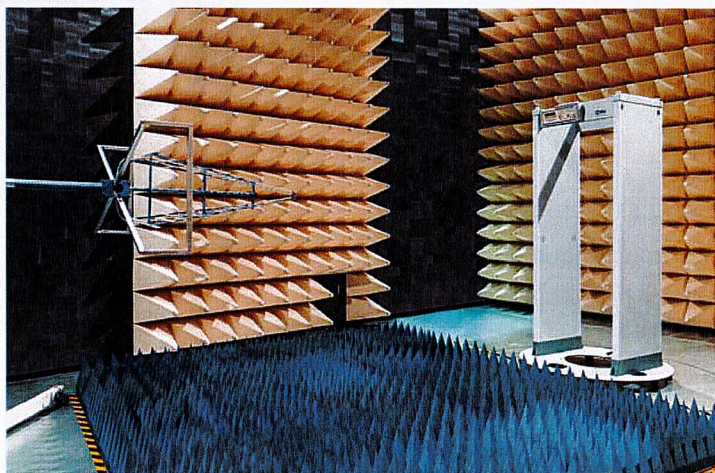
With Met-Identity technology, the HI-PE Plus allows you to know **where, how much and what type of metal is being brought into the secure area.**



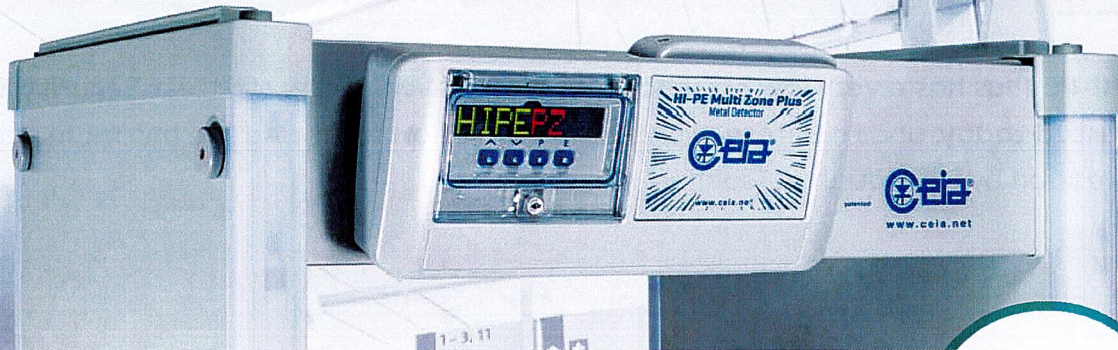
Ferr **noFe**
FERROUS METAL NON FERROUS METAL



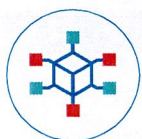
EXCEPTIONAL IMMUNITY TO EXTERNAL INTERFERENCES



Exceptional immunity to environmental interferences makes the **Metal Detector** easy to use even when electrical noise is encountered.



UNIFIED CONSTRUCTION
FOR **INDOOR AND
OUTDOOR USE**



NEW CERTIFIED IP66 CONTROL UNIT

- Total compatibility with previous IP20 (plastic) and IP65 (stainless steel) control units
- Robust structure through the use of high-performance polymers for the construction of housing
- Waterproof / Dustproof: IP66 compliant (IEC 60529)
- Exceptional impact resistance at low and high temperatures and resistance to corrosion from atmospheric agents
- Display made with specific polymer to improve the visibility of the LEDs by increasing the definition and clarity



UNIQUE ALARM SIGNALING

- High visibility of the control unit and the zone indication independent from the operator position and the installation environment
- Flexible Acoustic Alarm Signaling System:
 - ▶ 10 Continuous and Pulsed Tones
 - ▶ 34 Special Sounds
- 10 Alarm Volume Levels
- Very High Precision Transit Counter
 - ▶ In-Bound, Out-Bound transits
 - ▶ Alarm Rate
 - ▶ Automatic Compensation for repeated transits of the same person

4 MULTI-ZONE DISPLAY BARS



4 Multi-Zone Display Bars, each programmable as entry Stop/Go and/or local alarm indication.

Light bars indicate **metal position vertically and laterally** and can also show **pacing lights**.



RAPID INSTALLATION

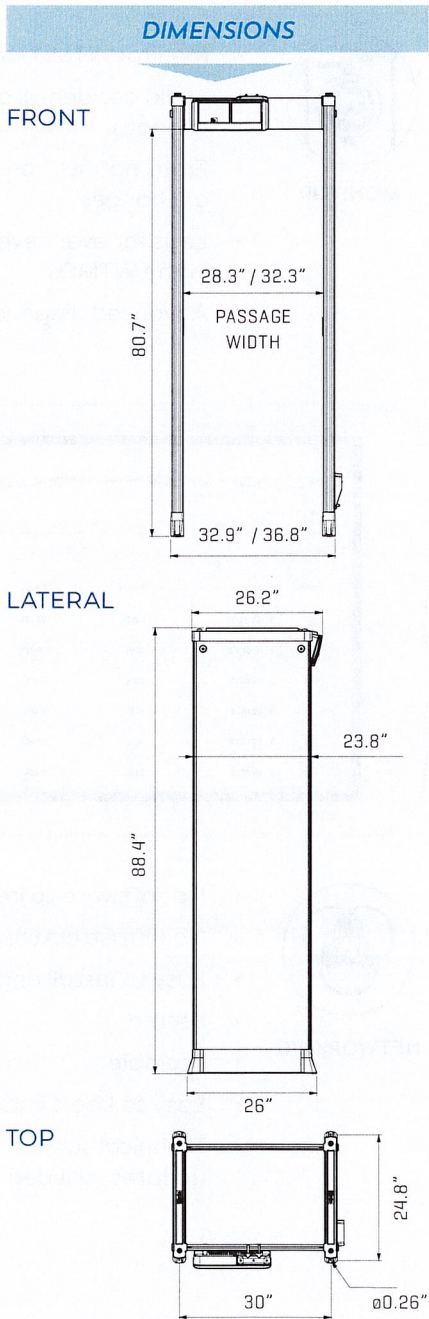
- One touch guided automatic installation (OTS)
 - ▶ Innovative function assisting the installation through an automatic step-by-step procedure
- Continuous self diagnostics assures monitored performance reliability

HI-PE Plus/PZ MODEL CONFIGURATION

STANDARD CONFIGURATION	
Compliant with the strictest detection and discrimination standards for EMDs (Enhanced Metal Detectors)	•
4 display bars each programmable as zone indicators and/or pacing lights	•
60 localization zones (20 vertical x 3 lateral) with left, center and right indication	•
Antivandalic and Antitampering IP66 control unit	•
High precision transit counter (2-beam)	•
Chip Card Reader	•
BT, infrared and RS-232 communication	•
Programmable Random Alarm capability	•
3-Level Password and hardware key access protection	•
Met-Identity technology (separate Ferrous and Non-Ferrous alarm signaling)	•
One Touch Automatic Self Installation (OTS)	•
Automatic Operational Functional Verification (OFV)	•
Automatic Vibration Compensation (AVS, EVA)	•
Automatic Channel Search (CS)	•
Automatic Floor Gain Adjustment (FGA)	•
Automatic Technical Functional Verification (TFV)	•
Automatic Environmental Noise Compensation (ENA)	•
Powered by safe low voltage DC	•
Anti-tamper on/off switch	•

COMMUNICATION CAPABILITIES					
TYPE OF OPERATION	ETHERNET	USB	INFRARED	BT	RS-232
MAINTENANCE	○	○		•	•
REMOTE CONTROL	○		•	•	•
REMOTE DATA COLLECTION	○				

STANDARD • OPTION ○



CEIA USA reserves the right to make changes, at any moment and without notice, to the models (including programming), their accessories and options, to the prices and conditions of sale.

NetID ANYWHERE™

WALK-THROUGH METAL DETECTOR MANAGEMENT SYSTEM



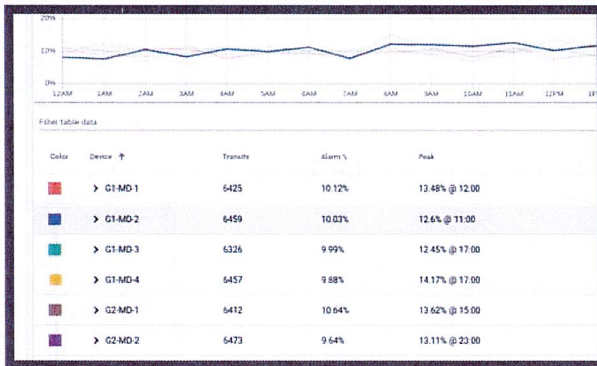
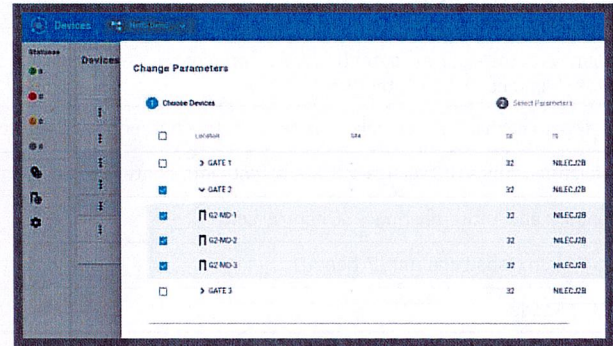
NetID Anywhere is a cloud-based systems management solution

for CEIA walk-through metal detectors (WTMD) that centralizes access to important statistics, automates monitoring of critical calibration parameters.



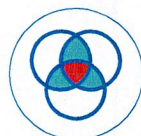
MONITOR

- Monitor WTMD status and settings
- Avoid accidental or unwanted setting changes
- Email notification for critical events or changes
- Logs for every event or change in the WTMDs
- Advanced diagnostics capability



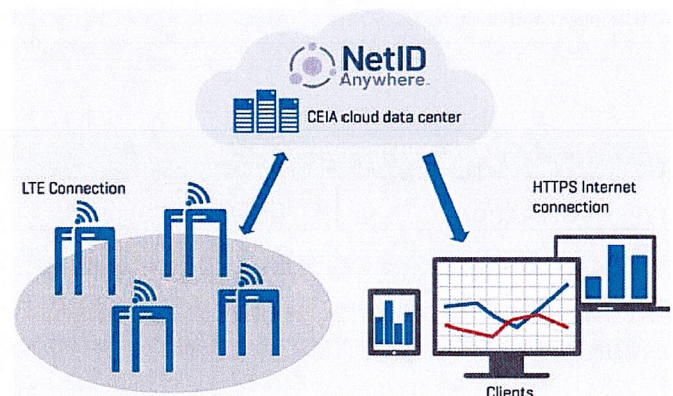
REPORT

Data is collected and retained for each metal detector, including number of transits and metal alarms, allowing analysis of transit flows and alarm rate trends

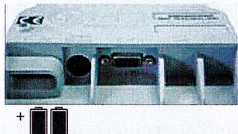
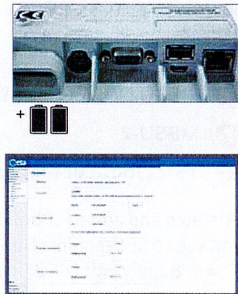
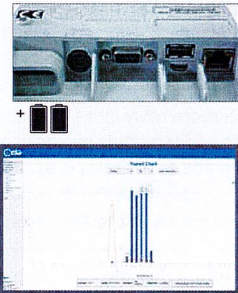


NETWORKING

- No software to install
- No Infrastructure required
- Easy to install and integrate
- Secure
- Scalable
- Easy to Use, Limited Training Required
- Technical support and software updates included



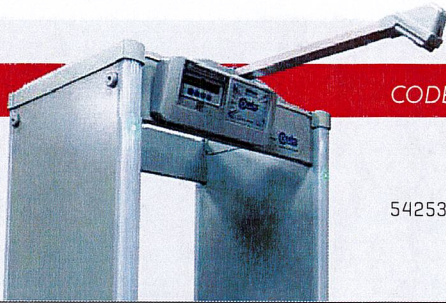
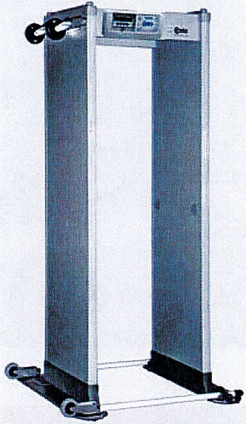
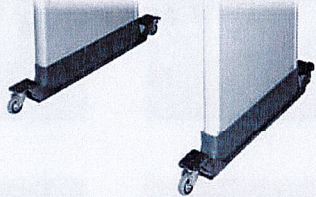
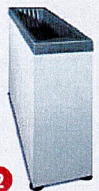
OPTIONS

OPTION	DESCRIPTION		CODE
IP65 CONFIGURATION	Outdoor sheltered permanent or non-sheltered short-term installations (single event entrance). This kit includes shelters, and protection covers for power supply.		• 28.3" passage width [102710] • 32.3" passage width [102712]
EMBEDDED BATTERY BACK-UP AND CHARGER	Lower Connection Module with anti-tamper on/off switch, RS-232 interface and internal battery back-up. The module provides an audible 'flat battery' signal activated when the battery charge goes below the operational limit of the device (signal endurance: about 12 hours).		APSM2Plus/P
APSiM2 PLUS Integrated Web-server & Logger, Battery Back-up and Charger	Lower Connection Module with anti-tamper on/off switch, RS-232 interface, internal battery back-up and the following functions: • Built-in 10/100 base T Ethernet LAN interface • Web server for set-up and remote data log • Real/Time clock with battery backup • Non-volatile Memory for Metal Detector events storage		APSiM2Plus/P
APSiM3 PLUS Wireless Network Module	Includes all features and characteristics of the APSiM2 Plus with additional: • Wi-Fi communication capability • Compatibility with NetID Management software (NetID software license not included)		APSiM3Plus/P
32.3" USEFUL PASSAGE WIDTH			55635

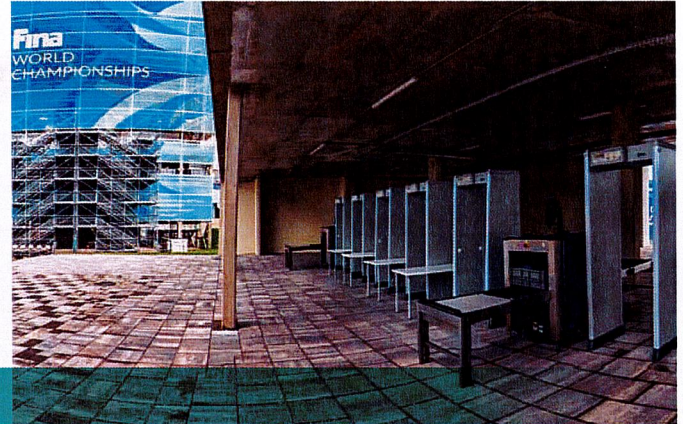
ACCESSORIES

ACCESSORY	DESCRIPTION	CODE
CHIP CARDS	Chip cards for simple and secure selection of Security Levels and parameter setting. List of chip-cards available on request.	
MD-WHK	Wireless repeater of acoustic indications for WTMDs.	MD-WHK
CROSSBAR BATTERY BACK-UP	1 Crossbar battery back-up in stainless steel case. Up to 10 h of autonomous working time. 2 Protection cover	 55681 Protection cover: • 28.3" passage width: 88858 • 32.3" passage width: 88861
RCU2	Control unit for full remote access, including alarm signalling and programming of CEIA Metal Detectors. The connection is performed via serial cable connection or via BT [option].	RCU2
MD-SCOPE	Powerful, PC based installation and service Software. Includes oscilloscope and terminal functionality. The connection is performed via BT [standard] or via cable connection.	MD-SCOPE2
SUPPLY UNIT SERIES	1 MBSU LWSC (Light Weight Soft Case Version) 2 MBSU-2 3 TSU (Tactical supply unit) Portable and compact battery back-up units and charger designed to supply DC voltage to CEIA equipment where mains is not available or as Uninterruptable Power Supply unit (UPS) in installations requiring continuous operations. TYPICAL CONTINUOUS OPERATION • MBSU LWSC: 14h • MBSU-2: 14h • TSU: 4 battery pack: 12h / 6 battery pack: 17h / 8 battery pack: 23h	 MBSU LWSC  MBSU-2  TSU
RRU	Remote relay unit [RRU] to repeat the detection alarms of the gate through a relay contact. The RRU module can be used for integration of the Metal Detector in interlocked door systems. An additional relay is available for a customer-specified application.	RRU-2
IRC-1	Infrared Remote Controller for wireless remote programming of the control unit.	47180
UPPER CONNECTION MODULE	This module along with an extension cable allows the connection of power supply and serial communication to personal computers or CEIA accessories.	• 46650 • 7": 89040 • 16.4 ft: 95352
TOP POWER CABLE	This cable allows the AC/DC adapter to be connected to PS/COM port located on top of the TX antenna to supply the Metal Detector Gate.	 • 32.8 ft: 64228 • 65.5 ft: 68346

ACCESSORIES

ACCESSORY	DESCRIPTION		CODE
INTEGRATED CAMERA SYSTEM	Video camera with support arm and connecting cables. Installation of the APSiM3 Plus module is required.		54253
TDU Thermal Detection Unit	The TDU (Thermal Detection Unit) is an upgrade sensing kit for COVID screening compliance: 1 Thermal Camera Arm 2 Dual Reference Calibration Unit	 	TDU/P
WHEEL KIT - LONG RANGE	For heavy duty, longer range movement of the walk-through metal detector.		70796
WHEEL KIT - SHORT RANGE	For short range movement of the walk-through metal detectors.		75459U
METAL DETECTOR DIVESTING TABLE	In combination with CEIA Walk-Through Metal Detectors, it is a temporary location of personal metal effects for people to be screened: 1 Standard length: 24" 2 Extended length: 47" 3 Outdoor version: 51"	  	STANDARD: 18074 EXTENDED: 39491 OUTDOOR: 67021U
TEST SAMPLES KIT	Reference Samples for accurate verification of the Security Level. Includes guided procedures and certificate of calibration		23870 EMD-SK-GAL 64435 EMD-SK-GDML
OFV	Operator Functionality Verification test-kit		OFV-KITCASE

SAMPLE INSTALLATIONS



SPECIFICATIONS

GATE STRUCTURE	State-of-the-art, robust and washable panels Protected against aging, weather and wear
OPERATIONAL FEATURES	High discrimination and transit flow rates five or more times greater than other metal detection systems Quick reset time as short as 0.2 seconds for high throughput rate Very high detection speed [up to 50" ft/sec.] Built-in operational functional verification One-touch key reading of inbound, outbound and Security Level Data
QUALITY	Continuous self diagnostic system Proven reliability No periodic re-calibration and preventive maintenance required No scheduled maintenance Fully digital design
ALARM SIGNALING	Multi-zone display bar for "height on person" localization 4 light bars with selectable entry/exit and pacing indication Green and red metering signals proportional to the mass of the detected target 10 selectable continuous and pulsed tone plus 34 special tones 10 selectable sound intensities ranging from 0 to 90 dbA at 3.3 ft
TYPE OF SIGNALING	Fixed or proportional to the mass in transit - visible from 19.7 ft under lighting of 4000lux 60 distinct zones [20 vertical x 3 lateral] entry and exit side
PROGRAMMING	Up to 50 built-in Security Programs Remote via Infrared Remote Control Unit, BT or Ethernet 10/100 base T [option] interface Security level: International Standard [IS] command / Chip card Local by Control Unit alphanumeric display and keyboard Programming and chip card access protected by user and super-user passwords
ENVIRONMENTAL DATA	Power Supply : 100...277V~ ±10%, 47...63Hz, 40 VA typical consumption Operating temperature: -4°F to 149°F [-34°F to 158°F upon request] Storage temperature: -34°F to 158°F Relative humidity: 0 to 95% [without condensation]
INSTALLATION DATA	Automatic synchronization between two or more metal detectors with distance of down to 2" without the use of external cables Automatic Installation function [OTS]

CERTIFICATION AND COMPLIANCE

- Compliant with and certified to the applicable Standards for Enhanced Metal Detectors [EMD]
- Compliant with the applicable electromagnetic Standards on Human Exposure and Pacemaker Safety
- Compliant with all Airport Security Standards worldwide
- Compliant with applicable International Standards for electrical safety and EMC

APPLICATIONS

- ✓ GOVERNMENT BUILDINGS
- ✓ AIRPORTS
- ✓ INDUSTRIES
- ✓ NUCLEAR FACILITIES
- ✓ PRISONS (VISITORS)
- ✓ PUBLIC EVENTS
- ✓ AMUSEMENT PARKS
- ✓ COURTS
- ✓ DATA PROCESSING CENTERS (EDP)
- ✓ HOTELS
- ✓ SCHOOLS SECURITY

COMPREHENSIVE SUPPORT

CEIA USA PROVIDES FULL OPERATIONAL AND TECHNICAL TRAINING SUPPORT BY CERTIFIED PERSONNEL EITHER AT CEIA FACILITY OR AT CUSTOMER LOCATION.



HI-PE PLUS - ENHANCED WALK-THROUGH MULTI-ZONE METAL DETECTOR



CEIA USA Ltd - 6336 Hudson Crossing Parkway, Hudson OH 44236

P 330-405 3190 • **F** 330-405 3196 • **E** security@ceia-usa.com • **CALL** (833) 224-2342 (CEIA)

www.ceia-usa.com

CEIA USA reserves the right to make changes, at any moment and without notice, to the models (including programming), their accessories and options, to the prices and conditions of sale. DP060K0092v1000uUS (2021)

Chisago County Library Security

Cameras

July 10th, 2024

At the February 21st Board of Commissioners meeting, the Board approved replacing the security camera system at the Chisago Lakes Area Library using ARPA – ARMER funds, \$4,884.43.

The County has NEVER maintained or supported the camera systems in any of the libraries. However, there would be value to the County having cameras and security at the libraries because the County owns and maintains the facilities.

The ECRLB requested quotes and received quotes from Marco, the original installer of the system to replace the NVR (network video recorder) system in the remaining Chisago County Libraries (Rush City, Wyoming, and North Branch). Unfortunately, due to the age of the failed system, they do not have replacement parts.

Attachment(s):

- Marco Security Camera Quote - \$27,230.21



June 19, 2024

PROPOSAL FOR

EAST CENTRAL REGIONAL LIBRARY- CAMBRIDGE

RYAN FLANNERY

Prepared By:

Jennifer Bohnsack

Technology Advisor

320-259-3001 x1029

jennifer.bohnsack@marconet.com

Quote Number: 180910



Managed Services



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Audio Visual



Business IT Services

800.847.3098

MARCONET.COM

Chicago County Budget and Finance
July 10th 2024

Simple.
Secure.
Better.



IT - Replacement DVRs and Cameras -- EAST CENTRAL REGIONAL LIBRARY-CAMBRIDGE



Prepared by:

Marco - St. Cloud

Jennifer Bohnsack
320-259-3001 x1029
jennifer.bohnsack@marconet.com

Prepared for:

EAST CENTRAL REGIONAL
LIBRARY-CAMBRIDGE

244 S BIRCH ST
CAMPBRIDGE, MN 55008-1521
Ryan Flannery
763.392.0422
rflannery@ecrlib.org

Ship To:

EAST CENTRAL REGIONAL
LIBRARY-CAMBRIDGE

11754 302ND ST
CHISAGO CITY, MN 55013-9803
Ryan Flannery
763.392.0422
rflannery@ecrlib.org

Quote Information:

Quote #: 180910

Version: 1
Date Issued: 06/19/2024
Expiration Date: 07/31/2024

Rush City

Description	One-Time	Qty	Ext. One-Time
March Networks - X1216 R - 12 Analog Channel, 30 FPS per Analog Channel, Recorder Supporting up to 16 Channels (Analog or IP). Recorder Comes Complete with Docking Station, all I/O and 2x12TB (24TB) of Storage.	\$6,587.14	1	\$6,587.14
Subtotal:			\$6,587.14

Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - Fixed Fee - Rush City Installation - Progress Billed Monthly	\$2,034.00	1	\$2,034.00
Subtotal:			\$2,034.00

Wyoming

Description	One-Time	Qty	Ext. One-Time
March Networks - X1216 R - 12 Analog Channel, 30 FPS per Analog Channel, Recorder Supporting up to 16 Channels (Analog or IP). Recorder Comes Complete with Docking Station, all I/O and 2x12TB (24TB) of Storage.	\$6,587.14	1	\$6,587.14
Subtotal:			\$6,587.14



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)

Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - Fixed Fee - Wyoming Installation - Progress Billed Monthly	\$2,034.00	1	\$2,034.00
Subtotal:			\$2,034.00

North Branch

Description	One-Time	Qty	Ext. One-Time
March Networks - X1216 R - 12 Analog Channel, 30 FPS per Analog Channel, Recorder Supporting up to 16 Channels (Analog or IP). Recorder Comes Complete with Docking Station, all I/O and 2x12TB (24TB) of Storage.	\$6,587.14	1	\$6,587.14
March Networks - VA4 Indoor IR Dome - 2.8-8mm Motorized Lens, Dynamic IR, 4MP HDR, 3-Axis Gimbal, POE, LBR H.264, Alarm I/O, Audio I/O	\$330.00	1	\$330.00
Installation Materials	\$210.79	1	\$210.79
Liberty Wire & Cable - Cable, Cat6, 23-4P, CMP, Black		1	
C2G - 5ft Cat6 Ethernet Cable - Slim - Snagless Unshielded (UTP) - Yellow - 5 ft Category 6 Network Cable for Network Device - First End: 1 x RJ-45 Male Network - Second End: 1 x RJ-45 Male Network - Patch Cable - 28 AWG - Yellow		1	
Miscellaneous Installation Materials		1	
Subtotal:			\$7,127.93

Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - Fixed Fee - North Branch Installation - Progress Billed Monthly	\$2,860.00	1	\$2,860.00
Subtotal:			\$2,860.00

North Branch - Additional Cameras Options

* Optional Section

Description	One-Time	Qty	Ext. One-Time
March Networks - VA4 Indoor IR Dome - 2.8-8mm Motorized Lens, Dynamic IR, 4MP HDR, 3-Axis Gimbal, POE, LBR H.264, Alarm I/O, Audio I/O	\$330.00	2	\$660.00
Installation Materials	\$421.58	1	\$421.58



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT AGREEMENT(S)

Liberty Wire & Cable - Cable, Cat6, 23-4P, CMP, Black		1	
C2G - 5ft Cat6 Ethernet Cable - Slim - Snagless Unshielded (UTP) - Yellow - 5 ft Category 6 Network Cable for Network Device - First End: 1 x RJ-45 Male Network - Second End: 1 x RJ-45 Male Network - Patch Cable - 28 AWG - Yellow		2	
Miscellaneous Installation Materials		1	

* Optional Subtotal: **\$1,081.58**

Professional Services Labor

** Optional Section*

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - Fixed Fee - North Branch - Additional Cameras Options Installation - Progress Billed Monthly	\$2,134.00	1	\$2,134.00

* Optional Subtotal: **\$2,134.00**

Professional Services Engagement Agreement

ABOUT THIS PROFESSIONAL SERVICES ENGAGEMENT

In addition to the Professional Service Engagement Agreement located at www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement, the following applies to this Professional Service Engagement:

ENGAGEMENT OVERVIEW - DESIRED GOALS AND OUTCOMES - CURRENT SITUATION

East Central Regional Library would like us to: Upgrade March Networks NVRs in North Branch, Rush City & Wyoming;
Install (Qty:2) new IP camera locations at North Branch if option is selected.

ENGINEERING - DESCRIPTION OF SERVICES AND DELIVERABLES

Marco to provide the following solution:

- * March Networks Video Surveillance

Marco to program and document the following hardware inhouse:

- * March Networks NVR (Qty:3 X1216-R)
- * March Networks IP Cameras (Qty:1 VA4) - additional (2) if option selected.

Marco to install and program the following Video Surveillance hardware:

Rush City

- * Install (Qty:1) March Networks replacement NVR in existing rack location; terminate existing analog cameras and enroll existing IP cameras

- * Use existing cabling and IP addressing

Wyoming

- * Install (Qty:1) March Networks replacement NVR in existing rack location; terminate existing analog cameras and enroll existing IP cameras

- * Use existing cabling and IP addressing



North Branch

- * Install (Qty:1) March Networks replacement NVR in existing rack location; terminate existing analog cameras and enroll existing IP cameras plus installation of replacement camera for a currently failing camera.
 - * Use existing cabling and IP addressing
- * Cable and Install (Qty:2) March Networks indoor IP cameras per client determined location - If option is selected.

Marco to commission surveillance solution:

- *Enroll (Qty:3) new March Networks NVR in clients existing March Networks CES server.
- * Confirm FOV of new North Branch cameras.

■ COORDINATION - DESCRIPTION OF SERVICES AND DELIVERABLES

Level 2

- Ordering/tracking of product (if applicable)
- Technical resource assignment
- Technical resource scheduling
- Scheduling of internal kick off & customer kick off meetings
- Project plan / project task list build
- Digital project communication / project status updates
- Facilitation of change orders (if applicable)
- Project closure

■ CLIENT RESPONSIBILITIES

Client to provide following IP information to the Project Manager prior to installation:

- * Existing login credentials and IP addresses of existing NVRs in North Branch, Rush City and Wyoming
- * (3) POE Ports and IP addresses on the video/camera VLAN for new cameras in North Branch

Client to provide Marco technicians with reasonable access to all required spaces during installation.

Client is responsible to provide all local permits, fees and inspections as required.

All requested information above will be provided to Marco Project Manager prior to onsite installation

■ SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

It is assumed that all existing equipment and cabling is in good working order prior to onsite installation. Any troubleshooting of customer network, physical hardware or cabling will result in a change order and billed at Marco's standard rates.

It is assumed that all required, and agreed upon, network programming is completed by the customer prior to onsite work by Marco. This is to include any network switch configuration, set up of required VLANs and virtual or physical server set up by the customer. If any of these are not completed prior to installation, this may result in a change order and be billed at Marco's standard rates.



**SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)**

All work to be performed during normal business hours. Monday through Friday, 8am to 5pm.

Site Address

North Branch: 355 379th St, North Branch, MN 55056

Rush City: 240 W 4th St, Rush City, MN 55069

Wyoming: 26855 Forest Blvd, Wyoming, MN 55092



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)

Quote Summary - One-Time Expenses

Description	Amount
Rush City	\$6,587.14
Professional Services Labor	\$2,034.00
Wyoming	\$6,587.14
Professional Services Labor	\$2,034.00
North Branch	\$7,127.93
Professional Services Labor	\$2,860.00
Total:	\$27,230.21

*One-Time * Optional Expenses*

Description	One-Time
North Branch - Additional Cameras Options	\$1,081.58
Professional Services Labor	\$2,134.00
Optional Subtotal:	\$3,215.58

Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
One-Time Payment	1	One-Time	\$27,230.21

Summary of Selected Payment Options

Description	Amount
One-Time Payment: One-Time Payment	



■ Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) ("Terms and Conditions") which are located at www.marconet.com/legal for the Products it is obtaining as identified in this Schedule of Products.
- If the parties have negotiated changes to the Terms and Conditions that have been reduced to writing and signed by both parties, the modified version(s) of such Terms and Conditions, that have not expired or been terminated, shall replace the online version(s).
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.
- Payments made via credit card are subject to a 3% surcharge.
- A \$30 fee will be assessed for any returned payment

Marco Technologies, LLC

EAST CENTRAL REGIONAL LIBRARY-CAMBRIDGE

Signature: _____
Name: _____
Title: _____
Date: _____

Prepared for: Ryan Flannery
Signature: _____
Signed by: _____
Title: _____
Date: _____
PO Number: _____
Email Address: _____

ITEM 10



To: Chisago County Commissioners

From: Chase Burnham, Administrator
Kristin Waddell, Chief Deputy Auditor-Treasurer

Date: July 10, 2024

Re: County Budgeting Software

The current budget software provider is OpenGov, which provides Operating Budget planning at a current cost of \$28,163. The cost for 2025 is increasing to \$29,781.

For Capital (CIP) Budgeting software, the current provider is Infinite-Data at a cost of \$5,300.

Personnel budgeting is currently being done using excel.

The County has obtained two quotes for Budget Software:

Quote #1 from ClearGov:

- Operational Budgeting
- Personnel Budgeting
- Capital (CIP) Budgeting
- Digital Budget Book

Setup Service Fees (One time investment)	
Setup Fee: Includes - Full activation and setup; Data onboarding; Client training	\$9,360
Total Setup Service Fees	\$9,360

Annual Subscription Service Fees (Annual investment)	
ClearGov Operational Budgeting	\$19,600
ClearGov Personnel Budgeting	\$17,800
ClearGov Capital Budgeting	\$14,000
ClearGov Digital Budget Book	\$11,700
Bundle Discount	(\$22,085)
Total Annual Subscription Service Fees	\$41,015

- First year cost would be \$50,375, each additional year \$41,015. There is a multi-year bundle discount of 3% (3 years would be a \$3,691 savings).

Quote #2 from OpenGov:

- Budgeting & Planning (Operating) Budget
- Workforce Planning

Budgeting & Planning Financial Integration, Workforce Planning	10/1/2024	9/30/2025	\$37,180.50
PROFESSIONAL SERVICES:			
Product / Service			
OpenGov Deployment — One Time Fee (Prepaid Hours)			
Professional Services Total:			\$6,880.00

- First year cost would be \$44,061, each additional year:

Budgeting & Planning Financial Integration, Workforce Planning	10/1/2025	9/30/2026	\$39,039.53
Budgeting & Planning Financial Integration, Workforce Planning	10/1/2026	9/30/2027	\$40,991.50

- This option only includes Operating and Workforce solutions, would still need a Capital (CIP) Budgeting Software Solution (currently \$5,300), also does not include the Digital Budget Book



Software Proposal

PREPARED ON

7/2/2024

PREPARED FOR

Kristin Waddle
Chief Deputy Auditor-Treasurer
Chisago County

PREPARED BY

Andrew Roth
ClearGov, Inc.
aroth@cleargov.com
352-888-2322



OUR MISSION

**We Create Easy-to-Use Software
to Help counties Plan and Budget
Better**

**NACo endorses ClearGov Budget Cycle Management as the
budgeting solution of choice for local agencies.**



"ClearGov's commitment to modernizing the government budgeting process with affordable, easy-to-use software has saved counties countless hours by streamlining and automating the annual budget process. After our rigorous evaluation process, we are pleased to share ClearGov's innovative solutions with our members."

Paul Terragno
Financial Services Center Managing Director,
NACo

7/2/2024

Kristin Waddle
Chief Deputy Auditor-Treasurer
Chisago County
313 N Main St
Center City, MN 55012

Dear Kristin,

Per our discussions, I am pleased to provide you and your team at Chisago County with the attached software proposal for your consideration

Our mission at ClearGov is to create easy-to-use, modern software to help counties plan and budget better. We make it easy for counties like yours to operate more efficiently and communicate more effectively. Our solutions are easy to afford, implement, and use. They don't cause a lot of upheaval, and they don't force you to reinvent the wheel. ClearGov solutions are designed to be just right for counties like Chisago County.

We fully appreciate the demands on your time, so I'd like to thank you in advance for the time that you and your team will spend reviewing this proposal. If you have any questions or need additional information of any kind, please do not hesitate to ask.

ClearGov is the leading provider of budgeting and planning solutions for local government agencies, so I am confident that you and your team will be impressed by the ClearGov solutions and even more impressed by how hard we will work to make you happy.

We look forward to working with you.

Sincerely yours,

Andrew Roth
ClearGov, Inc.
aroth@cleargov.com
352-888-2322

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Mission

ClearGov is the leading provider of budgeting and planning solutions for local government agencies. ClearGov's mission is to create easy-to-use, modern software that helps counties plan and budget better. We believe that every county should have the opportunity to leverage technology to operate more efficiently and communicate more effectively. We pursue this mission by carefully designing solutions that are clear, collaborative, compelling and cost-effective to fuel better budgeting and drive community support.

Solutions Overview

Based on our conversations with Chisago County and our understanding of your key needs and objectives, we are proposing the following ClearGov solutions:

ClearGov Operational Budgeting

- A robust, yet simple-to-use budgeting solution that is specifically tailored to the needs of counties to streamline the budgeting process.
- Enables finance teams to easily collaborate in real time
- Eliminates spreadsheet errors
- Provides visual dashboards for all funds summary and budget to actuals
- Enables end-of-year projections and fund balance analytics

ClearGov Personnel Budgeting

- A filterable personnel dashboard provides a birds-eye view of your headcount budget and enables you to visually compare unlimited personnel budgeting scenarios
- Automated workflows streamline position and reclassification requests
- Create salary and benefits plans for up to 20 years
- Analyze the effects of salary/benefit adjustments for more informed union negotiations
- Create and export custom reports to share your personnel budget internally and externally

ClearGov Capital Budgeting

- Utilize built-in templates to easily create customized capital request forms
- Automated workflows collect, organize and present capital requests in an intuitive dashboard with the ability to filter by department, funding source, request type and more
- Leverage capital request template forms and create custom forms
- Create unlimited multi-year scenario plans to optimize capital utilization
- Score and rank capital requests based on custom criteria to prioritize requests

ClearGov Digital Budget Book

- The easiest and fastest way to build an award-winning budget book
- Automatically generates a professionally formatted template that's pre-populated with your financials, capital request data, charts, and more
- Let's you and your team work collaboratively to fill in the details
- Built to GFOA guidelines, optimized to ADA standards and designed to be mobile-friendly

Investment

ClearGov offers solutions that are affordable for counties of all shapes and sizes. A summary of your investment in the ClearGov Solutions proposed herein includes:

Setup Service Fees (One time investment)	
Setup Fee: Includes - Full activation and setup; Data onboarding; Client training	\$9,360
Total Setup Service Fees	\$9,360

Annual Subscription Service Fees (Annual investment)	
ClearGov Operational Budgeting	\$19,600
ClearGov Personnel Budgeting	\$17,800
ClearGov Capital Budgeting	\$14,000
ClearGov Digital Budget Book	\$11,700
Bundle Discount	(\$22,085)
Total Annual Subscription Service Fees	\$41,015

Implementation Plan

You will be assigned an Implementation Manager (IM), who will develop a plan to get your team up and running that is based on your specific goals and timeline. The ClearGov Onboarding Process will have a big impact on your overall success with our platform, and as such, it is a team effort between you and ClearGov that includes three key components:

General Ledger Data Mapping

- A ClearGov Sr. Data Advisor will format, upload and map your financial data (i.e. revenue and expense data). Your role is to provide us with a complete set of data files as well as guidance on how you would like to view the data, and to review and provide feedback along the way. This is the most important onboarding step as it enables the full use of the budgeting applications.

Training

- Our products are designed to be intuitive and easy to use, but ClearGov provides a robust set of self-directed training resources, as well as live custom workshops to share best practices and help you get the most from our solutions.

Configuration

- Once trained, you can easily configure the ClearGov platform to meet your specific needs - for example - by customizing capital request forms; creating wage schedules; selecting the panels to include in your Transparency Center; etc.

Timeframe

- We have learned that different customers have different priorities, so the onboarding process usually takes between 60 - 90 days. If you have a specific deadline, please let me or your Implementation Manager know, and we'll get back to you quickly to let you know if it's possible, as well as what needs to happen - by when - to achieve that deadline.

Conclusion

In the pages that follow, we'll explain how and why ClearGov solutions not only offer the best value for Chisago County, but also make your day-to-day operations more efficient, productive, and impactful.

As the leading provider of budgeting and planning solutions, ClearGov is committed to helping counties like yours “make democracy work better”. And while that may sound lofty, “democracy” is simply what you do every day. We just want to help you do it in a modern, data-driven way — a way that makes your job easier, lightens your load, showcases all the good work that you do, and ultimately helps you better serve your community.

ClearGov already works with hundreds of local governments, schools, counties and other agencies across the country, and we'd be delighted to welcome Chisago County into the fold. If you have questions or concerns as you review this proposal, please do not hesitate to reach out. Thank you for your consideration.

Budget Cycle Management Overview

We know that you're working hard to make your county run better, and you know that technology can help you get it done. Unfortunately, most of the gov-tech software on the market right now is designed for sprawling megacities or state and federal government — not local agencies like yours. So, these platforms are often complicated, expensive, and loaded with bells and whistles that you'll never use. You don't need a chainsaw to carve a turkey. You simply need the right tool for the job.

ClearGov, the leader in modern budgeting and planning solutions, is built from the ground up specifically for counties. It does everything you need it to do. It's just-right software for agencies that are looking to take that critical next step toward modernizing their budget process. Therefore, all ClearGov solutions are:



CLEAR AND EASY TO USE

At ClearGov, everything we do is designed to make complex government data easy to understand and easy to use, internally and by the public at large. We present data in readily-understood infographic form, and offer an interface for our internal tools that's easy for every staff member to learn and use.



CLOUD-BASED

Web-based software requires no installation, no maintenance and is always up-to-date. Plus, it gives counties the ability to quickly adjust to evolving input and changing dynamics. We host our software and our data with Amazon Web Services, which ensures data security and world-class software performance.



CONNECTED

All ClearGov solutions share a common data set and work together seamlessly. Plus, when you're ready to implement, we do all the heavy lifting for you. To get started, all you have to do is send us an Excel file with your financial data, and we'll onboard it for you.



COLLABORATIVE

ClearGov solutions are designed to improve collaboration and efficiency by automating processes and outcomes. Streamlining the collaborative process is vital to prevent key items from falling through the cracks. Centralization and remote access to documents, systems and processes is mission-critical.



COST EFFECTIVE

ClearGov is built and priced for counties. Our packages are all-inclusive, so you'll never be charged extra for per-seat licenses, never be surprised with hidden fees, and never pay for support or product updates...never.

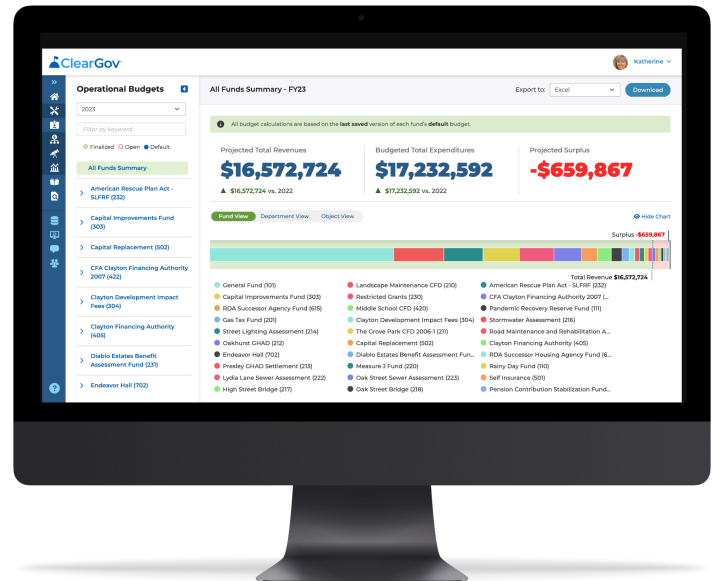
Our goal is to delight our customers with unbeatable value in everything we do.

Operational Budgeting

Budget Better Together

ClearGov Operational Budgeting is a suite of flexible, cloud-based budgeting, forecasting and fund balance modules designed to leverage your existing financial data into a more efficient and collaborative budget building process that streamlines communication with department heads and other budget stakeholders.

It is a one-stop shop to dynamically forecast what-if scenarios, build a budget and communicate budgeting rationale. Designed specifically for local governments and school districts, ClearGov Operational Budgeting is a giant step forward from building your budgets and forecasts with Excel or the legacy accounting system budgeting tools.



[Watch a 5 minute micro-demo here](#)

✓ **Budget Dashboard**

✓ **All Funds Summary**

✓ **Automated Audit Trail**

✓ **Budget to Actuals Charts**

✓ **Unlimited Budgets**

✓ **Departmental Collaboration**

✓ **End of Year Projections**

✓ **Integrated Report Builder**

✓ **Fund Balance Metrics**

✓ **Multi-Year Forecasting, and more...**



"Having the budget online eliminates version control issues and lets everyone know where we are in the process. Instead of calling or emailing department heads, I can just go into ClearGov and access all the requests and supporting documentation in one spot."

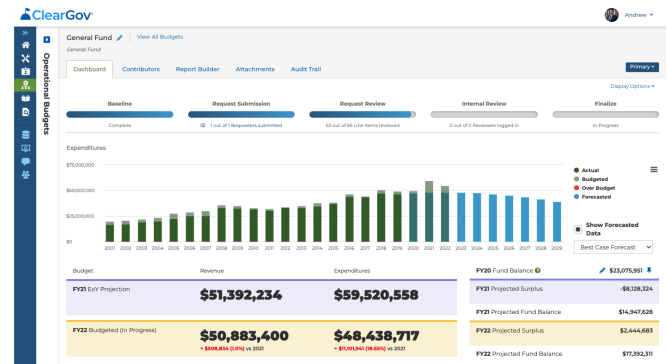
Sean O'Brien
Special Assistant to the Finance Director
Town of Natick, MA



Budget Builder

ClearGov's Budget Builder helps your staff budget better, together. Using a single, shared online workspace, financial executives, committee members, and department heads can collaborate on building a budget using an efficient tool that's been designed specifically to meet the budgeting needs of counties.

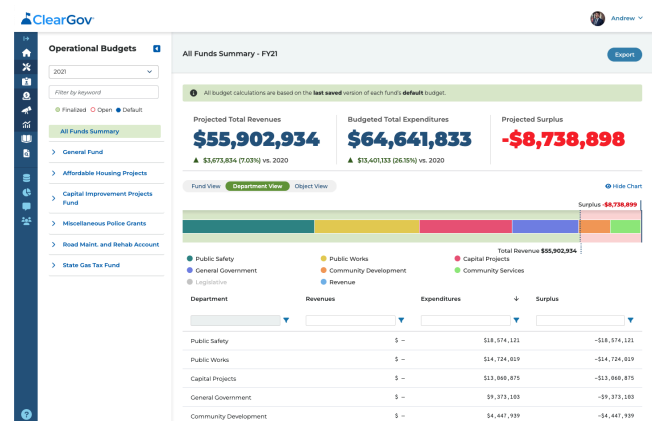
- **Choose your baseline:** Base your budget on last year's data, on a simple-to-generate budget forecast (see below) or use zero-based budgeting.
- **Collaborate effectively:** ClearGov Budgets makes it easy to manage, merge, track and review budget requests and changes as a team, every step of the way.
- **Create unlimited budgets:** Create multiple budgets every year across different funds or for the same fund. You can even build out what-if scenarios.
- **Add notes and supporting material:** Comments and supporting documents are easily attached directly to line items so they are readily available for reference.
- **Keep a thorough audit trail:** Automatically track every change, comment, and version so you always know who changed what and when.
- **Build custom reports with a click:** Easily create and export custom reports to share your operational budget with internal and external stakeholders and existing systems.
- **Operational Budget Dashboard:** Quickly see and share the status of your budget-building process. Filter on current and historical financial data. Automatically aggregate all budget requests in one place.



All Funds Summary

With ClearGov's automated All Funds Summary dashboard, you can easily review your holistic budget. No more switching between spreadsheet tabs or scrolling screen by screen to get the full picture.

- **Automated Summary:** View your budget across all funds via an interactive, visual dashboard.
- **Toggle Your Views:** Filter and sort functionality is built-in. You can toggle your view by fund, department or object.
- **All Funds Summary Export:** Online collaborators will have access to the All Funds Dashboard, and with one click, you can export a full report to Excel, CSV or PDF.





End of Year Projections

As your fiscal year progresses or as the fiscal year-end approaches, your collaborators can submit end-of-year projections. ClearGov automatically updates your projected fund balances to help you make more informed decisions for next year's budget.

Object	FY20 Projected	FY21 (In Progress)	FY22 Forecasted
Public Safety	\$18,437,833.00	\$18,449,120.50	-0.82%
Police Services	\$18,437,833.00	\$18,449,120.50	-0.82%
Capital Outlay	\$0.00	\$0.00	n/a
Personnel	\$118,978.00	\$118,978.00	0%
Operations and Maintenance	\$221,291.00	\$232,598.50	-1.31%
INCENTIVE PAY	\$0.00	\$0.00	n/a
MEMBERSHIPS & DUES	\$505.00	\$282.50	-50%
TRAINING & EDUCATION	\$0.00	\$20.00	-99.78%
FY20 Fund Balance	\$18,267,038.00	\$1,500.00	149980%
FY20 Proj. Surplus	\$31,214,636.00	\$0.00	n/a
FY20 Proj. Fund Balance	\$40,481,674.00	\$1,499.00	0%
FY20 Proj. Surplus	-\$8,168,424.00	\$30,300.00	0%
FY20 Proj. Fund Balance	\$41,333,320.00	\$0.00	-100%
SUBSCRIPTIONS & BOOKS	\$0.00	\$0.00	n/a
UNIFORMS	\$18,188.00	\$18,188.00	0%

- **EOY Collection:** Seamlessly include an “End-of-Year Projection” column in your budget workspace. Default to previous year’s numbers or zero-balance.
- **Fund Balance Analysis:** Utilize interactive charts to give your finance team new perspectives and insights on your projected Fund Balances.
- **Pin Your Chart:** Your collaborators can pin their fund balance chart to their workspace to see live updates as they work through their budget requests entry.

Why does Chisago County need this?

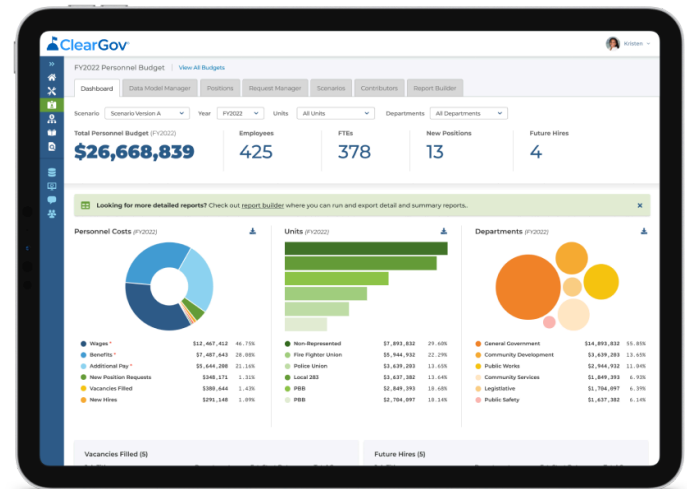
- **Improve accuracy:** Nearly 9 out of 10 spreadsheets contain errors. Finding those mistakes and fixing them can be frustrating and wastes precious time. But ClearGov is cloud-based, so everybody works on the same error-free master file vs. a multiple spreadsheet monster that has to be managed and merged manually.
- **Collaborate more effectively:** ClearGov allows everyone involved to work from the same platform, share comments and suggestions, and immediately see the impact across the organization — in real time — as budget development unfolds.
- **Free up time and resources:** Preparing the annual budget consumes a big chunk of your time, but it's not the only thing you do. Modernizing your budgeting process will free up your time and talent to focus on other critical projects as well.
- **Make better budgeting decisions:** ClearGov’s dynamic, graphical interface helps you clearly visualize historical trends — at a glance — so you can readily identify areas that are consistently under or over budget and make adjustments accordingly.
- **Plan for the long term:** Access to an AI-driven forecasting tool enables you to better assess how budget decisions made today will impact revenues and expenditures down the road. Create multiple forecasts to better plan for “best case” or “worst case” scenarios.
- **Identify areas of potential overspend/prevent waste:** With instant, easy access to benchmarking data, you can uncover areas for savings quickly and adjust your budget accordingly.

Personnel Budgeting

Modern Personnel Planning

Chances are that people represent the biggest chunk of your annual budget, and it's also the most complicated. ClearGov's Personnel Budgeting solution enables you to throw away those massive spreadsheets that you've been managing by hand and streamlines the entire personnel planning and forecasting process in a single, cloud-based, collaborative solution.

Complete with powerful tools to manage position requests, inform union negotiations and much more, ClearGov's Personnel Budgeting application is a unique software platform built specifically to help finance directors more easily budget for salaries, benefits and other personnel costs.



[Watch a 5 minute micro-demo here](#)

✓ **Personnel Dashboard**

✓ **Union Negotiation Planning**

✓ **Position Request Manager**

✓ **Multi-year Position Budgeting**

✓ **Vacancy Planning**

✓ **Integrated Report Builder**

✓ **Unlimited Scenario Planning**

✓ **And more...**



"The more we work in ClearGov, the easier it gets. We first bought Transparency, and then subsequently added Digital Budget Book several months later. Now, we are planning to upgrade to the full suite this spring so we can use Operational Budgeting, Capital Budgeting, and Personnel Budgeting for our next budget cycle. The ClearGov team has been amazing to work with."

Linda Watson
Finance Director
Page, AZ
Population: 7,375



Personnel Request Manager

The ClearGov Personnel Budgeting solution enables you to quickly and easily setup and organize your personnel data, collective bargaining rules, open positions and more. Automated workflow tools enable you to capture position requests in a digital format and automatically incorporate these changes into your personnel planning model.

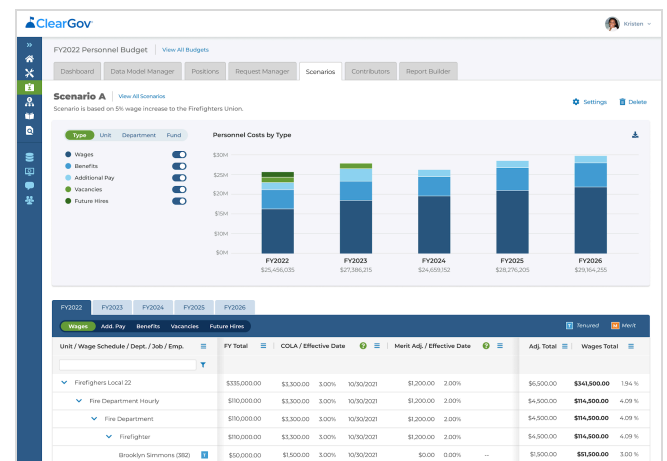
- **Position Management:** Easily import all people, positions and units from your accounting system and set up rules for steps, lanes, benefits, overtime and more.
- **Digital Request Forms:** Stop using paper or Excel request forms. Enable department heads to submit new position requests using digital request forms, and all data is automatically captured within your personnel plan.
- **Request Manager:** Manage all new position requests from one table. Easily see the details of each request, add comments for the requester, and take other actions on the request. Requests can be included in scenarios to see the impact of new positions as you build your personnel budget.



Personnel Planning

ClearGov Personnel Budgeting provides a powerful yet intuitive set of tools to review, plan, compare and communicate multiple personnel plan scenarios to help you make smart decisions about your team and your budget. Compare and contrast single year or multi-year budgets. Easily alter any of your key assumptions to examine unlimited what-if scenarios.

- **Data and Rules Manager:** Intuitive tools enable you to set up and manage key assumptions and rules by position or by CBA unit.
- **Scenario Planning:** Seamlessly create unlimited, personnel budget scenarios based on applicable rules and assumptions by unit, by position or by individual.
- **Union Negotiations:** Analyze the effects of adjustments to salaries and benefits for more informed negotiations.
- **Vacancy Planning:** Get a complete picture of your current and future workforce budget; create and fill vacant positions on specified dates.
- **Multi-Year Planning:** Automatically create salary and benefit plans for up to 20 years in the future.

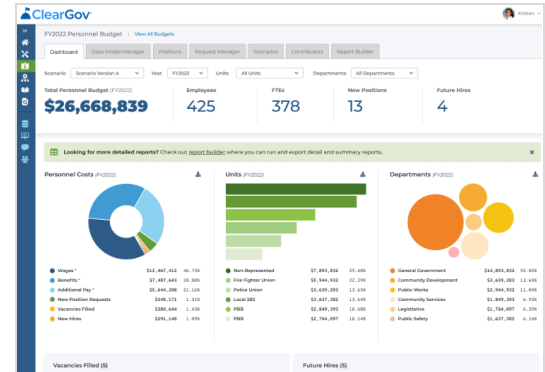




Personnel Dashboard

ClearGov Personnel Budgeting rolls up all of your critical information into an easy-to-read, graphical dashboard to help you immediately see the impact of key decisions and share these insights with the rest of your team in a common cloud-based environment.

- **Robust Filtering:** Immediately see the impact on your headcount plans from multiple angles. Filter your personnel dashboard by department, job type, position, unit, and more.
- **Report Builder:** Create and export custom reports to share your workforce budget with internal and external stakeholders and existing systems.



Why does Chisago County need this?

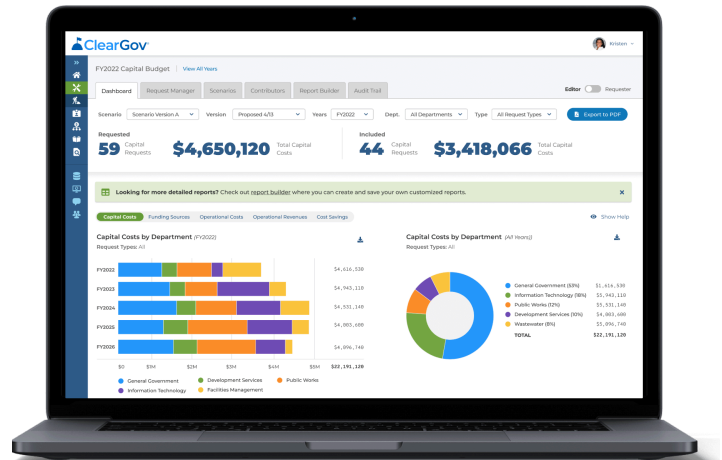
- **Scrap the Spreadsheets:** Get rid of those massive personnel planning spreadsheets and stop sorting through emails to find the right update. Best of all, eliminate those tedious spreadsheet errors that take hours and hours of precious time to find and fix. ClearGov is cloud-based, so everybody works on the same error-free master file vs. a multiple spreadsheet monster.
- **Accurate forecasts:** More accurately forecast personnel expenses, including salaries, benefits and other ancillary compensation such as overtime to help you make better, fact-based decisions today.
- **Critical insights:** Leverage scenario planning to understand the true impact of key labor contract negotiations, plan for vacancies, furloughs and more.
- **Save time and effort:** Manage new position and reclassification requests more efficiently and incorporate those changes directly into your planning.
- **Streamline Budget Reviews:** Share your dashboard and key reports with internal and external stakeholders for review, feedback and approval. With all of the relevant information in one place, your budget review meetings will be a snap.
- **Synchronized budgeting:** ClearGov's Personnel Budgeting also syncs directly with ClearGov Operational Budgeting to further streamline your overall annual budgeting process.

Capital Budgeting

Smart Capital Planning

Capital planning doesn't have to be complicated and it definitely doesn't need to be manual. It's time to get rid of those hard copy capital request forms and move your entire capital planning process into the digital age.

ClearGov Capital Budgeting is the first cloud-based capital improvement planning (CIP) solution specifically designed for local governments that streamlines requests, provides a multi-year scenario optimization process, and generates website-based pages automatically for each capital improvement.



[Watch a 7 minute micro-demo here](#)

✓ **Capital Budgeting Dashboard**

✓ **Unlimited Contributors**

✓ **Capital Request Manager**

✓ **Project Request Templates**

✓ **Request Scoring & Ranking**

✓ **Integrated Report Builder**

✓ **Unlimited Scenario Planning**

✓ **And more...**



"Our CIP team absolutely loves the capital budgeting product. They love the fact that they can import our projects into it, and we can show our citizens this information. We are going to use the Transparency project pages so that our citizens can get updates on our projects."

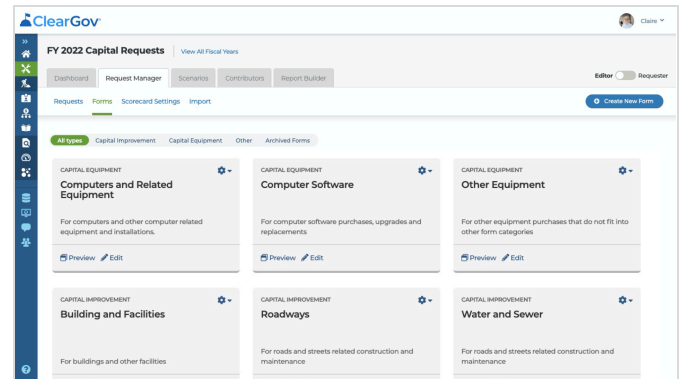
Christin Lindsey
Senior Budget Analyst
Pflugerville, TX



Capital Requests

The Capital Request function is a dashboard-driven tool that automates and optimizes the process of collecting, organizing, and reporting capital requests across all departments and automatically populates your capital plan. Think of it as a modern, digital-first solution to an age-old, paper problem.

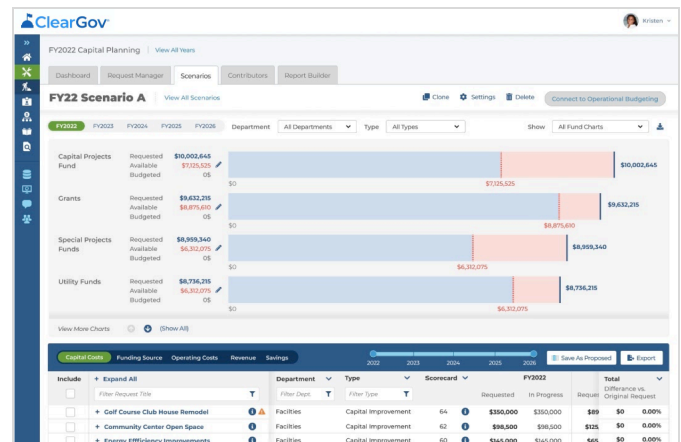
- **Digitize your requests:** Save some trees with a simple online form that captures and submits requests electronically.
- **Customize your form(s):** Easily customize the default templates with a few simple clicks to precisely fit your needs and preferences. Create as many different form types as you need.
- **Automate your workflow:** Initiate, collect, track, and manage all your requests online, even set triggered reminders for department heads.
- **Digital audit trail:** Your department heads can easily attach pictures, PDFs, and other supplemental materials to their digital request form. These materials travel with the request, so they're always just a click away.
- **View capital requests at a glance:** Report and review requests by department, funding source, fiscal year, and more — all from an intuitive dashboard.



Scenario Planning

All capital request data is automatically integrated into the Scenarios functionality. Powerful but simple tools enable you to easily and visually identify how your expected funding matches up against all of the requests. Scenarios makes it point-and-click easy to examine multiple scenarios to help you make insightful decisions about which projects you need and can afford to fund.

- **Unlimited Scenarios:** Easily create, analyze and compare multiple scenario plans to propose and optimize your capital budget - both near and long term.
- **Scoring and Ranking:** Assign priorities and ratings to each project based on how they directly impact your key strategic initiatives.
- **Shift Funding Assumptions:** Can't afford to completely fund a project in one year...no problem. ClearGov Capital Budgeting enables you to spread funding assumptions across multiple years and explore multi-year what-if scenarios.

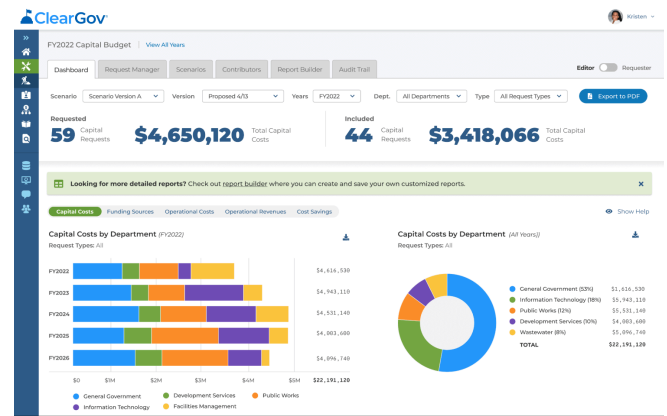




Capital Budgeting Dashboard

The Capital Budgeting dashboard centralizes everything you need to plan and present your budget and provide deeper insight into capital requests. Use filters to visualize the data from multiple angles while you review capital costs, funding sources, operational costs, cost savings and project revenue.

- **Robust Filtering:** Immediately see the impact of capital requests on your budget from multiple angles. Filter your dashboard by department, year, request type and more.
- **Auto-generated graphs:** View your capital budget data with auto-generated charts that can be downloaded instantly to be used in presentations or shared with stakeholders.
- **Analyze Requests:** Easily click on a request to drill down into the details to see pictures, attachments and a cost breakdown.



Why does Chisago County need this?

- **It's so much more efficient:** The sooner you automate out-dated manual processes, the more efficiently you can govern. Once you streamline the tedious task of organizing your capital requests, you'll have more time and energy to invest in one of the most critical components of good governance — strategic planning.
- **Eliminate the paper chase:** Instead of chasing down paper requests and slogging through the data entry process, you can kick off each new request cycle with a click.
- **Critical insights:** Leverage scenario planning to understand the true impact of key capital projects in both the short term and over time.
- **Shine a spotlight on community development:** A good chunk of every tax dollar funds important CIPs in your community — things like new construction, improvements to infrastructure, and other key initiatives. Keep residents (and the press) informed about the issues they care about most.
- **Synchronized budgeting:** ClearGov's Capital Budgeting syncs directly with ClearGov Operational Budgeting to further streamline your overall annual budgeting process. Capital Budgeting also syncs with and automatically generates a capital request summary with detail pages for each department/request for your ClearGov Digital Budget Book.

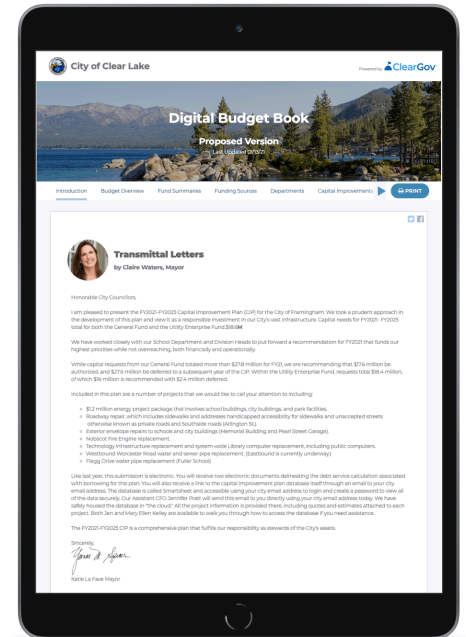
Digital Budget Book

Build an Award-Winning Budget Book in a Fraction of the Time

The annual budget book is your most important, public-facing policy document. You want it to be polished, professionally formatted, and accessible to as many residents and stakeholders as possible. And, ideally, you want it to be easy and efficient to produce on your end.

ClearGov Digital Budget Book is the industry's first website-based solution that automates most of the budget book creation process using templates and data-driven charts and tables. Meet GFOA award criteria and deliver new levels of clarity, engagement and understanding for your citizens.

[Watch a 5 minute micro-demo here](#)



✓ Automated Fund Summaries

✓ Capital Improvements Inclusion

✓ Department Specific Pages

✓ Automatic Data Updates

✓ Collaborate and Customize

✓ Automated Workflows

✓ Built-in GFOA Best Practices

✓ And more...



*"We are proud to have won a GFOA award for our latest budget book that we created with ClearGov's Digital Budget Book. One GFOA reviewer even gave us an **Outstanding** rating for Document-wide Criteria and noted: 'The new software they have implemented is great. Graphics, charts, formatting: all exceptional. Outstanding as a communication device.' We are thankful to ClearGov for all of their support throughout the process."*

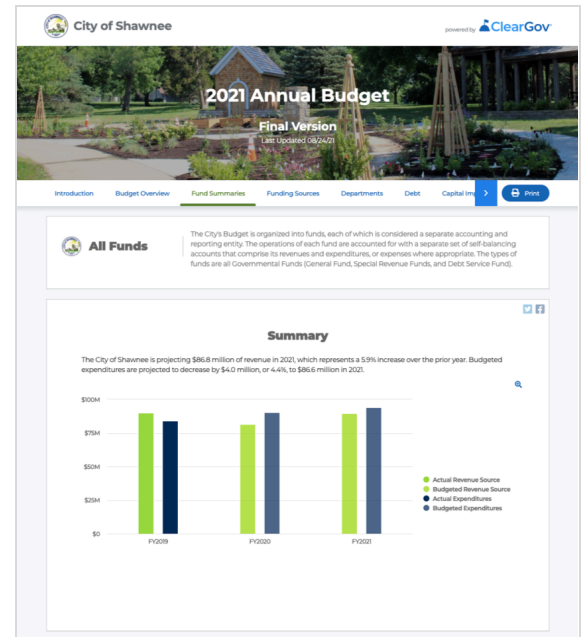
Janet Holman
Financial System Manager
Montgomery County, OH



Budget Book Builder

The Budget Book Builder module helps you produce an interactive and engaging budget book in a fraction of the time it takes today. Instead of manually building your book in a clunky document editor, you build it collaboratively using simple web apps that streamline the steps from start to publish.

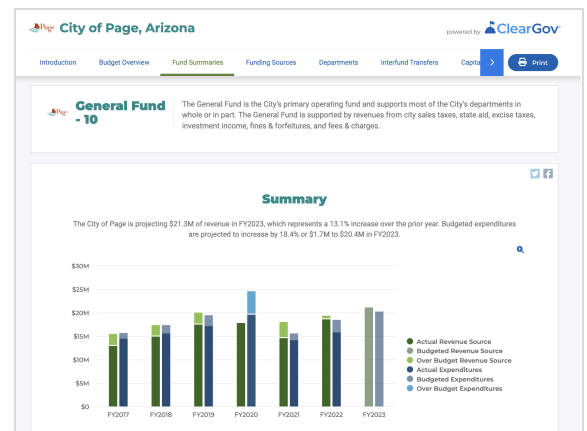
- **Prepopulated and preformatted:** Start with a core framework that includes all of your pre-loaded budget data with integrated, pre-built charts
- **Smarter workflow:** Collaborate and work faster to add your narrative with fewer headaches
- **Highly customizable:** Add images, choose chart colors, and select styles to reflect your civic brand.
- **Better end product:** Produce a polished piece that is ADA-Optimized and built from the ground up to meet GFOA best practices



Auto-generated Charts, Graphs and More

ClearGov automatically generates charts, graphs, and Fund Summary pages using your budget data - giving you a profound head start in content creation.

- **Page creation:** Fund Summary pages are pre-built with easy-to-edit template panels. Simply add narrative to the panels to tell your story.
- **Pre-populated:** Fund Summary pages are pre-populated with revenue, expense, and historical data so you don't have to enter it manually.
- **Auto-generated graphs:** Pages include compelling, colorful graphs to complement the data and to help visualize the numbers for each section of your budget. All your graphs and data are auto-updated if you change the numbers.
- **Auto-translate:** Built-in Google Translate functionality will automatically translate your budget book narrative into Spanish, French, Portuguese or more than 100 other languages.



Digital Budget Book Examples

Check just a few of the outstanding Digital Budget Books created using the ClearGov solution:

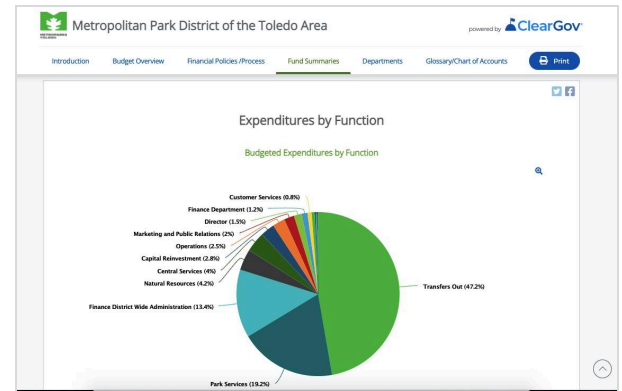
- [El Mirage, AZ Digital Budget Book](#)
- [Shawnee, KS Digital Budget Book](#)
- [Yuma County, AZ Digital Budget Book](#)
- [Sussex County, DE Digital Budget Book](#)
- [City of Bristol, CT Digital Budget Book](#)



Automatic Data Updates

Revenue and expense data are automatically updated throughout your Digital Budget Book as the numbers change, eliminating errors and saving time - especially valuable for those inevitable last-minute tweaks.

- **Embedded Data:** Easily embed budget numbers into your narrative. Embedded numbers automatically update whenever your budget changes. No more searching through 300 pages.
- **Smart Charts:** All charts and graphs also update automatically, and they're interactive to help provide a complete picture of your budget.
- **Integrated Budget:** Syncs directly with ClearGov Operational Budgeting or upload your budget data into an integrated, intuitive budget editor.



Why does Chisago County need this?

- **The short-cut you always wanted:** One simple click generates a fully formatted framework that's automatically populated with your financial data, along with pre-built charts, tables and graphs, and even some pre-written content. You simply fill in the blanks and customize the content as you see fit.
- **Improve accuracy:** The more spreadsheets you manage and papers you shuffle, the greater the margin of error. ClearGov's digital-first approach is automated, templated, and paperless so you can stop manually collecting, merging, and managing all that input from dozens of department heads.
- **You save time and aggravation:** Recreating charts, tables, and graphs from spreadsheets every time a figure changes is not only tedious, it's inefficient. With ClearGov, every time you change a number in your budget, all of the applicable charts, tables and graphs are updated automatically.
- **Print on demand:** Printing a budget book is expensive and often out of date before the ink dries. ClearGov enables you and your citizens to print specific sections or the entire budget book whenever you like - which saves both time and money.
- **GFOA kudos:** ClearGov's Digital Budget Book is structured to meet GFOA best practice guidelines. In fact, there is a GFOA checklist built right in, so you can check off each Distinguished Budget Award Presentation requirement as you complete it.

In the interest of transparency, we want to provide guidance around the scope of usage that is included with each ClearGov solution. The tables below do not provide a detailed list of every feature and/or function included in the product. These tables provide a summary of the key things that you can do with each solution once your account has been activated.



ClearGov Operational Budgeting - Product Scope

Once your data has been onboarded, ClearGov Operational Budgeting enables Chisago County team members to execute a variety of tasks, as outlined in the table below. ClearGov products are designed to be easy to use and intuitive, and with the training we provide, you should have all the expertise you need to fully leverage the platform.

Service Description	In Scope
Create Forecasts: Auto generate one or more forecasts for each of your funds. Modify forecasts based on what-if scenarios adjust parameters as needed.	Unlimited forecasts
Create Budgets: Create one or more budgets for each of your applicable funds. Invite collaborators, iteratively build the budget and share with reviewers.	Unlimited budgets
Export Budgets to ERP: Export your final budget(s) from ClearGov in order to import directly into your accounting system / ERP. NOTE: Depending on your ERP, your export file may require formatting prior to import.	Export Format:Excel; .CSV file



ClearGov Personnel Budgeting - Product Scope

Once you have uploaded your position and personnel data, ClearGov Personnel Budgeting enables Chisago County team members to execute a variety of tasks, as outlined in the table below. ClearGov products are designed to be easy to use and intuitive, and with the training we provide, you should have all the expertise you need to fully leverage the platform.

Description	In Scope
Personnel Request Forms: Create forms for your contributors to submit personnel requests.	Unlimited personnel request forms
Personnel Data Import: Import personnel and position data into your personnel plan.	Unlimited positions and personnel
Personnel Scenario Planning: Input and adjust key rules and assumptions to create and analyze personnel budget scenarios.	Unlimited scenario planning



ClearGov Capital Budgeting - Product Scope

Once your subscription is activated, ClearGov Capital Budgeting enables Chisago County team members to execute a variety of tasks, as outlined in the table below. ClearGov products are designed to be easy to use and intuitive, and with the training we provide, you should have all the expertise you need to fully leverage the platform.

Description	In Scope
Capital Request Forms: Create forms for your contributors to submit capital requests.	Unlimited capital request forms
Capital Request Imports: Import existing capital requests to your capital plan and/or present in your budget book.	Unlimited capital requests
Capital Scenario Planning: Input and adjust capital funding assumptions to create and analyze capital budget scenarios.	Unlimited scenario planning



ClearGov Digital Budget Book - Product Scope

Once your data has been onboarded, ClearGov Digital Budget Book enables Chisago County team members to execute a variety of tasks, as outlined in the table below. The ClearGov training programs and your CSM will provide advice and suggest best practices to help you optimize your own Digital Budget Book.

Description	In Scope
Digital Budget Books: Create comprehensive digital budget books based on onboarded budget data and the narrative added by you.	Unlimited Digital Budget Book versions
Digital Budget Book Pages: Fill out templated sections of your budget book using ClearGov's toolset and GFOA guidelines embedded in the product, and/or create new pages with your own content, images, tables, etc. as needed.	Unlimited pages
Printed Budget Books: ClearGov's Digital Budget Book solution includes print to .PDF functionality. It automatically creates .PDF documents of the full budget book or selected sections.	Unlimited

Our pricing model matches our products - simple, straightforward and built for local governments.

Setup Fee:

- A **one-time investment** that covers setup, activation, data onboarding and initial training — everything you need to get launched.

Solution Subscription:

- A flat **annual investment** covers unlimited access and usage of your ClearGov solution and includes unlimited support from your dedicated Client Success Manager.

That's it. We don't charge extra for seat licenses or updates or ongoing support or professional services or anything else, so there are absolutely no hidden fees. See the table below for a complete breakdown of what's included.

Setup Service Fees (One time investment)	
Setup Fee: Includes - Full activation and setup; Data onboarding; Client training	\$9,360
Total Setup Service Fees	\$9,360

Annual Subscription Service Fees (Annual investment)	
ClearGov Operational Budgeting	\$19,600
ClearGov Personnel Budgeting	\$17,800
ClearGov Capital Budgeting	\$14,000
ClearGov Digital Budget Book	\$11,700
Bundle Discount	(\$22,085)
Total Annual Subscription Service Fees	\$41,015

Overview

The ClearGov onboarding process is designed to activate and set up your ClearGov solution. We have designed the process to be as straightforward as possible. Yes - there are some things you'll have to do, but the effort is likely to be much less than other software implementations you have experienced in the past. With your specific goals and budget timeline in mind, your Implementation Manager will develop a plan and guide you through what needs to be done to get you and your team up and running. The Implementation Manager will work with you and ClearGov's internal experts to achieve onboarding milestones.



"From the first meeting to finalizing the budget, it really was a remarkable experience. While the product is truly great, it wouldn't have been so successful if it weren't for the ClearGov team! The customer service has been phenomenal."

Tiffany Barnett
Accounting Manager
Hemet, CA

Roles & Responsibilities

Effectively and efficiently completing the onboarding process requires a small group of people - from both ClearGov and Chisago County - with specific roles and responsibilities, as follows. NOTE: For some customers, one person may play multiple roles.

Chisago County Team

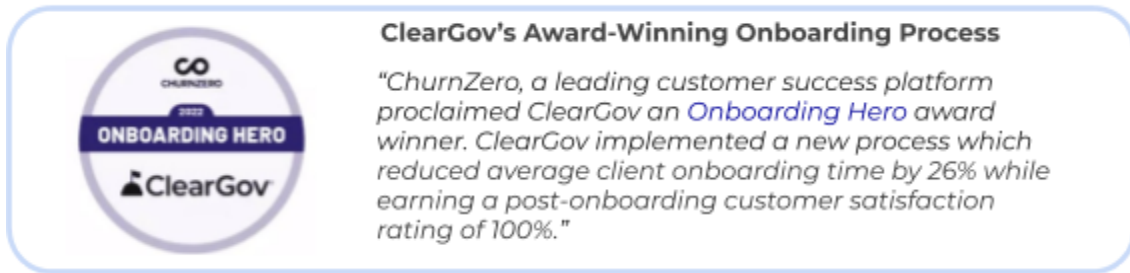
- **Executive Sponsor:** Champions the implementation and rollout of ClearGov inside Chisago County. Removes roadblocks and acts as the escalation point if the onboarding process stalls.
- **Primary Contact:** Go-to person at Chisago County who is the main liaison with ClearGov's Implementation Manager. Responsible for scheduling meetings and ensuring the right people from the organization attend.
- **Data Exporter:** The person responsible for exporting financial data from your ERP / Accounting System and providing Account ID structure information.
- **Data Reviewer:** The person responsible for reviewing and approving data maps and how your data displays within the ClearGov platform.

ClearGov Team

- **Implementation Manager (IM):** Overall Project Manager for onboarding. Responsible for driving meetings as required and guiding you through the onboarding process. Ensures alignment with what needs to be done and who needs to do it.
- **Sr. Data Advisor:** ClearGov's full-service Data Advisor team is made up of **former local government finance officials**, so they have been in your shoes. Your Sr. Data Advisor is

responsible for uploading and categorizing your financial data. They will work closely with the Data Reviewer to complete data mapping.

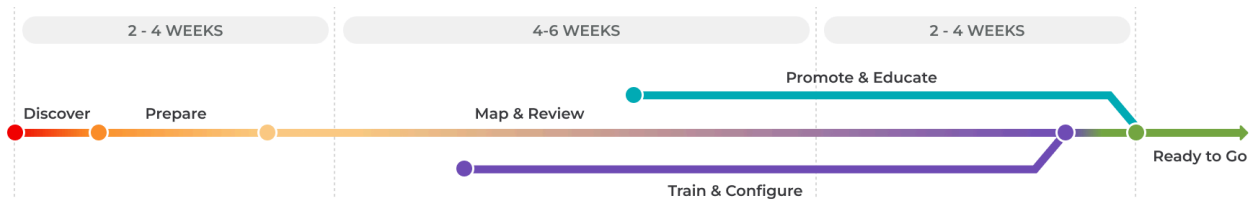
- **Training & Enablement Specialist:** A ClearGov team member who is deeply familiar with ClearGov products and has developed on-demand educational material available in ClearGov's Support Center. This person will lead training workshops as necessary for users.
- **Client Success Manager (CSM):** Your Client Success Manager is responsible for making sure you achieve your objectives and have ongoing success using the ClearGov platform.
- **ClearGov Support Team (support@cleargov.com):** Everyone on this team understands how ClearGov products work and can answer questions to help you complete a task. The ClearGov Support team is available for technical assistance for all ClearGov customers.
- **ClearGov Data Team (data@cleargov.com):** The ClearGov Data Team is responsible for adding new or updating existing data after the initial onboarding is complete. NOTE: **Most members of our Data Team are former financial officials as well.**



Data Onboarding Timeline

We have successfully onboarded over a thousand customers, so we know that different organizations have different objectives and deadlines. Some of our customers want/need to implement as quickly as possible and make ClearGov their #1 priority. Other customers take a more relaxed approach and fit ClearGov in among other projects. As a result, the onboarding process typically stretches across 60 - 90 days, which allows enough time for us to collaborate and complete the important tasks mentioned in the next section.

Typical Onboarding Timeline



IMPORTANT - Meeting Your Deadline: We are happy to work at whatever pace fits your needs, and we recognize that in certain circumstances, you may require an expedited onboarding process. If you have a specific deadline in mind, please inform your Solutions Advisor or Implementation Manager as soon as possible. We will do our best to meet your deadline (we don't miss many of them), and we'll let you know exactly what we need from you - and when - in order to hit your objective.

Data Onboarding Phases & Tasks

The onboarding process has six phases, as outlined below. Some of these phases overlap and can occur concurrently to reduce the duration of onboarding. Furthermore, once your product subscriptions are activated you are able to use the product(s) immediately to complete various setup & configuration tasks while your general ledger data is being uploaded and mapped.

Phase 1: Discover

The Discover phase is the initial period when you and ClearGov develop a shared understanding of your goals, specific data requirements & structure, budget cycle timeline, and onboarding plan. Depending upon schedules and availability, the Discover phase - in conjunction with the Prepare phase - usually lasts 2 to 4 weeks, starting when you sign the ClearGov service order and your Solutions Advisor connects you with your Implementation Manager.

The key objectives during the Discover phase include:

- **Share Goals:** During the Kickoff call, your Implementation Manager will review and verify the goals you discussed with the Solutions Advisor during the sales process.
- **Confirm Key Milestones & Dates:** This information will be used as input to the onboarding project plan and to ensure that everyone has common expectations.
- **Define Launch Requirements:** The Implementation Manager will guide you through exactly what needs to be completed prior to launching ClearGov applications.

Task	Responsibility	Notes
Product subscription activation	ClearGov	ClearGov will activate your subscription in accordance with the Start Date listed in your Service Order. ClearGov will create your Client Admin user, who can then access the platform and add additional (unlimited) users as necessary.
Kickoff & Data Discovery calls	ClearGov & Client	The IM will schedule two separate 30 - 60 minute Zoom sessions with your team. The first call is to discuss key objectives and the timeline for onboarding. Your Primary Contact along with anyone else who would like to be involved should attend this meeting. The second is with a ClearGov Sr. Data Advisor to understand your financial data and collect information for categorizing that data. Your Primary Contact, Data Exporter, and Data Reviewer should attend this meeting.
Complete Implementation Worksheet	ClearGov & Client	The IM will share a worksheet with a few questions to help us better understand your specific needs and timeline.
Assemble teams and resources	ClearGov & Client	Identify and assemble the necessary individuals - on both teams - to participate in onboarding.
Create project plan with timeline	ClearGov	The IM will develop the timeline and project plans and will review these with your Primary Contact.

Phase 2: Prepare

The Prepare phase focuses mainly on helping ClearGov understand how you categorize your financial data and what changes may be necessary in order to display data the way you prefer within the ClearGov platform. During the Prepare phase, we will ask you to export financial data from your ERP or accounting system and provide information on your account code structure.

Task	Responsibility	Notes
Data Onboarding learning path	Client	We will share material to help you understand the ClearGov data onboarding requirements, as well as how certain choices will affect how your data can be displayed within the ClearGov platform.

Scope data implementation	ClearGov	We will ask you to verify how many years of historical data you wish to include in the platform along with which budget and actual versions you want to onboard.
Export Financial Data	Client	We will ask you to export financial data from your ERP / accounting system, and we will provide data format requirements.
Provide mapping information	Client	We will ask you to provide guidance about how to categorize line items based on the structure of your Account IDs, i.e. help us understand your Account ID segment codes.
Review and clarify data	ClearGov	ClearGov will review your data files let you know if we have clarifying questions.

Phase 3: Map & Review

ClearGov offers a full-service data onboarding process that includes formatting, uploading, and mapping your financial (i.e. general ledger revenue and expense) data. This is the most important step of the onboarding process because that data is what enables the full use of our budgeting applications. The Sr. Data Advisor will complete the onboarding work while relying on you to provide a complete set of data files and your feedback along the way. We will need you to attend a few calls, review the mapping and provide timely feedback. It is our goal to make sure your financial data is presented through the ClearGov applications in the way you want.

Task	Responsibility	Notes
Upload and map financial data	ClearGov	ClearGov full-service data onboarding includes formatting and uploading your financial (revenue and expense) data and mapping each line item into categories such as fund, department, revenue source, objects, etc.
Review initial mapping	ClearGov & Client	We will review your initial mapping in a Mapping Review call and develop a strategy for you to provide feedback.
Provide feedback and iterate initial mapping	ClearGov & Client	If necessary, we will create a mapping feedback form for you to fill out and return to us. We will make mapping revisions based on your feedback.
Review mapping in-product	ClearGov & Client	We will review how data flows into key product areas and how you can change how your data looks using product settings. If no initial mapping revisions are required, this process can happen in the initial Mapping Review call.
Product-specific settings	ClearGov & Client	During the in-product review, we will discuss how specific product settings can impact the presentation of your data, e.g. Digital Budget Book best practices for creating department pages with a consistent look.

Phase 4: Train & Configure

Administrators can begin learning how to use ClearGov as well as configure application settings while your data is being mapped. We have developed comprehensive courses that provide you with step-by-step instructions on how to configure ClearGov. Your IM will recommend a custom learning path based on the products you have purchased.

Task	Responsibility	Notes
Administrators & editors begin learning path and	ClearGov & Client	Your IM will recommend and enroll you in ClearGov Academy courses to help you meet your goals. Courses are broken down into a variety of product-specific educational

explore help resources		elements (e.g. videos, articles, quizzes) for easy consumption. Login to ClearGov Academy and begin your learning path, and log in to ClearGov and explore our Support Center resources.
Admin & Editor Workshops	ClearGov & Client	Schedule and complete product workshops, as required. (See note below for additional details.) This is custom, instructor led training, so please come prepared with specific workflow questions.
Configure applications	Client	Complete configurations in selected applications, including adding non-general ledger data, e.g. capital requests and employee information. See below for an outline of application-specific configurations that you can utilize to customize your ClearGov experience. Your IM will provide you with guidance and best practices on how to utilize these configurations.
Add users to the system	Client	In the User Management application, add all potential users to the system. Adding all users here makes it easy to select the appropriate people when it comes time to request budget input and review from your team.

ClearGov Workshops Overview

ClearGov's products are designed to be easy to use and our learning resources are robust. As a result, you may not need a Workshop for all products. If you want one, here are our guidelines:

- ClearGov will provide a Workshop for each product in your subscription.
- ClearGov Workshops may be attended by both Administrators and Editors.
- ClearGov Workshops are designed to answer your specific questions about how to use ClearGov's solutions to meet your specific needs. Therefore, it is **highly recommended that you complete the ClearGov Academy courses prior to attending a ClearGov Workshop.**
- All Workshops are recorded for your ongoing reference and team access.

Phase 5: Promote & Educate

ClearGov products are built to foster collaboration during the budget development process. So, we want to make sure your entire team knows how to get the most from our platform.

Task	Responsibility	Notes
Introduce ClearGov to colleagues	ClearGov & Client	Your IM will work with you to customize materials (email messaging and supporting materials) to send to key stakeholders in your organization.
Department Heads complete learning paths	Client	Your IM will recommend ClearGov Academy courses for your Department Heads and other users of ClearGov based on the products included in your subscription. Your IM will also recommend other resources available through our learning center to ensure your Department Heads are set up for success with ClearGov.
Department Head Workshop	ClearGov & Client	Schedule and complete product workshops, as required. (See note above for additional details.) This is custom, instructor led training, so please come prepared with specific workflow questions.

Phase 6: Ready to Go

With your onboarding process complete, the Chisago County team will be well-prepared to build and present your budget. At this point, your Implementation Manager will introduce your ClearGov Client Success Team, including your Client Success Manager, who will provide ongoing support.

Task	Responsibility	Notes
Client Success Manager assigned	ClearGov	ClearGov will assign a dedicated Client Success Manager (CSM). Your CSM will become your primary point of contact to provide coaching, share best practices, and ensure continued success with your ClearGov platform.
Post-Onboarding Review call	ClearGov & Client	Your IM will coordinate a call with your new CSM and your Primary Contact to do a final review of any outstanding onboarding tasks as well as to gather your feedback to highlight if any part of the process could have been executed better.
Communicate Support & Data Request process	ClearGov	Your IM will provide instructions on how to contact our Support Team if you have questions or run into a technical issue as well as instructions on how to submit data uploads or modification requests to the Data Team.

Application-Specific Configuration

Below is a summary of the key elements that can be configured by the Client for each applicable ClearGov product. Product configuration is your opportunity to customize the ClearGov application to your specific needs and preferences. We have done our best to make each process as intuitive as possible, and we'll be there to show you how, if you have questions.

Capital Budgeting

- **Capital Request Forms:** You can customize the existing ClearGov capital request templates and/or create your own.
- **Scorecard Settings:** You can modify the default Capital Budgeting scorecard settings to help you prioritize capital projects.
- **Contributors:** Assign individual users to the Capital Budgeting product to enable them to submit Capital Requests.

Personnel Budgeting

- **Data Model Manager:** To create an accurate personnel budget, you will need to enter key data into the Personnel Budgeting Data Model. NOTE: This is different from the financial data that ClearGov will onboard and map for you. The recommended configuration process includes:
 - **Units:** Add Units to group your employees. Units are often affiliated with a union or collective bargaining unit.
 - **Wage Schedules:** Establish Wage Schedules to account for all job types, unit affiliation, salaries, etc.
 - **Additional Pay & Benefits:** Add Additional Pay and Benefits details, such as healthcare, overtime, etc. for each job type.
- **Employees:** Once the Data Model has been configured, you can import specific employee information - both for existing employees and planned hires.
- **Contributors:** Assign individual users to the Personnel Budgeting product to enable them to submit Personnel Requests.
-

Operational Budgeting

- **Contributors:** Assign budget categories and line items to applicable department heads to kick-off your annual budget request process.
- **Reviewers:** Assign and give review access to key stakeholders, i.e. board members, finance committee, etc.

Digital Budget Book

- **Budget Book Design:** Utilize the point-and-click Digital Budget Book Settings to configure the look and feel of your budget book to meet your needs and preferences.
- **Contributors:** Assign specific budget book sections to contributors for collaboration and editing.

Data Requirements

ClearGov's Onboarding process is focused on getting your most complex data up and running on the ClearGov platform. In a nutshell, this means your financial (i.e. general ledger revenue and expense) data - both current and historical information. This data should be readily exportable from any accounting/ERP system. We have partnered with a few vendors to include an "Export to ClearGov" button in their solutions and for some others we can provide detailed export instructions. Your IM will let you know what is available based on the accounting/ERP system you use. Your IM will also provide you with a more detailed document explaining data requirements. The highlights are outlined below.

Data Onboarding Requirements by Product

Product	Chart of Accounts	Revenue & Expenditure Data	
		Actual	Budgeted
Operational Budgeting	✓	✓	✓
Personnel Budgeting	✓	N/A	N/A
Capital Budgeting	✓	N/A	N/A
Digital Budget Book	✓	✓	✓

Data Onboarding Detail

Actual Revenues, Expenditures, Assets, Liabilities, Equities, and Cash

- The majority of clients sent us 4 to 6 years, however, there is no limit.
- By providing more years, trend charts will be more robust.
- Current FY budget data is used as the basis to create the next FY budget.

Budgeted Revenue & Expenditures

- Current and upcoming
- Past years to display budget-to-actuals (optional)

Line Item Detail File(s)

- Line-item level revenue, expense, asset, equity, and liability data. Depending on which accounting system you use, all years may be exported in one file or there may be a file created for each year.
- Each line item should include full account number, account description, fund and dollar amount. We will also need to know the associated fiscal year and if the line item is tied to revenue or expense.
- Depending upon which accounting system you're using, this is often referred to as the Trial Balance Report; Account Inquiry Report; or Budget-to-Actual Report.

Account Number Key

- This is simply an explanation of your account number structure.
- An account number is made up of segments and for each segment we need to know its purpose (i.e. whether it refers to a fund, a department, an object, etc.).
- Most accounting systems enable you to run a report to generate this information. It's often called a Segment Report or Chart of Accounts. If yours does not, just let us know. The ClearGov data team has successfully uploaded data for hundreds of clients and will work with you to determine the best options.

How much data should we provide?

In short, it depends on which product(s) you plan to use:

- **Operational Budgeting:** Should provide budgeted data for the current fiscal year and any historical budgeted/actual data you would like to be able to view/compare when you are building your next budget. NOTE: The Forecasting module uses historical data to build forecasts, so the more historical data you provide, the better your forecasts will be.
- **Digital Budget Book:** Should provide budgeted and actual data for any fiscal year that you wish to present in your digital budget, typically 3-5 years.

Training and Support

ClearGov solutions are designed to be intuitive and easy-to-use. With that said, ClearGov's training materials and support channels are designed to ensure that you and your team can successfully launch, adopt and optimize the value you receive from the ClearGov platform. We will share how to accomplish tasks, key insights and best practices.



"The ClearGov client success team has been incredible — patient, understanding, and responsive — every step of the way."

Jodi Cuneo, CGA
Town Accountant
Walpole, MA

Training

For starters, we have developed comprehensive courses that provide you with step-by-step instructions on how to configure and use ClearGov. Your Implementation Manager (IM) will recommend and enroll you and your team in ClearGov Academy courses to help meet your goals. Courses are broken down into a variety of product-specific educational elements (e.g. videos, articles, quizzes) for easy consumption.

ClearGov Workshops

In addition, instructor led training is available in workshop format. ClearGov Workshops are designed to answer your specific questions about how to use ClearGov's solutions to meet your specific needs. Therefore, it is highly recommended that Workshop Attendees complete the ClearGov Academy courses prior to attending a ClearGov Workshop. ClearGov will provide a remotely-delivered Workshop for each product in your subscription. ClearGov Workshops may be attended by both Administrators/Editors and Department Heads/Contributors. All Workshops are recorded for future reference and to train new hires.

Support Center

All ClearGov users have access to a frequently updated online Support Center filled with hundreds of how-to articles, video tutorials and information sheets. The ClearGov Support Center is easy to navigate and has a robust search engine to quickly find help on a specific topic.

Client Success Manager

When the onboarding process is complete, the IM will introduce you to your Client Success Manager (CSM). Your CSM is available by phone and email and will work with you to get the most out of ClearGov's platform. CSMs are generally available 9:00AM to 5:00PM, Monday through Friday (excluding holidays). Your CSM will inform you of their specific availability. Our CSMs are committed to responding to all inquiries within one business day, and in most cases, you will receive a same-day response.

ClearGov Support & Data Team

For questions on how to use ClearGov or to report a technical issue, you will be able to reach a Support Specialist via support@cleargov.com during business hours (Monday through Friday, 8:00AM to 8:00PM Eastern). Our Support Team is committed to responding to all inquiries within one business day, and in most cases, you will receive a same-day response.

For data updates, you can update your own statistics through our financials application or you can submit a request to our data team via this [request form](#). Our standard lead time to complete an update is five business days. However, if you need an update completed sooner to meet a deadline, just let us know. Straightforward uploads or changes often are completed within one or two business days.

Product Enhancement Requests

We absolutely love hearing from our Customers - especially when they have ideas that would make our products better. In fact, we meet weekly to go over all the feedback we've received to provide key input to our product roadmap. Many of the applications and features in ClearGov's solution are the direct result of client feedback. When you have a request for a product enhancement, please submit your idea(s) to support@cleargov.com or inform your CSM and they will bring it up at our weekly meeting. We prioritize product enhancements primarily based on the number of clients who are requesting similar functionality, so we can't guarantee that your ideas will go to the top of the list, but we promise that we'll always listen, and we work hard to make 100% of our customers happy.

ClearGov Hosting Platform

The ClearGov platform is hosted by Amazon Web Services (AWS), the world leader in cloud computing as a service. Used by the Departments of Justice, Defense, and Homeland Security, AWS is one of only three vendors that have been granted government authorization to store highly sensitive federal data on its cloud-computing servers.

AWS handles systems, network architecture, and security, enabling ClearGov to focus on what it does best — developing world-class solutions for counties. With ISO 27001 and FISMA-certified data centers, AWS has made platform security its highest priority in order to protect customers' critical information and applications.

Another key advantage of hosting on the AWS cloud is that it allows ClearGov to easily scale and innovate, while maintaining all security protections across the entire infrastructure.

How secure is ClearGov?

Hosting with AWS ensures that ClearGov maintains the highest security standards in the world:

- Web application firewalls control access to the underlying code
- AWS has built technologies to protect against distributed denial of service (DDoS) attacks to ensure network availability and application uptime.
- AWS's SQL Server RDS uses server-side encryption to protect sensitive data.

In addition to AWS's secure hosting environment, ClearGov has implemented a number of extra software security features:

- **Secure Socket Layer (SSL):** SSL establishes an encrypted link between AWS servers and the web browser to ensure that all data transfers remain private and integral.
- **SQL Injection Protection:** ClearGov has built protection against SQL injection attacks where hackers attempt to insert nefarious server requests into web forms.
- **Access Rights:** ClearGov has implemented strict permission settings based on roles, which limit access to specific data and application functions. This ensures that internal users are restricted from accessing sensitive data based on privileges assigned by your administrator.
- **Password Authentication:** ClearGov does not store passwords explicitly, but rather "hashes" (encrypts) them so they are not compromised.
- **Single Sign On (SSO):** ClearGov offers Single Sign On capabilities as an optional authentication method. The system is integrated with a leading authentication aggregator which provides integration with the majority of authentication providers.
- **Logging and Monitoring:** ClearGov employs monitoring features that quickly identify vulnerabilities and provide immediate alerts if action is required.

Where are ClearGov data centers located?

AWS replicates the ClearGov application and data across multiple geographically dispersed data centers to ensure redundancy and availability.

What sort of disaster recovery plan is in place?

One of the reasons we selected AWS is because they provide state-of-the-art disaster recovery. ClearGov databases are duplicated in real-time across multiple AWS servers, and the entire ClearGov platform is backed up daily across the AWS network. So, even in the event of a catastrophic system failure, 24 hours of data loss would be the maximum impact.

Is the ClearGov platform designed to scale to meet demand bursts?

Yes. One of the key factors behind selecting AWS as our hosting provider is their ability to scale rapidly. AWS has automated solutions in place that automatically scale ClearGov's platform for normal peaks and valleys in demand, and can be rapidly (and remotely) scaled to meet sustained demand increases.

Does ClearGov leverage AWS Virtual Private Cloud features?

Yes. ClearGov utilizes the AWS Virtual Private Cloud functionality so that our platform is hosted on a logically isolated section of the AWS Cloud and not commingled with any third-party applications.

How do I learn more about ClearGov's hosting solution?

You can learn more about AWS data centers and security measures via the following link:

- <https://aws.amazon.com/security/?hp=tile>

Security FAQs

How is client data stored within the ClearGov platform?

All client data is stored in a single data repository with proper authentication and access control built into the system to ensure that users may only access the data applicable to their organization.

Is the ClearGov platform SOC 2 compliant?

Our hosting provider, AWS, is fully compliant with SOC 2 requirements, and ClearGov can provide a copy of the most recent AWS SOC 2 compliance/audit report upon request.

How often is the ClearGov platform reviewed for adherence to security standards?

ClearGov performs quarterly security reviews to ensure that processes are being followed and standards are being met.

How frequently is the ClearGov platform monitored?

The ClearGov platform is monitored continuously - 24 x 7 - for performance, security and auditing.

Does ClearGov Support SSO?

ClearGov is integrated with a leading authentication aggregator which provides integration with the majority of authentication providers such as OpenID Connect and SAM. Examples of SSO providers using these protocols include Microsoft Azure, OneLogin, and Okta.

Service Level FAQs

What level of service availability does ClearGov support?

All ClearGov solutions are available on a 24/7 basis, and ClearGov is committed to 99.9% uptime. Given that we are a cloud-based solution product patches and upgrades are completed in real-time, without impact to system performance. On occasion, as necessary, larger upgrades that may require planned system downtime are announced in advance and completed over the weekend and/or after working hours.

What is your standard practice for security patch management?

ClearGov conducts ongoing audits of third-party packages for vulnerabilities. Patches for critical vulnerabilities are released as soon as possible, otherwise, patches are released as part of regular bi-weekly software releases.

How often does ClearGov schedule planned outages for system upgrades?

The ClearGov platform and applications are architected so that the system does not require downtime during regular maintenance, product upgrades, or emergency patches. On occasion, as necessary, larger upgrades that may require planned system downtime are announced in advance and completed over the weekend and/or after working hours.

General Questions

Q: Do we need to dedicate resources for ClearGov implementation?

- A: Ideally, we would like to have one point person on your end with whom we can coordinate logistics. We generally require no more than a few hours of that person's time for the entire setup/onboarding process. Typically, that same person is responsible for delivering regular data updates (usually quarterly), which requires only a few minutes of their time once per quarter. (See Project Management section for more details.)

Q: Does ClearGov provide training?

- A: The ClearGov platform is designed to be simple and intuitive. With that said, ClearGov will provide whatever training you and your team need during the kick-off process. And, the ClearGov team is available for unlimited support and/or training on an ongoing basis. ClearGov also provides video tutorials, online help, and other support materials as well. (See Training and Support section for more details.)

Q: How much effort is required to import our data?

- A: During implementation, your Sr. Solutions Advisor will upload your financial data. Post-implementation you have two choices when it comes to updating your financial data. You may update your actuals as often as you like using our financials application or you can submit a request to our data update team.

Q: Can ClearGov help us communicate our finances internally?

- A: Absolutely. ClearGov is a powerful tool for not only communicating with residents, but also internal stakeholders. ClearGov can act as a central reporting platform that offers clear and easy-to-understand infographics that can be used for presentations and reports both internally and externally.

Q: How will ClearGov store our data? Is it secure?

- A: ClearGov utilizes a full suite of solutions from Amazon Web Services (AWS) to host and deliver the data for the ClearGov platform. We specifically selected AWS as our solutions provider because the AWS infrastructure puts strong safeguards in place to help secure and protect customer data. All data is stored in highly secure AWS data centers, and you can learn more about AWS security measures via the following link: <https://aws.amazon.com/security/?hp=tile>. See Security Overview section above for more details.

Q: Are there any accounting systems that are not compatible with ClearGov?

- A: The short answer is "No" — we work with everybody. We're not actually doing a direct integration with your accounting system; we just need a simple report, and every accounting system we've ever met can easily produce that report. We've worked with enough of them now that we can probably tell you which report to print, and if it's a new one, we'll help you figure out which report is right.

Q: Does ClearGov provide a real-time integration with any eFinance or ERP systems?

- A: The short answer is...No...and this is by design. ClearGov takes a different approach when it comes to integrating your data onto our platform. In short...we do the work for you. You simply

send us a report from your accounting system whenever you like, and we'll upload it - and there is never any additional charge for this.

- The reason we take this approach is that system integrations sound like a good idea on paper, but in reality...they are painful, expensive and extremely difficult to maintain. The key problem is that every time the software changes on either end of the integration, the connection breaks and requires significant effort to re-integrate. In fact, that's how our competitors make a lot of their money, because they charge professional service fees every time you ask them to re-establish the integration. Bottom line, the extra costs of supporting and maintaining a real-time integrated solution far outweigh the minimal incremental benefits of real-time data transfer.

Q: Does the ClearGov platform support single sign-on functionality?

- A: Yes. ClearGov supports single sign-on functionality using Microsoft Azure Active Directory. We are happy to support other single sign-on platforms/APIs as well. Please just let us know what you need.

Operational Budgeting Questions

Q: With ClearGov's benchmarking intelligence module, how do we know we are comparing "apples to apples"?

- A: ClearGov consolidates and normalizes the fiscal data for all of the municipalities within your state into a standardized national chart of accounts in order to enable a direct apples-to-apples comparison. ClearGov also enables you to select the filter criteria that are most important to the comparison you're trying to make. For example, if you're comparing snow removal costs, you want towns with similar road miles, whereas if you're comparing public safety costs, you'll likely use population and average household income as your filters.

Q: Can I export from ClearGov Operational Budgeting into my ERP system?

- A: Yes, once you've created your budget, you can choose any combination of data to export to Excel and then import this directly into your ERP system.

Capital Budgeting Questions

Q: Are requests from the prior year carried over when you create a new budget?

- A: Yes, previously submitted requests (multi-year, partially funded or unfunded) from the prior year will be carried over to the new capital planning process. Any prior year requests that you do not want to include can be removed from the plan after you've started.

Q: Can we import prior year's requests?

- A: Yes, it is easy to import prior year's requests. Within ClearGov Capital Budgeting, you can download a template based on your request type. You simply add your requests to the template and upload them to ClearGov. Our Import tool has an easy 3-step guide to walk you through the process.

Q: Can we export the final Capital Budget that we create?

- A: Yes, you can export your Capital Budget to Excel or PDF. ClearGov's Capital Budgeting Report Builder serves up a handful of pre-built, common reports to streamline your reporting process, or you can create your own reports to export. Exported data can be uploaded to your ERP or accounting system.

Personnel Budgeting Questions

Q: We have a lot of employees, can we upload their data in bulk?

- A: Yes, it is easy to bulk import employees into our system. ClearGov generates a template that you can download and use to set up a simple bulk import of employees and information.

Q: Can we export the final Personnel Budget that we create?

- A: Yes, once you've created your budget, you can choose any combination of data to export to Excel and then import this directly into your ERP/Accounting system.

Digital Budget Book Questions

Q: Since the product is template-driven, won't every ClearGov Digital Budget Book look the same?

- A: No. While every ClearGov Digital Budget Book starts with the same core template, it's highly and easily customizable, so the final product will always be different. You can add your own images, chart colors, and endless content to make it your own.

Q: Can you guarantee that we will win a GFOA award?

- A: As we have designed and built the ClearGov Digital Budget Book, we have double-checked the GFOA guidelines every step of the way. We have also actively reviewed the solution with GFOA reviewers and members of the GFOA staff. With that said, we cannot guarantee that you will win an award, in part, because the narrative content is still up to you. In other words, all of the core components are included, but you still need to fill in the blanks in a way that meets with GFOA approval.

Q: I understand the benefits of digital, but I still need to produce a printed version. How will that work?

- A: You're not alone. Old habits die hard and paper is still a must-have for many local governments. In addition to presenting your budget book online, the ClearGov Digital Budget Book Suite includes functionality that enables users to create a .PDF, which can then be printed to generate a hard-copy of your budget book. Also, the Print-to-PDF functionality enables you to print specific sections of your budget book and/or the entire book.



“I’ve enjoyed working with ClearGov. I really am impressed with how the products have been built. It’s amazing that they know very well what we need. Not many do.”

Will Fuentes, CPFO, MBA
Finance Director
Campbell, CA



OpenGov Inc.
660 3rd Street, Suite 100
San Francisco, CA 94107
United States

Order Form Number: OG-00MN3515
Created On: 4/26/2024
Order Form Expiration: 5/31/2024
Subscription Start Date: 6/1/2024
Subscription End Date: 9/30/2027

Prepared By: Marguerite Kuntz
Email: renewals@opengov.com
Contract Term: Prorated + 36 Months

Customer Information			
Customer:	County of Chisago, MN		Contact Name: Kristin Waddell
Bill To/Ship To:	313 N Main St, County Government Center, 174 Center City, Minnesota 55006 United States		Email: kristin.waddell@chisagocountymn.gov

Order Details	
Billing Frequency:	Annually in Advance
Payment Terms:	Net Thirty (30) Days

SOFTWARE SERVICES:			
Product / Service	Start Date	End Date	Annual Fee
Workforce Planning - PRORATED TO 10/1 START DATE	7/1/2024	9/30/2024	\$1,850.00
Budgeting & Planning <i>Financial Integration, Workforce Planning</i>	10/1/2024	9/30/2025	\$37,180.50
Budgeting & Planning <i>Financial Integration, Workforce Planning</i>	10/1/2025	9/30/2026	\$39,039.53
Budgeting & Planning <i>Financial Integration, Workforce Planning</i>	10/1/2026	9/30/2027	\$40,991.50

Annual Subscription Total: See Service Terms

PROFESSIONAL SERVICES:	
Product / Service	
OpenGov Deployment — One Time Fee (Prepaid Hours)	
Professional Services Total:	\$6,880.00

Service Terms		
Service Date:	Amount:	
July 1, 2024	\$8,730.00	(Prorated Software + Professional Services)
October 1, 2024	\$37,180.50	(Annual Subscription Renewal)
October 1, 2025	\$39,039.53	
October 1, 2026	\$40,991.50	

Order Form Legal Terms	
"This Order Form incorporates the OpenGov Master Services Agreement ("MSA") attached here or available at https://opengov.com/terms-of-service/master-services-agreement/ .	

The "Agreement" between OpenGov and the entity identified above ("Customer") consists of the Order Form, MSA, and, if Professional Services are purchased, the Statement of Work.

Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, 30 days from receipt of the invoice.

By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by the Agreement. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the Agreement to the exclusion of all other terms.

County of Chisago, MN

Signature:

Name:

Title:

Date:

OpenGov, Inc.

Signature:

Name:

Title:

Date:

Chisago County Cannabis Ordinance

Development

July 10th, 2024

The purpose of the proposed ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes Chisago County to protect the public health, safety, welfare of Chisago County residents by regulating cannabis businesses within the legal boundaries of Chisago County.

Chisago County, by creating a 'Cannabis Ordinance,' finds and concludes that the proposed provisions are appropriate and lawful land use regulations for Chisago County, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

Below is the proposed language related to the numbers of cannabis retail stores;

2.1 Limiting of Registrations

A jurisdiction may choose to set a limit on the number of retail registrations within its boundaries. The jurisdiction may not however, limit the number of registrations to fewer than one per 12,500 residents.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within (insert local legal boundaries here).

(Optional) If (insert county here) has one active cannabis retail businesses registration for every 12,500 residents, the (insert local here) shall not be required to register additional state-licensed cannabis retail businesses.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to (insert number <= minimum required).

There are many other terms in the ordinance that should be discussed with the Planning Commission and other staff (i.e. County Attorney and County Sheriff) related to enforcement of the ordinance.

Attachment(s):

- DRAFT Cannabis Model Ordinance

Cannabis Model Ordinance

The following model ordinance is meant to be used as a resource for cities, counties, and townships within Minnesota. The italicized text in red is meant to provide commentary and notes to jurisdictions considering using this ordinance and should be removed from any ordinance formally adopted by said jurisdiction. Certain items are not required to be included in the adopted ordinance: 'OR' and (optional) are placed throughout for areas where a jurisdiction may want to consider one or more choices on language.

Section 1	Administration
Section 2	Registration of Cannabis Business
Section 3	Requirements for a Cannabis Business (Time, Place, Manner)
Section 4	Temporary Cannabis Events
Section 5	Lower Potency Hemp Edibles
Section 6	Local Government as a Retailer
Section 7	Use of Cannabis in Public

AN ORDINANCE OF THE COUNTY OF CHISAGO TO REGULATE CANNABIS BUSINESSES

The Chisago County Board of Commissioners hereby ordains:

Section 1. Administration

1.1 Findings and Purpose

Chisago County makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes Chisago County to protect the public health, safety, welfare of Chisago County residents by regulating cannabis businesses within the legal boundaries of Chisago County.

Chisago County finds and concludes that the proposed provisions are appropriate and lawful land use regulations for Chisago County, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

1.2 Authority & Jurisdiction

The Chisago County Board of Commissioners has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of

a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.

- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of Chisago County.

However, (insert city here) may adopt ordinances under Sections (2.6, 3 and 4) if (insert county here) has not adopted conflicting provisions.

1.3 Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

1.4 Enforcement

The (insert name of local government or designated official) is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

1.5 Definitions

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.

4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by Chisago County to a state-licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Section 2. Registration of Cannabis Businesses

A city or town can delegate authority for registration to the County. A city or town can still adopt specific requirement regarding zoning, buffers, and use in public places, provided said requirements are not in conflict with an ordinance adopted under the delegated authority granted to the County.

2.1 Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business within (insert local here) without first registering with (insert local here).

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of (up to \$2,000) for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

2.2 Compliance Checks Prior to Retail Registration

A jurisdiction can choose to conduct a preliminary compliance check prior to issuance of retail registration.

Prior to issuance of a cannabis retail business registration, (insert local here) (shall/shall not) conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, (insert local here) shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

2.3 Registration & Application Procedure

2.3.1 Fees.

(insert local here) shall not charge an application fee.

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by (insert local here) shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2.3.2 Application Submittal.

The (insert local here) shall issue a retail registration to a [state-licensed](#) cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

(A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. The address and parcel ID for the property which the retail registration is sought;
- iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
- v. (Insert additional standards here)

(B) The applicant shall include with the form:

- i. the application fee as required in [Section 2.3.1];
 - ii. a copy of a valid state license or written notice of OCM license preapproval;
 - iii. (Insert additional standards here)
- (C) Once an application is considered complete, the (insert local government designee) shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.
- (D) The application fee shall be non-refundable once processed.

2.3.3 Application Approval

- (A) (Optional) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 2.6.
- (B) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- (C) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

2.3.4 Annual Compliance Checks.

The (insert local here) shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under [Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24] and this/these [chapter/section/ordinances].

The (insert local here) shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

2.3.5 Location Change

A jurisdiction may decide to treat location changes as a new registration, or alternatively treat a location change as allowable subject to compliance with the rest of the registration process.

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of (insert local here).

or

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of (insert local here), it shall notify (insert local here) of the proposed location change, and submit necessary information to meet all the criteria in this paragraph.

2.4 Renewal of Registration

The (insert local here) shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by (insert local here).

A cannabis retail registration issued under this ordinance shall not be transferred.

2.4.1 Renewal Fees.

The (insert local here) may charge a renewal fee for the registration starting at the second renewal, as established in (insert local here)'s fee schedule.

2.4.2 Renewal Application.

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance.
- Insert additional items here

2.5 Suspension of Registration

2.5.1 When Suspension is Warranted.

The (insert local here) may suspend a cannabis retail business's registration if it violates the ordinance of (insert local here) or poses an immediate threat to the health or safety of the public. The (insert local here) shall immediately notify the cannabis retail business in writing the grounds for the suspension.

2.5.2 Notification to OCM.

The (insert local here) shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide (insert local here) and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

2.5.3 Length of Suspension.

A jurisdiction can wait for a determination from the OCM before reinstating a registration.

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The (insert local here) may reinstate a registration if it determines that the violations have been resolved.

The (insert local here) shall reinstate a registration if OCM determines that the violation(s) have been resolved.

2.5.4 Civil Penalties.

Subject to Minn. Stat. 342.22, subd. 5(e) the (insert local here) may impose a civil penalty, as specified in the (insert local here)'s Fee Schedule, for registration violations, not to exceed \$2,000.

2.6 Limiting of Registrations

A jurisdiction may choose to set a limit on the number of retail registrations within its boundaries. The jurisdiction may not however, limit the number of registrations to fewer than one per 12,500 residents.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within (insert local legal boundaries here).

(Optional) If (insert county here) has one active cannabis retail businesses registration for every 12,500 residents, the (insert local here) shall not be required to register additional state-licensed cannabis retail businesses.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to (insert number <= minimum required).

Section 3. Requirements for Cannabis Businesses

State Statutes note that jurisdictions may “adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business.” A jurisdiction considering other siting requirements (such as a buffer between cannabis businesses, or a buffer from churches) should consider whether there is a basis to adopt such restrictions.

3.1 Minimum Buffer Requirements

A jurisdiction can adopt buffer requirements that prohibit the operation of a cannabis business within a certain distance of schools, daycares, residential treatment facilities, or from an attraction within a public park that is regularly used by minors, including a playground or athletic field. Buffer requirements are optional. A jurisdiction cannot adopt larger buffer requirements than the requirements here in Section 3.1. A jurisdiction should use a measuring system consistent with the rest of its ordinances, e.g. from lot line or center point of lot.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-1,000] feet of a school.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a day care.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a residential treatment facility.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

(Optional) The (insert local here) shall prohibit the operation of a cannabis retail business within [X] feet of another cannabis retail business.

Pursuant to Minn. Stat. 462.367 subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

3.2 Zoning and Land Use

For jurisdictions with zoning, said jurisdiction can limit what zone(s) Cannabis businesses can operate in. As with other uses in a Zoning Ordinance, a jurisdiction can also determine if such use requires a Conditional or Interim Use permit. A jurisdiction cannot outright prohibit a cannabis business. A jurisdiction should amend their Zoning Ordinance and list what zone(s) Cannabis businesses are permitted in, and whether they are permitted, conditional, or interim uses. While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business.

3.2.1. Cultivation.

Cannabis businesses licensed or endorsed for cultivation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Manufacturer.

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Hemp Manufacturer.

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Wholesale.

Cannabis businesses licensed or endorsed for wholesale are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Retail.

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Transportation.

Cannabis businesses licensed or endorsed for transportation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Delivery.

Cannabis businesses licensed or endorsed for delivery are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.3 Hours of Operation

A jurisdiction may adopt an ordinance limiting hours of operation between 10 a.m. and 9 p.m., seven days a week, and that State statute prohibits the sale of cannabis between 2 a.m. and 8 a.m., Monday through Saturday, and between 2 a.m. and 10 a.m. on Sundays.

(Optional) Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of (insert time here) and (insert time here).

3.4 (Optional) Advertising

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by (insert local here)'s sign ordinances.

Section 4. Temporary Cannabis Events

Any individual or business seeking to obtain a cannabis event license must provide OCM information about the time, location, layout, number of business participants, and hours of operation. A cannabis event organizer must receive local approval, including obtaining any necessary permits or licenses issued by a local unit of government before holding a cannabis event.

4.1 License or Permit Required for Temporary Cannabis Events

4.1.1 License Required.

A cannabis event organizer license entitles the license holder to organize a temporary cannabis event lasting no more than four days. A jurisdiction should determine what type of approval is consistent with their existing ordinances for events.

A license or permit is required to be issued and approved by (insert local here) prior to holding a Temporary Cannabis Event.

4.1.2 Registration & Application Procedure

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants for Temporary Cannabis Events.

4.1.3 Application Submittal & Review.

The (insert local here) shall require an application for Temporary Cannabis Events.

- (A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - iii. (Insert additional standards here)
- (B) The applicant shall include with the form:
 - i. the application fee as required in (Section 4.1.2);
 - ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the (insert local authority), or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

- (C) Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.
- (D) The application fee shall be non-refundable once processed.
- (E) The application for a license for a Temporary Cannabis Event shall meet the following standards:

A jurisdiction may establish standards for Temporary cannabis events which the event organizer must meet, including restricting or prohibiting any on-site consumption. If there are public health, safety, or welfare concerns associated with a proposed cannabis event, a jurisdiction would presumably be authorized to deny approval of that event.

- Insert standards here

(G) A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

(H) A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The (insert city/town/county) shall notify the applicant of the standards not met and basis for denial.

(Optional) Temporary cannabis events shall only be held at (insert local place).

(Optional) Temporary cannabis events shall only be held between the hours of (insert start time) and (insert stop time).

Section 5. (Optional) Lower-Potency Hemp Edibles

A jurisdiction can establish different standards or requirements regarding Low-Potency Edibles. A jurisdiction can consider including the following section and subsections in their cannabis ordinance.

5.1 Sale of Low-Potency Hemp Edibles

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

5.2 Zoning Districts

If sales are permitted, a jurisdiction can limit what zone(s) the sales of Low-Potency Edibles can take place in. A jurisdiction can also determine if such activity requires a Conditional or Interim Use permit.

Low-Potency Edibles businesses are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

5.3 (Optional) Additional Standards

5.3.1 Sales within Municipal Liquor Store.

A jurisdiction that already operates a Municipal Liquor Store may sell Low-Potency Edibles within the same store.

The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.

5.3.2 Age Requirements.

A jurisdiction is able to restrict the sale of Low-Potency Edibles to locations such as bars.

The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age or older.

5.3.3 Beverages.

The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.

5.3.4 Storage of Product.

A jurisdiction is able to set requirements on storage and sales of Low-Potency Edibles.

Low-Potency Edibles shall be sold behind a counter, and stored in a locked case.

Section 6. (Optional) Local Government as a Cannabis Retailer

(insert local here) may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter.

The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6.

(insert local here) shall be subject to all same rental license requirements and procedures applicable to all other applicants.

Section 7 Use in Public Places

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.