

**SPECIAL BUDGET & FINANCE COMMITTEE MEETING
CITY HALL CONFERENCE ROOM
MONDAY, JULY 21, 2014
4:30 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
- III. NEW BUSINESS
- IV. OLD BUSINESS
 - A. IT Service Proposal (page 1) – Renee will also present a spreadsheet that will be emailed out and/or distributed at the meeting.
 - B. Purchase of Copier (page 15) - – Renee will also present a spreadsheet that will be emailed out and/or distributed at the meeting.
 - C. Coalition of Greater Minnesota Cities (page 29)
 - D. Initiative Foundation (page 37)
- V. INFORMATIONAL
 - A. Next Meeting – Monday, August 4, 2014 at 4:30 p.m. at which time the 2015 Budget will be discussed.
- VI. ADJOURN

*****Please contact Renee Eckerly if you can't attend the meeting.*****

Voting Members: Jean Soine, Belinda Ludwig, Elliot LaBeau, Kay McDaniel, and Renee Eckerly.

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Budget & Finance Committee. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Paynesville Budget & Finance Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.



OFFICE TECHNOLOGIES

312 24th Ave SW, PO Box 979, Willmar, MN 56201

Date May 29, 2014 Number BOTQ10421

Confidential Quote

This quote contains confidential information and is the intellectual property of Bennett Office Technologies and should only be viewed by the client identified on the quote.

Proposed To	
Renee Eckerly City of Paynesville 221 Washburne Ave. Paynesville, MN 56362	
Phone	320-243-3714
Fax	320-243-3713

Account Team	
Account Advisor Angela Paffrath	Technical Advisor Thor Amundson
Phone Number 320-214-3844	Phone Number 320-214-3806
email Address apaffrath@bennettoffice.com	email Address tamundson@bennettoffice.co

Qty	Description	Unit Price	Ext. Price
ShadowProtect Maintenance Renewal Due: 5/28			
1	ShadowProtect Server V5 Physical Server 1 Yr Maint Renewal GOV	\$163.00	\$163.00
1	intelligentFTP, LAN, WAN - 3-Job License 1 Yr Maint Renewal GOV	\$67.00	\$67.00
SubTotal			\$230.00

Thank you for choosing Bennett! We look forward to serving you. Contact Angela x3844 or Mary x3810 for questions or ordering at 800.262.6425.

SubTotal	\$230.00
Tax	\$15.81
Total	\$245.81



OFFICE TECHNOLOGIES
312 24th Ave SW, PO Box 979, Willmar, MN 56201

Date Jun 3, 2014 Number BOTQ10666

Confidential Quote

This quote contains confidential information and is the intellectual property of Bennett Office Technologies and should only be viewed by the client identified on the quote.

Proposed To	
Renee Eckerly City of Paynesville 221 Washburne Ave. Paynesville, MN 56362	
Phone	320-243-3714
Fax	320-243-3713

Account Team	
Account Advisor Mary Hagen	Technical Advisor Thor Amundson
Phone Number 320-214-3810	Phone Number 320-214-3806
email Address mhagen@bennettoffice.com	email Address tamundson@bennettoffice.co

Qty	Description	Unit Price	Ext. Price
-----	-------------	------------	------------

___ GOV HP WSCA Contract Pricing:



1	HP ProLiant DL380p G8	\$4,099.00	\$4,099.00
---	-----------------------	------------	------------

Form Factor: Rack Mount (2U)
 Processor : 2 x Intel Xeon E5-2640 6-Core (2.50GHz 15MB L3 Cache)
 Memory: 16GB (2 x 8GB) DDR3 1333MHz RDIMM (LV)
 Graphics: Integrated Matrox G200
 Screen: System Insight Display (SID)
 Networking: HP Ethernet 1Gb 4-port 331FLR Adapter,
 Disk Storage: Diskless
 Disk Storage Controller: Smart Array P420i/1GB with FBWC (RAID 0/1/10/5/50/6/60)
 Disk Storage Backplane: Hot Plug 2.5in Small Form Factor Smart Carrier Hard Disk
 Optical Storage: None
 Interface Card Slots: PCIe 4x: 1 , PCIe 8x: 1 , PCIe 16x: 1
 Power Supply: 2 x 460W Common Slot Platinum Plus (Power Discovery Services) Hot Plug Power Supply Kit
 Management: iLO 4 (No License) / No OneView or Insight Control
 Warranty: 3 Year Parts / 3 Year Labour / 3 Year Onsite Warranty Next Business Day

6	HP 8GB (1 x 8 GB) 2Rx4 PC3L-10600R-9 Kit	\$150.00	\$900.00
5	HP 900 GB 2.5" 10000 rpm SAS Hot Pluggable Drive	\$590.57	\$2,952.85
1	HP DVDRW Drive	\$79.57	\$79.57

SubTotal **\$8,031.42**

1	MS Windows Server 2012 R.2 Standard License 1 Server, 2 CPU Gov	\$743.00	\$743.00
---	---	----------	----------

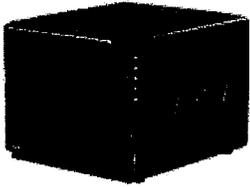
SubTotal **\$743.00**

2

Qty	Description	Unit Price	Ext. Price
-----	-------------	------------	------------

Bennett Synology & APC:

1	Synology DiskStation DS414 NAS Server	\$566.00	\$566.00
---	---------------------------------------	----------	----------



o 1.33 GHz - 4 x Total Bays - 1 GB RAM - 3 x USB Ports

3	WD Red 4TB 3.5" SATA 5400 rpm 64 MB Buffer Hard Drive	\$219.00	\$657.00
---	---	----------	----------

SubTotal

\$1,223.00

OPTIONAL / Rack Mount Unit:

1	Synology RackStation RS814 NAS Server	\$705.00	\$705.00 X
---	---------------------------------------	----------	------------

Backup

X



o 1.33 GHz - 4 x Total Bays - 1 GB RAM - 2 x USB Ports

Drives

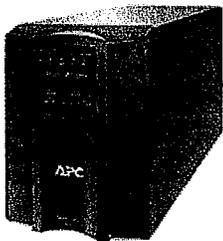
3	WD Red 4TB 3.5" SATA 5400 rpm 64 MB Buffer Hard Drive	\$219.00	\$657.00 X
---	---	----------	------------

SubTotal

\$1,362.00

1	Trade UPS: APC Smart-UPS 1500VA Tower UPS	\$497.00	\$497.00 X
---	---	----------	------------

X



- 1500VA/980W - 6.7 Minute Full Load - 8 x NEMA 5-15R

Program features include:

You may trade in your old UPS(s) regardless of brand, for a new 1-phase UPS(s) with a full 2 year warranty

Receive up to a discount on the purchase of a brand new model

Take advantage of additional discount offers on all APC accessories with your trade-in. Save up to 30% off!

Upgrade to four times (4x) the VA of current model(s)

New UPS models are more energy efficient

Trade-in multiple units with each order

FREE return shipping of old battery backup unit(s)

APC provides proper ecological disposal and recycling of your old battery backup unit(s) - FREE of charge

3

Qty	Description	Unit Price	Ext. Price
-----	-------------	------------	------------

___ OPTIONAL / Rack Mount Unit:

1	Trade UPS: APC Smart-UPS 1500VA LCD RM 1U 120V	\$786.00	\$786.00
---	--	----------	----------

- 1.44 kVA/1 kW - 1U Rack-mountable 5 Minute - 4 x NEMA 5-15R



Program features include:

You may trade in your old UPS(s) regardless of brand, for a new 1-phase UPS(s) with a full 2 year warranty

Receive up to a discount on the purchase of a brand new model

Take advantage of additional discount offers on all APC accessories with your trade-in. Save up to 30% off!

Upgrade to four times (4x) the VA of current model(s)

New UPS models are more energy efficient

Trade-in multiple units with each order

FREE return shipping of old battery backup unit(s)

APC provides proper ecological disposal and recycling of your old battery backup unit(s) - FREE of charge

SubTotal

\$1,283.00

****Note this is a product only quote.**

Thank you for choosing Bennett! We look forward to serving you. Contact 800.262.6425 Mary x3810 or Angela x3844 for questions or ordering.

4

Managed Services Agreement



Bennett Office Technologies is authorized to carry out the below remote and/or onsite tasks as scheduled. We may change these tasks as we deem appropriate in keeping with the Managed Services signed Agreement.

Client is responsible for confirming that there are no compatibility issues with third party applications running on the server(s) e.g. accounting databases etc. (Bennett Office Technologies can assist with this upon request.)

Managed Services Remote

Bennett Office Technologies' Managed Services Remote program provides 24 x 7 remote network monitoring services and alerts. Alerts that result in technician time will be billed at normal service rates and completed during normal business hours.

Remote Monitoring and Security Services

- 24x7 availability monitoring & alerting
- Error & event log monitoring plus Integrated Management logs
- Drive space monitoring
- Website monitoring
- Application & database monitoring including mail server queue & database
- Asset inventory (hardware and software)
- Monthly monitoring reports
- Network firewall monitoring/updates
- Microsoft patch management
- Antivirus & antispysware management
- Backup monitoring & administration
- Security setting monitoring & review
- Monthly customizable reports & monitoring
- Semi-annual onsite account review and planning session

Pricing

Installation & Configuration equal to 1 month charge
Monthly minimum charge of \$125

**Program pricing is calculated at \$100 per server and \$5 per workstation.
Installation & Configuration one time fee equal to a 1 month charge.

Total Monthly Subscription \$ _____



Managed Services Agreement

Managed Services On-Site

Bennett Office Technologies' Managed Services On-Site program provides network support services to clients location(s) at pre-scheduled times and predetermined durations, and are to be billed at normal service rates.

Services with an ** can also be done remotely.

	Bi Monthly	Monthly			
Physical Environment	_____	_____			
Check battery backup systems					
Check Server and/or Rack fans					
Check Server health (HDD, RAM, CPU, redundancy)					
Label Equipment with install dates					
Servers/Networking	_____	_____			
Install latest Proliant Support Pack on server(s)					
Microsoft patch management **					
Update additional software (Citrix, Database, etc.)					
Error & event log monitoring plus Integrated Management logs **					
Upgrade Firewall / SSLVPN to latest BIOS / Check Logs					
Upgrade Antivirus software (Server / Exchange / Clients)					
Clear antivirus quarantines / Check Definition Dates & Sched					
Check license expiration date for SAV for Exchange					
Monitor MS Base line security analysis **					
Drive space monitoring **					
Check defragmentation of system drives / scheduling					
Patch / Update Backupexec - Check Backup status					
Evaluate current backup selection					
Review Tape rotation / off-site storage with management					
Review CPU / Memory Utilization **					
Application & database monitoring including mail server queue & database **					
Data Recovery	_____	_____			
Check Backup logs					
Do a test restore					
Workstations	_____	_____			
Microsoft patch management **					
Workstation update Antivirus / Spyware versions					
Run MSConfig and check for unneeded items					
Update Acrobat and Java software to latest version					
Test UPS for backup power					
Security	Monthly	Quarterly	Bi-Annual	Annual	
External Scan - checks firewalls, routers, etc.	_____	_____	_____	_____	
Internal Scan - checks servers, workstations, etc.					
Review Physical Security					

Yearly Evaluation of hardware replacement needs for:

- Servers
- Firewalls
- Switches
- Tape Drive
- UPS
- Printers

- Offline defragmentation of Exchange databases
- Update server and Raid BIOS
- Create / Upgrade site diagram
- Change administrator password
- Evaluate physical security for IT environment
- Discuss with management long term IT plans

Other Yearly Tasks:

6

1. Term

The term of this Agreement shall commence on the effective date as specified herein, (the "Effective Date") and shall continue until terminated by either the Customer or Bennett Office Technologies, Inc., as provided below.

2. Payment Fees

Services will be invoiced as performed and will be payable within 30 days after receipt. In addition, the Customer shall pay, within thirty (30) days of receipt, any other amounts due to Bennett Office Technologies, Inc. under this Agreement. In the event of any failure by the Customer to pay any invoice when due, the Customer shall pay to Bennett Office Technologies, Inc. a late charge equal to a rate of eighteen (18%) percent per annum or such lesser amount as may represent the maximum interest permitted by applicable law. If the Customer fails to pay Bennett Office Technologies, Inc. within thirty (30) days from the date of Bennett Office Technologies, Inc.'s invoice, the Customer, at Bennett Office Technologies, Inc.'s option, will be in default under this Agreement. The Customer agrees to pay for any freight expense incurred in shipping media such as tapes, disk packs, etc.

3. Response Time

There is no guarantee regarding the response time to a service call from the Customer. Bennett Office Technologies, Inc. will respond to service calls in the order received and will make every effort to respond within the same business day. Bennett Office Technologies, Inc., however, has established a priority coding system for each problem reported.

For purposes of this Agreement, the period of service will be done during normal business hours, 8:00 a.m. to 5:00 p.m. (CST), Monday through Friday. Services will not be provided during weekends and normal holidays, which include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day following Thanksgiving, Christmas Eve and Christmas Day. Any assessment services performed during non business hours, weekends and on a holiday shall be at Bennett Office Technologies, Inc.'s "off hours" hourly rate then in effect, plus travel expenses.

4. Excused Performance

Bennett Office Technologies, Inc. shall not be liable for any failure to perform or delayed performance of any obligation under the Agreement if such performance is prevented, hindered or delayed by reason of any cause beyond the reasonable control of Bennett Office Technologies, Inc., including, without limitation, any labor dispute, strike or other industrial disturbance, act of God, flood, shortage of materials, earthquakes, casualty, war, act of public enemy, riot, insurrection, embargo law, blockage, action, restriction and regulation or order of any government, government agency or subdivision thereof.

5. Warranty

BENNETT OFFICE TECHNOLOGIES, INC. WARRANTS THAT IT WILL PROVIDE THE MANAGED SERVICES SERVICE DESCRIBED IN SECTION 1 OF THIS AGREEMENT, THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTY OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NO GUARANTEE OR WARRANTY IS EXPRESSED OR IMPLIED AS TO THE SECURITY, UPTIME, NOR RELIABILITY OF THE CUSTOMER'S NETWORK.

6. Limitation of Liability

IN THE EVENT OF ANY BREACH OF THIS AGREEMENT BY BENNETT OFFICE TECHNOLOGIES, INC. (INCLUDING, WITHOUT LIMITATION, ANY BREACH OF THE WARRANTY CONTAINED IN SECTION 9), BENNETT OFFICE TECHNOLOGIES, INC. SHALL NOT BE LIABLE FOR DAMAGES IN AN AMOUNT EXCEEDING THE CHARGES PAID BY THE CUSTOMER TO BENNETT OFFICE TECHNOLOGIES, INC. FOR SERVICES UNDER THIS MANAGED SERVICE AGREEMENT. IN NO EVENT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING NEGLIGENCE, SHALL BENNETT OFFICE TECHNOLOGIES, INC. BE LIABLE FOR INCIDENTAL DAMAGES, CONSEQUENTIAL DAMAGES, LOST DATA, LOSS OF USE OF THE EQUIPMENT, OR LOST PROFITS, NOTWITHSTANDING THE FACT THAT BENNETT OFFICE TECHNOLOGIES, INC. MAY HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

7. Termination

The Customer may terminate the Managed Services Agreement at any time by giving written notice of such termination. There will be no refund at early termination. Bennett Office Technologies, Inc. may terminate this Agreement any time if the Customer shall fail to make any required service payment pursuant to the payment terms set forth above.

8. Binding Effect.

The Customer agrees that this Agreement binds the named Customer and each of its employees, agents and representatives, as well as its successors, assigns and trustees.

9. Written Agreement.

This Agreement supersedes any prior Agreement written or oral between the parties and contains the entire understanding between the parties relative to maintenance of the Licensed Program and, except as provided herein, may be amended and/or altered only by execution of an instrument in writing.

10. Attorneys' Fees and Collection Costs.

If Bennett Office Technologies, Inc. employs any attorney or a collection agency, or both, to collect an amount owed by the Customer under this Agreement, the Customer shall pay Bennett Office Technologies, Inc. any such reasonable collection fees incurred in addition to any other relief to which Bennett Office Technologies, Inc. may be entitled.

THE CUSTOMER ACKNOWLEDGES THAT THE CUSTOMER HAS READ THIS LICENSE AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. THE CUSTOMER FURTHER AGREES THAT IT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES WHICH SUPERSEDES ANY PROPOSAL OR PRIOR AGREEMENT, ORAL OR WRITTEN, ANY OTHER COMMUNICATIONS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS LICENSE AGREEMENT.

Client: _____
Authorized Signature: _____
Print Name: _____
Title: _____
Date: _____

Bennett Office Technologies, Inc.
Authorized Signature: _____
Print Name: _____
Title: _____
Date: _____

1

The term of this Agreement shall commence on the effective date as specified herein, (THE LICENSED USER) OR OTHER CONTRACTS WITH CUSTOMERS BY EITHER THE Customer or Bennett Office Technologies, Inc., as provided below

2 Payment Fees

Services will be invoiced as performed and will be payable within 36 days after receipt. In addition, the Customer shall pay, within thirty (30) days of receipt, any other amounts due to Bennett Office Technologies, Inc. under this Agreement. In the event of any failure by the Customer to pay any invoice when due, the Customer shall pay to Bennett Office Technologies, Inc. a late charge equal to a rate of eighteen (18%) percent per annum or such lesser amount as may represent the maximum interest permitted by applicable law. If the Customer fails to pay Bennett Office Technologies, Inc. within thirty (30) days from the date of Bennett Office Technologies, Inc.'s invoice, the Customer, at Bennett Office Technologies, Inc.'s option, will be in default under this Agreement. The Customer agrees to pay for any freight expense incurred in shipping media such as tapes, disk packs, etc.

3 Response Time

There is no guarantee regarding the response time to a service call from the Customer. Bennett Office Technologies, Inc. will respond to service calls in the order received and will make every effort to respond within the same business day. Bennett Office Technologies, Inc., however, has established a priority coding system for each problem reported.

For purposes of this Agreement, the period of service will be done during normal business hours, 8:00 a.m. to 5:00 p.m. (CST), Monday through Friday. Services will not be provided during weekends and normal holidays, which include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day following Thanksgiving, Christmas Eve and Christmas Day. Any assessment services performed during non business hours, weekends and on a holiday shall be at Bennett Office Technologies, Inc.'s "off hours" hourly rate then in effect, plus travel expenses.

4. Excused Performance

Bennett Office Technologies, Inc. shall not be liable for any failure to perform or delayed performance of any obligation under the Agreement if such performance is prevented, hindered or delayed by reason of any cause beyond the reasonable control of Bennett Office Technologies, Inc., including, without limitation, any labor dispute, strike or other industrial disturbance, act of God, flood, shortage of materials, earthquakes, casualty, war, act of public enemy, riot, insurrection, embargo law, blockage, action, restriction and regulation or order of any government, government agency or subdivision thereof.

5. Warranty

BENNETT OFFICE TECHNOLOGIES, INC. WARRANTS THAT IT WILL PROVIDE THE MANAGED SERVICES SERVICE DESCRIBED IN SECTION 1 OF THIS AGREEMENT, THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTY OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NO GUARANTEE OR WARRANTY IS EXPRESSED OR IMPLIED AS TO THE SECURITY, UPTIME, NOR RELIABILITY OF THE CUSTOMER'S NETWORK.

6. Limitation of Liability

IN THE EVENT OF ANY BREACH OF THIS AGREEMENT BY BENNETT OFFICE TECHNOLOGIES, INC. (INCLUDING, WITHOUT LIMITATION, ANY BREACH OF THE WARRANTY CONTAINED IN SECTION 5), BENNETT OFFICE TECHNOLOGIES, INC. SHALL NOT BE LIABLE FOR DAMAGES IN AN AMOUNT EXCEEDING THE CHARGES PAID BY THE CUSTOMER TO BENNETT OFFICE TECHNOLOGIES, INC. FOR SERVICES UNDER THIS MANAGED SERVICES SERVICE AGREEMENT. IN NO EVENT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING NEGLIGENCE, SHALL BENNETT OFFICE TECHNOLOGIES, INC. BE LIABLE FOR INCIDENTAL DAMAGES, CONSEQUENTIAL DAMAGES, LOST DATA, LOSS OF USE OF THE EQUIPMENT, OR LOST PROFITS, NOTWITHSTANDING THE FACT THAT BENNETT OFFICE TECHNOLOGIES, INC. MAY HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

7. Termination

The Customer may terminate the Managed Services Agreement at any time by giving written notice of such termination. There will be no refund at early termination. Bennett Office Technologies, Inc. may terminate this Agreement any time if the Customer shall fail to make any required service payment pursuant to the payment terms set forth above.

8. Binding Effect.

The Customer agrees that this Agreement binds the named Customer and each of its employees, agents and representatives, as well as its successors, assigns and trustees.

9. Written Agreement.

This Agreement supersedes any prior Agreement written or oral between the parties and contains the entire understanding between the parties relative to maintenance of the Licensed Program and, except as provided herein, may be amended and/or altered only by execution of an instrument in writing.

10. Attorneys' Fees and Collection Costs.

Bennett Office Technologies, Inc. employs any attorney or a collection agency, or both, to collect an amount owed by the Customer under this Agreement, the Customer shall pay Bennett Office Technologies, Inc. any such reasonable collection fees incurred in addition to any other relief to which Bennett Office Technologies, Inc. may be entitled.

THE CUSTOMER ACKNOWLEDGES THAT THE CUSTOMER HAS READ THIS LICENSE AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. THE CUSTOMER FURTHER AGREES THAT IT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES WHICH SUPERSEDES ANY PROPOSAL OR PRIOR AGREEMENT, ORAL OR WRITTEN, ANY OTHER COMMUNICATIONS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS LICENSE AGREEMENT.

Client:

Authorized Signature:

Print Name:

Title:

Date:

Bennett Office Technologies, Inc.

Authorized Signature:

Print Name:

Title:

Date:

Managed Services Agreement



Bennett Office Technologies is authorized to carry out the below remote and/or onsite tasks as scheduled. We may change these tasks as we deem appropriate in keeping with the Managed Services signed Agreement.

Client is responsible for confirming that there are no compatibility issues with third party applications running on the server(s) e.g. accounting databases etc. (Bennett Office Technologies can assist with this upon request.)

Managed Services Remote

Bennett Office Technologies' Managed Services Remote program provides 24 x 7 remote network monitoring services and alerts. Alerts that result in technician time will be billed at normal service rates and completed during normal business hours.

Remote Monitoring and Security Services

- 24x7 availability monitoring & alerting
- Error & event log monitoring plus Integrated Management logs
- Drive space monitoring
- Website monitoring
- Application & database monitoring including mail server queue & database
- Asset inventory (hardware and software)
- Monthly monitoring reports
- Network firewall monitoring/updates
- Microsoft patch management
- Antivirus & antispyware management
- Backup monitoring & administration
- Security setting monitoring & review
- Monthly customizable reports & monitoring
- Semi-annual onsite account review and planning session

Pricing

Installation & Configuration equal to 1 month charge - 1250
 Monthly \$100 to \$499

**Program pricing is calculated at \$100 per server and \$5 per workstation, not to exceed a total of \$499/month. Installation & Configuration one time fee equal to a 1 month charge.

Total Monthly Subscription \$ 250

**Managed IT
Service Proposal**



Date: 05/14/14 | Proposal #: MARQ103177 | Voice: 800.892.8548 | Fax: 800.847.3087

Client: City of Paynesville
Renee Eckerly
221 Washburne Avenue
Paynesville, MN 56362

Phone: 320-243-3714
Email: renee@paynesvillemn.com

Sales Rep: Jared Crimando / Greg Fogarty

Technology Planning and Managed Services

Program Setup (required for all clients)

Program Setup labor for Marco Managed Services \$1,504.00

3 Year Managed Services Agreement

Managed IT Service:

Total Cost per User	\$59.00	13	\$767.00
Per User Discount for 3 Year Agreement	-\$10.00	13	-\$130.00
 Email - Spam Filtering Only (minimum of 10)	 \$2.00	 13	 \$26.00
Managed Services Anti-Virus (Must have a current Managed Services Agreement) - Priced per Machine	\$2.00	13	\$26.00
 Axclent BDR - Cloud Continuity - 500GB	 \$315.00	 1	 \$315.00
Marco Managed IT Base Charge	\$500.00	1	\$500.00
Total Monthly Program Fees			\$1,504.00

These services renew automatically unless cancelled in writing. The Client has read, signed, and understands both this Agreement and the Marco Managed IT Agreement, and acknowledges such by the signature below. All Managed Services are prepaid. The total due at signing is for the technology assessment and downpayment, if required. Following the successful completion of the Managed IT Implementation, first monthly fee, and setup fees will be due.

Agreed by Client _____

Date _____

Agreed by Marco Managed Services _____

Date _____

Serving customers throughout the Upper Midwest and nationally with offices in Minnesota, Wisconsin, North Dakota, South Dakota, and Iowa.

9



MARCO MANAGED IT AGREEMENT

This MANAGED IT AGREEMENT (the "Agreement", or "Contract"), is made and entered into on 5/14/2014, by and between **MARCO, INC.** ("Marco") and **City of Paynesville** ("Client"). Furthermore, the agreement shall be in effect for 3 year(s) from the start of service.

RECITALS

Client desires to procure certain products and services from Marco; and Marco desires to provide such product and services to Client on the terms set forth below;

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Client and Marco agree as follows:

Services

This Agreement applies to the purchase of all Product and Services (collectively, the "Services") ordered by Client from Marco. Marco and Client agree that the Services to be provided by Marco to Client shall be set forth in this agreement.

Description of Services

The **Marco Managed IT offering** includes device monitoring and remote services intended for maintaining and managing the client's PCs and Servers in regards to network connectivity, functionality of Microsoft Operating System and functionality of Microsoft Office from our Help Desk. Client also will be allowed access to Marco Inc.'s HelpDesk during the hours outlined below, for remote administration and problem resolution on the components covered by the Managed IT offering. Tasks associated and covered by a Managed IT offering are outlined in the Managed IT Statement of Work.

HelpDesk:

Marco will make available to the Client as part of the Managed IT offering, access to the Marco HelpDesk Monday-Friday from 7:00am until 5:00pm Central Time (CT), not including published Marco Inc. holidays. Marco will attempt to minimize downtime but scheduled and unscheduled maintenance and repairs will require periods of down-time. Marco will use its best efforts to resolve the service interruptions, regardless of cause. Marco will make every attempt to provide a live-call response to all requests.

Monitoring Agents will be installed on each PC intended for coverage to provide feedback to Marco's management software and allow help desk staff to remotely access the PCs. Client agrees to allow Marco access to its network via this connection method. The minimum requirements for a PC that can be remotely supported are outlined in the Statement of Work.

For Managed IT users, unless otherwise stated, all additional or emergency service work will be billed at Marco's published contract rates or deducted from a preferred service agreement. An initial network assessment is required for all managed IT service contracts. Billing for the initial network assessment will be as set forth in the Marco Managed IT proposal to Client and or pricing addendum to this agreement.

Marco can also provide work on Client's non-covered equipment or project work on an as needed basis at the request of the Client, and all material/parts costs will be charged accordingly. Additional pricing information can be found in the "Pricing of Non-Covered Equipment Services" section of this agreement. Marco Preferred Service Agreements (prepaid blocks of labor time) can be used for related labor costs.

Marco will apply critical operating systems and office patches according to Marco's standard practices, and in accordance with Microsoft's guidelines. Operating System and Office support packs are not included for PCs. Marco will periodically and at its sole discretion upgrade operating system utilities such as Internet Explorer to the latest version. On occasion, patching services may cause problems with the machine receiving the patch. Any remediation necessary to correct the problems caused by the patch deployment is included with the purchase of this service.

Terms of Purchase for Managed IT

The service start date shall be effective upon signing of this contract, unless otherwise specified, and shall be the date associated with the issuance of the first reoccurring invoice by Marco for Client's Managed IT Service Agreement. Except for return of the

10

amount paid, Marco shall not be liable to Client for any damages, including without limitation consequential and incidental damages and loss of business, due to a delay in the start date, regardless of the cause of such delay.

Pricing Of Non-Covered Equipment Services

Labor rates and miscellaneous charges shall be at Marco's published prevailing rates for services rendered on non-covered equipment. These rates apply to services performed during normal business hours 8am - 5pm Monday through Friday. Services performed after hours and on weekends will be billed at the specified rate times 1.5. Services performed on holiday will be billed at the specified rate times 2.

A minimum one-hour of labor will be charged for each on-site service call. No work will be performed for Client after the first hour without Client's prior approval. In addition, for each service call, no parts will be used without Client's prior approval if the price of such parts is greater than \$100.

A minimum of 1/4 hour of labor will be charged for each call to the HelpDesk or when remote service technologies are used. All time billed on the HelpDesk will be assumed to be approved as Client is involved with or has authorized the process. If HelpDesk personnel are unable to resolve the issue, an Engineer will be dispatched to the Client location. Standard Marco rates will apply to the on-site service call. Clients under any Managed IT service program will be billed at the prevailing Marco rates.

There will be a travel charge for travel time between Marco and Client's site. Travel charges are determined by distance to the Client site. Travel will be billed according to the distance where the service site is located.

All services shall be performed during Marco's normal working hours. However, if Client requests work to be performed during non-working hours, Marco will use its best efforts to provide such services.

General Terms of Contract

In furtherance of the above, Marco shall:

Provide proactive on-site maintenance and health check according to the frequency dictated to Marco at the location stated on this contract. Marco shall also provide on-site support for business addresses located within Marco's field service footprint, which have been documented during the implementation process.

Provide designated channels to receive service requests from Client. Service requests can be placed by calling Marco at (320) 259-3097 St Cloud, (651) 634-6197 St Paul, Minneapolis area, or toll free at 1-800-847-3097 from all other areas or via email at marcohelppdesk@marconet.com. If a Marco Support Representative is not immediately available when Client places a call for services, Marco will use its best efforts to respond to such service requests within two hours.

Provide the items of equipment (test equipment, tools, etc.) necessary to perform the maintenance services requested. All parts furnished in the performance of this Agreement will meet Marco's quality standards. Replaced parts removed from the Client's equipment shall become the property of Marco. Marco shall always have the option, with the client's approval, to remove Client's equipment to the Marco service depot for repairs. The goal is always to expedite repairs. When Marco removes equipment to its service depot for repairs, Marco shall be responsible for any damage to or loss of said equipment from the time the equipment is removed from Client's site until it is returned. Provide summary report to Client which shows the services performed under this Agreement.

Marco is acting only as a reseller or licensor of any hardware, software and equipment (collectively, the "Equipment") offered under this Agreement that was manufactured by a third party. Marco shall have no responsibility or liability for any malfunction or defects of Equipment either sold, licensed or provided by Marco to or purchased directly by Client used in connection with the Services. Marco shall make reasonable attempts to replace, repair or correct any such defects of equipment and to inform Client of such defects, the correction procedure being implemented, and the costs to Client of such corrective procedure. Any rights or remedies Client may have regarding the ownership, licensing, performance or compliance of the Equipment is limited to those rights extended to the Client by the manufacturer, or extended to Marco by the manufacturer and assigned by Marco to Client, in connection with this Agreement.

Billing and Payment

Client shall pay the fees and other charges for each Service as set forth in this agreement and the Managed IT Services proposal.

Additional charges shall be imposed by Marco and paid by Client for: (I) hours of service provided by Marco for matters other than those for which Marco is responsible for in connection with the Service, as described in the Statement of Work or this Agreement; and (II) any changes to the scope of any project, or other specialized services requested by the Client.

Client shall pay a late payment charge equal to one and one-half percent (1.5%) (or the highest amount permitted by law, whichever is lower) per month or portion thereof on the outstanding balance of any invoice remaining unpaid thirty (30) days after the date upon which payment is due ("Due Date"). Accounts unpaid after the Due Date may have service suspended or terminated. Such suspension or termination shall not relieve Client of Client's obligation to pay the fee due for Services rendered. Marco shall have no obligation to perform services for Client if the Client fails to keep their service account current.

Client shall pay all federal, state, and local sales, use, value added, excise, duty and any other taxes assessed with respect to the Services and the sale of hardware, software or equipment to Client.

11

Term and Termination

This Agreement shall become effective on the date set forth at the beginning of the Agreement and shall continue in full force and effect until terminated by either party pursuant to this Section.

This Agreement may be terminated immediately under presence of one or more of the following conditions: (I) by the non-breaching party in the event the other party breaches a material term of this Agreement and fails to cure such breach within thirty (30) days after written notification of such breach; (II) by the non-breaching party if the other party violates the confidentiality restrictions contained in this Agreement; or (III) by the non-filing party if the other party files a petition for reorganization, protection from creditors, or otherwise under the bankruptcy laws or laws of any jurisdiction or is adjudicated bankrupt and which is not dismissed or cured within ninety (90) days. Upon termination or expiration of this Agreement pursuant to this Section, any license and associated rights granted to Client by Marco will expire automatically and Client shall promptly return to Marco or destroy any of Marco's Confidential Information, and copies thereof in Client's possession; and, Marco shall promptly return to Client or destroy any of Client's Confidential Information and copies thereof in Marco's possession.

This Agreement may be terminated without cause by Client with a 90 day written notice in which the Client is responsible to pay an early termination fee. In the first full twelve (12) calendar months of the Term, Client is subject to an early termination fee equal to four (4) months of the agreement. Termination by the Client beginning in calendar month thirteen (13) through twenty-four (24) of the Term, Client is subject to an early termination fee equal to three (3) months of the agreement. Termination by the Client beginning in calendar month twenty-five (25) through thirty-six (36) of the Term, Client is subject to an early termination fee equal to two (2) month of the agreement.

Warranty

Except as specifically set forth in this agreement, Marco makes no warranties, express or implied, as to any services, equipment, product or documentation. Marco specifically disclaims any and all implied warranties; including without limitation any implied warranties of merchantability, fitness for a particular purpose, or title or non-infringement of third party rights.

Limitation of Liability

In no event shall Marco or its employees, affiliates, agents, third-party information providers, merchants, licensors or the like be liable for any indirect, incidental, special or consequential damages, or loss of profits, revenue, data or use, by Client or any third party, whether in an action in contract, tort, strict liability or other legal theory, even in the event that Marco has been advised of the possibility of such damages. Marco's liability for any damages, losses and causes of actions, whether in contract or tort (including negligence or otherwise), shall not exceed the actual dollar amount paid by Client for the service which gave rise to such damages, losses and causes of actions during the twelve (12) months prior to the date the damage or loss occurred or the cause of action arose.

Confidentiality

"Confidential Information" means all other information that is (a) disclosed by either party in any tangible form and clearly labeled or marked as confidential, proprietary or its equivalent, or (b) disclosed by either party orally or visually, and designated confidential, proprietary or its equivalent at the time of its disclosure and reduced to writing and clearly marked or labeled as confidential, proprietary or its equivalent within thirty (30) days of disclosure.

Non-Disclosure: A party receiving Confidential Information will restrict the use of the Confidential Information to those purposes necessary for the performance of the receiving party's obligations and the exercise of the receiving party's rights under this Agreement, at all times, will safeguard against disclosure of the Confidential Information to third parties using the same degree of care to prevent disclosure as it uses to protect its own information of like importance, but at least reasonable care. A party may make only the minimum number of copies of any Confidential Information required to carry out the purpose of this Agreement. All proprietary and copyright notices in the original must be affixed to copies or partial copies.

Exclusions: Neither party will be obligated to maintain any information in confidence or refrain from use if: (a) the information is or becomes public knowledge without fault of the receiving party, (b) the information was in the receiving party's possession or was known to it prior to its receipt from the disclosing party, (c) the information is independently developed by the receiving party without the utilization of Confidential Information of the disclosing party, (d) the information is or becomes available on an unrestricted basis to the receiving party from a source other than the disclosing party, (e) the information becomes available on an unrestricted basis to a third party from the disclosing party or from someone acting under its control, or (f) the information is publicly disclosed (that is, not under adequate protective order) by the receiving party under an order of a court or government agency, provided that the receiving party provides prior written notification to the disclosing party of such obligation and the opportunity to oppose such order.

Indemnification

Indemnification: Both parties shall indemnify, defend, and hold harmless the other, its directors, officers, employees and agents, against any claim, demand, cause of action, debt or liability, including reasonable attorneys' fees, to the extent that the claim is based upon a claim that if true, would constitute a breach of any of its representations, warranties, or obligations hereunder, arises out of the negligence or willful misconduct of their actions, or arises out of any allegation that actions, materials or use of equipment infringe or violate any patents, copyrights, tradenames, trade secrets, licenses, or other rights of any third party.

12

Non-Solicitation: Client agrees not to solicit, hire, or otherwise engage in any like activity in any manner whatsoever, directly or indirectly, with any of Marco's employees during the term of this Agreement and for a period of one (1) year thereafter. For each breach by Client of the foregoing restrictions, Client will pay Marco an amount equal to any recruitment or referral fees paid by Marco for such employee and the base salary and bonus earned by such employee during the twelve (12) months preceding Client's breach of the foregoing restrictions.

Force Majeure: Marco shall not be liable for failure or delay in performing its obligations hereunder if such failure or delay is due to circumstances beyond its reasonable control, including, without limitation, acts of any governmental body, war, insurrection, sabotage, embargo, fire, flood, strike or other labor disturbance, interruption of or delay in transportation, unavailability of, interruption or delay in telecommunications or third party Services (including DNS propagation), inability to obtain raw materials, supplies, or power used in, or equipment needed for provision of the Services.

Disputes

Arbitration: Any dispute, controversy, cause of action, or claim, of any kind or nature whatsoever, whether legal or equitable, including, but not limited to, claims in contract, torts or product liability and claims based upon alleged violations of consumer protection laws, which arise out of (1) this Agreement, or the breach, termination or invalidity of this Agreement, (2) any services rendered pursuant to the Agreement, or (3) the sale, installation, modification or use of any related Product, but not including the collection of money due on unpaid invoices, shall be finally and exclusively settled by arbitration in accordance with the Arbitration Rules of the American Arbitration Association in effect on the date of this Agreement by one (1) arbitrator appointed in accordance with such Rules. The place of arbitration shall be St. Cloud, Minnesota. Judgment upon the award of the arbitrator may be entered in any court having jurisdiction thereof.

Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota without regard to the choice of law or conflict of law principles.

Attorneys Fees: Should any legal action permissible under this Agreement be instituted to enforce the terms and conditions of this Agreement, in particular the right to collect money due on unpaid invoices, the prevailing party shall be entitled to recover reasonable attorney's fees and expenses incurred at both the trial and appellate levels.

Miscellaneous

Assignment and Change of Control: Neither this Agreement, nor any right or obligation arising under this Agreement may be assigned, sold and transferred, in whole or in part, without the prior written consent of Marco, including, without limitation, by operation of law, or in the event that Client is acquired or sells all, or substantially all, of its business or assets to another entity. This Agreement may be assigned, in whole or in part, by Marco without Client's consent. Subject to the foregoing restrictions, this Agreement will be binding and inure to the benefit of the parties and their successors and assigns.

Notices: All notices, approvals and other communications required under this Agreement will be in writing and will be deemed delivered upon their delivery, in the case of personal delivery, upon electronic confirmation of delivery via facsimile, in the case of delivery via facsimile, upon its sending if delivered by overnight mail or express courier, or upon three (3) days after posting by certified U.S. Mail, postage prepaid, return receipt requested, addressed to the party to whom directed at the address herein set forth or at such other address as may be from time to time designated in writing by the party changing such address.

Marco: Marco, Inc.
4510 Heatherwood Road
St. Cloud, MN 56302

City of Paynesville
221 Washburne Avenue
Paynesville, MN 56362

Entire Agreement: This Agreement (including its Attachments) sets forth the entire agreement and understanding of the parties relating to the subject matter and supersedes and replaces any and all prior discussions, agreements, understanding, promises and representations, oral or written, between them concerning the subject matter hereof. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing and signed by a duly authorized officer of Marco and of Client.

No Waiver: The failure of either party at any time to require performance by the other party of any provisions of this Agreement will in no way affect the right of such party to require performance of that provision. Any waiver by either party of any breach of any provision of this Agreement will not be construed as a waiver of any continuing or succeeding breach of such provision, a waiver of the provision itself or a waiver of any right under this Agreement.

Severability: If any provision of this Agreement is held invalid by any law, order or regulation of any government or by the final determination of any state or federal court, such invalidity will not affect the enforceability of any other provisions not held to be invalid.

Remedies: All remedies set forth in this Agreement will be cumulative and in addition to and not in lieu of any other remedies available to either party at law, in equity or otherwise, and may be enforced concurrently or from time to time.

Reservation of Rights: Nothing in this Agreement will be deemed to imply that any intellectual property rights will be transferred or ceded to either party or third parties.

Headings/Definitions: The Section headings used in this Agreement are for reference and convenience only and will not enter into the interpretation of this Agreement. Where appropriate in context, the conjunctive will include the disjunctive, any will include all, unless will include until, and vice versa.

Authority: The parties executing this Agreement warrant that this Agreement is being executed with full corporate authority and that the officers whose signatures appear hereon are duly authorized and empowered to make and execute this Agreement in the name of the corporation by appropriate and legal resolution of its Board of Directors.

Counterparts: This Agreement may be executed in two or more counterparts, each of which will be deemed to be an original, but all of which together will constitute one and the same instrument. The execution and delivery of counterparts may be accomplished by telefacsimile.

Independent Contractor: Both parties are independent contractors. Nothing in this Agreement will be deemed to create an agency, partnership, joint venture, or employer/employee relationship. Nothing contained in this Agreement will be construed to: (a) give either party the power to direct and control the day-to-day activities of the other; (b) constitute the parties as partners, joint venturers, co-owners or otherwise as participants in a joint or common undertaking; or (c) allow Client to create or assume any obligation on behalf of Marco for any purpose whatsoever. All financial obligations associated with Client's business are the sole responsibility of Client.

IN WITNESS WHEREOF, the parties have each caused this Agreement to be signed and delivered by its duly authorized officer or representative on the date set forth at the beginning of this Agreement.

City of Paynesville

MARCO, INC.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

14

**Document Solutions Analysis
For**

City of Paynesville



Current Equipment

- (1) Toshiba Estudio 6520c
 - 65 page per minute bw and color
 - (2) 500 sheet trays w. large capacity tray
 - Staple Finisher w. Folding, and 3 hole punch

Total Costs

- Summary
 - MFP Volume BW 15,000/month
 - Cost Per Copy \$.0072
 - MFP Volume Color 4,000/month
 - Cost Per Copy \$.08

- Total Lease \$247.20 per month
- Total Operational \$428.00 per month

- Monthly Total \$675.20

New Option

- Konica C454e
 - 45 page per minute bw and color
 - Network Color Printing
 - Network Color Scanning
 - (2) 500 sheet paper trays w. 2,500 sheet LCT
 - Staple Finisher w. saddle stitch, and 3 hole punch
- 60 month agreement
 - Includes 15,000bw and 4,000color prints per month
 - Cost per copy charge lowered to \$.006bw and \$.049color
 - Includes buyout of current lease agreement on Toshiba
 - Includes shipping of the device back to lease company
 - Includes all delivery, setup, training, networking etc.
 - Includes all toner, service, parts, labor, travel etc.
 - \$524.21/ month

New Option

- Konica C554e
 - 55 page per minute bw and color
 - Network Color Printing
 - Network Color Scanning
 - (2) 500 sheet paper trays w. 2,500 sheet LCT
 - Staple Finisher w. saddle stitch, and 3 hole punch
- 60 month agreement
 - Includes 15,000bw and 4,000color prints per month
 - Cost per copy charge lowered to \$.006bw and \$.049color
 - Includes buyout of current lease agreement on Toshiba
 - Includes shipping of the device back to lease company
 - Includes all delivery, setup, training, networking etc.
 - Includes all toner, service, parts, labor, travel etc.
 - \$579.27/ month

New Option

- Konica C654e
 - 65 page per minute bw and color
 - Network Color Printing
 - Network Color Scanning
 - (2) 500 sheet paper trays w. 2,500 sheet LCT
 - Staple Finisher w. saddle stitch, and 3 hole punch
- 60 month agreement
 - Includes 15,000bw and 4,000color prints per month
 - Cost per copy charge lowered to \$.006bw and \$.049color
 - Includes buyout of current lease agreement on Toshiba
 - Includes shipping of the device back to lease company
 - Includes all delivery, setup, training, networking etc.
 - Includes all toner, service, parts, labor, travel etc.
 - \$635.81/ month

Renee Eckerly

From: Greg Fogarty [greg.fogarty@marconet.com]
Sent: Monday, June 02, 2014 9:52 AM
To: Renee Eckerly
Cc: Jared Crimando
Subject: Marco Managed IT References - Cities
Attachments: City of Paynesville - We Know City Government.pptx

Hi Renee,

Here are a couple city references for our Managed IT services. Also, see the attached power point with two slides that may help you gain buy-in.

Have a great day!!

Dan Coughlin – City of Olivia
City Administrator
320-523-2361
danc@olivia.mn.us

Brian Skok – City of Le Sueur
Director
(507) 665-9941, Ext. 501
bskok@cityoflesueur.com

Greg Fogarty
Managed Service Specialist



651.634.6122 | Cell: 952.832.0505 | greg.fogarty@marconet.com
7003 lake street west, suite 100, st. louis park, mn 55426 | marconet.com

We Know City Government

City of Aberdeen	City of Akely	City of Albany	City of Albert Lea	City of Anoka
City of Appleton	City of Argyle	City of Arlington	City of Audubon	City of Austin
City of Badger	City of Bagley	City of Balaton	City of Baltic	City of Barnesville
City of Battle Lake	City of Baudette	City of Beaver Creek	City of Bemidji	City of Big Lake
City of Bigelow	City of Bird Island	City of Bismarck	City of Blackduck	City of Bloomington
City of Blunt	City of Braham	City of Brainerd	City of Breckenridge	City of Breezy Point
City of Bricelyn	City of Brooklyn Park	City of Cambridge	City of Canistota	City of Cannon Falls
City of Canton	City of Chaska	City of Chetek	City of Chippewa Falls	City of Circle Pines
City of Clearbrook	City of Coon Rapids	City of Cold Spring	City of Columbia Heights	City of Columbus
City of Cosmos	City of Cottage Grove	City of Crookston	City of Crosslake	City of Danube
City of Deephaven	City of Delano	City of Dell Rapids	City of Detroit Lakes	City of Dodge Center
City of Drayton	City of Dundas	City of Dunnell	City of Eagan	City of East Grand Forks
City of Eden Prairie	City of Fargo	City of Ellsworth	City of Emerado	City of Emery
City of Fairmont	City of Foley	City of Fennimore	City of Fergus Falls	City of Fertile
City of Fisher	City of Hanley Falls	City of Franklin	City of Frazee	City of Fridley
City of Grand Forks	City of Lamberton	City of Hastings	City of Hopkins	City of International Falls
City of Kandiyohi	City of Marshall	City of Lindstrom	City of Little Canada	City of Mankato
City of Manvel	City of Moose Lake	City of Minneapolis	City of Monticello	City of Newcastle
City of Onalaska	City of Pelican rapids	City of Pine River	City of Rapid City	City of Redwood Falls
City of Sartell	City of Sioux Falls	City of South St. Paul	City of St. Cloud	City of Sturgis

247 City Government Clients



5

Grand Total Customer Satisfaction Results

As a corporation, Marco strives to hit a goal of 90% in the "Yes" response rate to what has been coined

'The Ultimate Question'; Would you recommend Marco?

Year	Qty Sent	Qty Received	% Received	Yes	% Yes Responses	No	% No Responses	Maybe	% Maybe Responses	N/A	% N/A Responses
FY 94	168	204	44%	191	94%	2	1%	11	5%	0	0%
FY 95	350	179	51%	164	92%	6	3%	9	5%	0	0%
FY 96	238	111	47%	102	92%	3	3%	6	5%	0	0%
FY 97	272	134	49%	125	93%	4	3%	5	4%	0	0%
FY 98	383	211	55%	191	91%	5	2%	15	7%	0	0%
FY 99	263	144	55%	139	97%	2	1%	3	2%	0	0%
FY 00	505	249	49%	241	97%	5	2%	3	1%	0	0%
FY 01	541	287	53%	275	96%	6	2%	6	2%	0	0%
FY 02	879	392	45%	342	87%	3	1%	47	12%	0	0%
FY 03	829	408	49%	350	86%	3	1%	55	13%	0	0%
FY 04	1,171	545	47%	479	88%	10	2%	56	10%	0	0%
FY 05	1,406	623	44%	549	88%	7	1%	59	10%	8	1%
FY 06	1,656	684	41%	602	88%	5	1%	70	10%	7	1%
FY 07	1,508	848	56%	738	87%	6	1%	88	10%	16	2%
FY 08	1,597	959	60%	851	89%	12	1%	73	8%	23	2%
FY 09	1,748	1,394	80%	1,260	90%	17	1%	92	7%	25	2%
FY 10	1,793	1,332	74%	1,189	89%	15	1%	97	8%	31	2%
FY 11	2,151	1,626	76%	1,444	89%	22	1%	127	8%	33	2%
FY 12	2,516	1,923	76%	1,700	88%	26	1%	163	9%	34	2%
FY 13	2,426	1,936	80%	1,761	91%	28	1%	138	7%	9	1%
TOTAL	22,698	14,189	63%	12,693	90%	187	1%	1,123	8%	186	1%



20

May 5th, 2014

LOFFLER

A Proposal for
City of Paynesville

Prepared By:

Jerome J. Jacobson
Western Minnesota Sales Executive
Cell Phone #: 320-905-0289 – jjacobson@loffler.com

John Detra
St. Cloud Branch Manager
Phone #: 320-293-6255 – jdetra@loffler.com

The contents of this proposal are considered private and confidential for the exclusive use of
City of Paynesville and their relationship with Loffler.

City of Paynesville

**Your Most Valuable Partner for
Innovative Business Technology & Services**

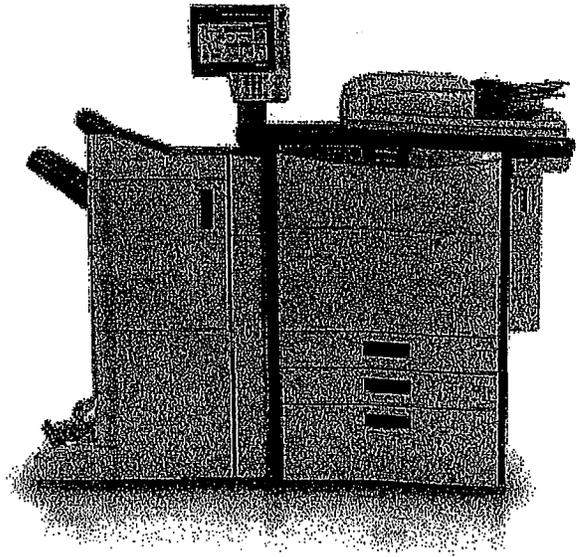
21

Recommended Solution

Toshiba e-STUDIO 6570ct

Components Included:

- 75 Pages per Minute (B&W) Multifunction Product
- 65 Pages per Minute (Color) Multifunction Product
- Net-Ready Third Generation e-Bridge Architecture
- Med/Large Workgroup
- Copy, Print, Scan, Fax
- Secure MFP
- Eco Features
- 3,500-sheet Paper Supply (Standard)
 - (2) 540-sheet Paper Cassettes
 - 2,320-sheet Large Capacity Feeder
 - 100-sheet Bypass
- Standard Automatic Duplex Unit
- 2 GB Memory & 80 GB
- Booklet Finisher
- Finisher Rail
- (1) Fax Board
- Power Requirements/Plug: 120V,20A, 60Hz/NEMA 5-15R and N
- Delivery, Professional Service Installation, Implementation and T



<u>Equipment</u>	<u>Purchase Price</u>	<u>60 Month Lease FMV</u>
Toshiba e-STUDIO 6570ct	\$14,623.00	\$293.48 per month
INCLUDES SHIPPING AND BUYOUT COSTS FOR CURRENT COPIER		

Service and Supply Agreement:

All B&W copies billed at \$0.0057 per copy.
 All color copies billed at \$0.045 per copy.

Rates locked for 5 years.

Machine Pricing is good through May, 2014

City of Paynesville

Jerome Jacobson
 Account Executive
 Loffler Companies, Inc.

Email: jjacobson@loffler.com
 Direct Dial: 320-905-0289
 www.loffler.com

Your Most Valuable Partner for
 Innovative Business Technology & Service

22

TOSHIBA
Leading Innovation >>>

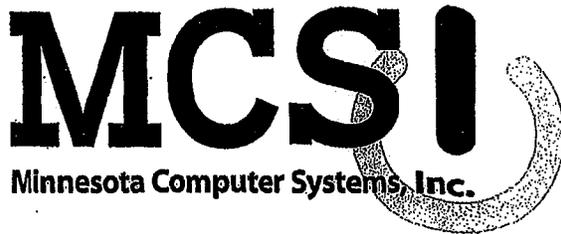
- > Color MFP
- > Up to 65 PPM Color
- > Up to 75 PPM B&W
- > Med/Large Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > EPEAT Registered*



e-STUDIO 5560c/6560c/6570c

* e-STUDIO6560c/6570c only.

23



Technology is POWER

TOSHIBA e-STUDIO 6560CT DIGITAL COLOR COPIER

FEATURES

65 PRINTS PER MINUTE
2 CASSETTES, 550 SHEETS
STACK FEED BYPASS, 100 SHEETS
AUTOMATIC FEEDER
AUTO DUPLEXING
TOUCH SCREEN
NETWORK PRINT & SCAN
2,500 SHEET PAPER TRAY
HOLE PUNCH UNIT
FOLDING/MULTI-POSITION STAPLING
FINISHER
PC/WALK UP FAX

Fair Market Buyout
63 Month Lease
****\$239.20****
With Lease Buyout
****\$275.59****

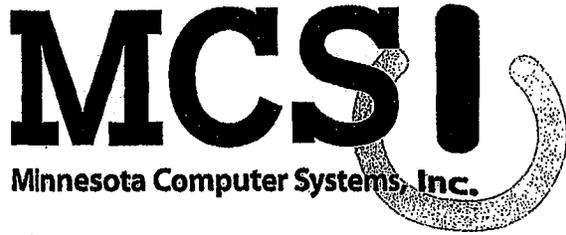
SERVICE

For the cost of .70 cents per print (3.75 color) Minnesota Computer Systems Inc. will provide 100% of the following:

Service calls
Parts
Supplies (toner, developer, drums, etc)
Preventative maintenance
Travel costs & mileage

3900 Roosevelt Road, Suite 108
Saint Cloud, MN 56301
320-251-4484,
320-251-3458 fax
www.mcsionline.net

24



Copy machine you have now Technology is POWER

***E-studio 6520CT**

Monthly average	Maintenance cost	Total monthly maintenance	Lease	Total monthly investment
20,000 black prints per month	\$.0015 per print	\$120.00 130	\$247.20	
826 color prints per month	\$.072 per print	\$59.17 59.17		\$ _____

New Copier

***E-studio 6560CT**

Monthly average	Maintenance cost	Total monthly maintenance	63 Month Lease	Total monthly investment
20,000 black prints per month	\$.007 per print	\$140.00 1000 included	\$239.20	
826 color prints per month	\$.0375 per print	186 included \$30.98		<u>\$410.18</u>

3900 Roosevelt Road, Suite 108.
 Saint Cloud, MN 56301
 320-251-4484,
 320-251-3458 fax
 www.mcsonline.net

25

U.S. BANK - OEVS
1310 Madrid St.
Marshall, MN 56258

Client Quote Only
Requested Date 05/07/2014
Good Through Date 05/31/2014
Page 1 of 2

TFS-MINNESOTA COPY SYSTEMS
320-251-4484

Customer:

PAYNESVILLE CITY OF
221 WASHBURNE AVENUE
PAYNESVILLE, MN 56362
320-243-3714

Client Buyout

Buyout Detail	Client	U.S. Bank
Outstanding Bal	\$ 0.00	\$ 1,977.60
Purchase Option	\$ 0.00	\$ 901.25
Total Charges	\$ 0.00	0.00
Sub Total	\$ 0.00	\$ 2,878.85
Gross Payoff	\$	2,878.85
Net Total Payoff	\$	2,878.85

Trade-Up

Buyout Detail	Client	U.S. Bank
Net Outstanding Bal	\$ 0.00	\$ 1,937.06
Purchase Option	\$ 0.00	901.25
Total Charges	\$ 0.00	0.00
Sub Total	\$ 0.00	\$ 2,838.31
Gross Payoff	\$	2,838.31
Net Total Payoff	\$	2,838.31

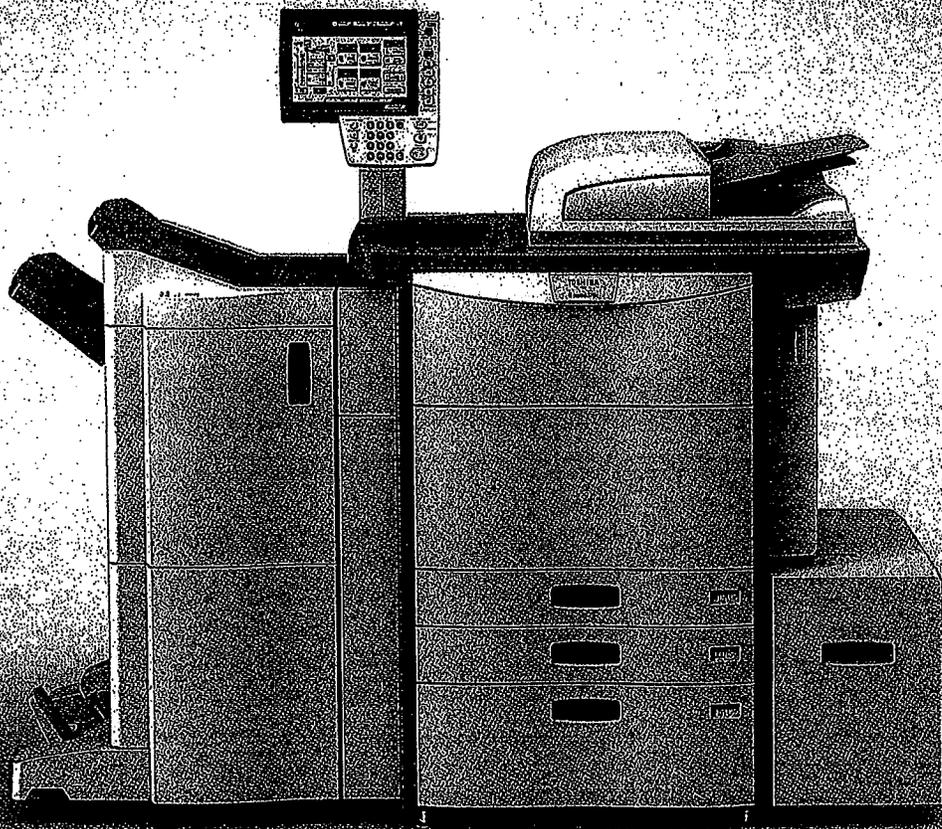
This quote includes only the Agreement(s) and Assets(s) specifically listed. Other agreements that may be active for this customer are not included in this quote.

(For internal use only: 500-0212068-000*1)

26

TOSHIBA
Leading Innovation >>>

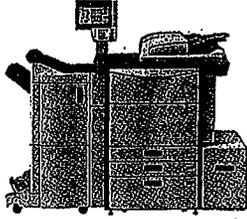
- > Color MFP
- > Up to 65 PPM Color
- > Up to 75 PPM B&W
- > Med/Large Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > EPEAT Registered*



e-STUDIO 5560c/6560c/6570c

* e-STUDIO8580c/8570c only.

27



- > Color MFP
- > Up to 65 PPM Color
- > Up to 75 PPM B&W
- > Med/Large Workgroup
- > Copy, Print, Scan, Fax
- > Secure MFP
- > EPEAT Registered*

Specifications

Copying Process	4-Drum Electrostatic Photographic Transfer System with Internal Transfer Belt
Copying Type	4-Beam Color Laser (8 bit)
Copy/Print Resolution	600 x 600 dpi/1200 x 1200 dpi
Copy/Print Speed	e-STUDIO5560c – 55 PPM Color / 65 PPM B&W e-STUDIO6560c – 65 PPM Color / 65 PPM B&W e-STUDIO6570c – 65 PPM Color / 75 PPM B&W
Warm-Up Time	Approx. 180 Seconds
First Copy Out Time	e-STUDIO5560c – 6.5 Seconds Color / 5.3 Seconds B&W e-STUDIO6560c – 6.5 Seconds Color / 5.3 Seconds B&W e-STUDIO6570c – 6.5 Seconds Color / 4.6 Seconds B&W
Duty Cycle	225K / 250K / 275K Copies
Multiple Copying	Up to 9999 Copies
Acceptable Paper Size and Weight	Cassette: ST-R to 12" x 18" (17 lb Bond - 140 lb Index) Bypass: ST-R to 13" x 19" (17 lb Bond - 110 lb Cover) ST-R to 12" x 47" Banner (17 lb Bond - 110 lb Cover)
Memory	LCF: LT (17 lb Bond - 140 lb Index) Page + Main Memory: 2GB HD: 320GB FIPS 140-2 SED
Reduction/Enlargement	25% to 400%
Bypass	100-Sheet Bypass (17 lb Bond - 110 lb Cover)
Control Panel	10.4" Color Super SVGA Tiltable LCD Touch Panel
Paper Supply	Up to 6,000-Sheet Input Capacity (Tandem Version + LCF) 4 Drawer Version: 4 x 540-Sheet Cassettes (2,160 Sheets) Tandem Version: 2 x 540-Sheet Cassettes + 2,320-Sheet LCF 100-Sheet Bypass
Duplex	Optional 1 x 2,600-Sheet LCF Standard Automatic Duplex Unit (17 lb Bond - 140 lb Index)
Dimensions	Approx. 38.6" x 27.5" x 60" (W x D x H) Weight Approx. 573 lb
CMYK Toner Yield	CMY: 29.6K, K: 77.4K
Power Supply	120 V, 20 Amps
Power Consumption	Maximum 2.2 kW

Print Specifications

PDL Support	PCL6 & PostScript 3
Operating Systems	Netware 6.x, Windows XP, Windows Server 2003, 2008, Vista, Citrix MetaFrame, Macintosh, Linux, UNIX
Protocol Support	IPX/SPX, TCP/IP, V4/V6 Dual Stack, EtherTalk, AppleTalk PAP, NetBIOS Over TCP/IP, LPR/LPD, IPP, SMB, SNMP, Netware, Port 9100
Drivers	Windows 2000, Server 2003/2008/2012, Windows 7, 8, Vista, XP, Macintosh OS 10.4/10.5/10.6/10.7/10.8/10.9) UNIX, AS400 via iData & Port 9100, SAP R/3
Connectivity	10/100/1000BaseTX Ethernet, 802.11b/g/n Wireless LAN, USB
Device Management Certification	TopAccess Windows (XP, Vista, 7, 2003, 2008) (WHQL) Novell

Scan Specifications

Scan Resolution	Up to 600 dpi
Scan Speed	Up to 77 SPM Color / 77 SPM B&W
File Format	TIFF, PDF, JPEG, XPS

Facsimile Specifications

Compatibility	Super G3
Data Compression	MH / MR / MMR / JBIG
Transmission Speed	Approx. 3 Seconds Per Page
Fax Modem Speed	33.6 Kbps
Fax Memory	500 MB Transmission, 200 MB Reception (HDD)
Memory Transmission	100 Jobs, 1,000 Destinations Max. 400 Destinations / Job
Scan Speed	.7 Seconds Per Page, Maximum 50 SPM

E-Filing Specifications

Operation Method	Color Touch Screen Control Panel or Client PC
Number of Boxes	1 Public Box, 200 Private User Boxes
Capacity of Boxes	100 Folders Per Box, 400 Documents Per Folder 200 Pages Per Document

Security (Standard)

Data Encryption	256 Bit AES
HDD Overwrite	Meets Department of Defense (DoD) standard 5220.22M
Authentication	LDAP, SMTP, Windows Server Domain

Accessories (Options)

Additional Paper Options		
Large Capacity Feeder (LCF): 2,600-Sheet Drawer, Letter		MP2501
Finishing Options		
Multi-Position Finisher Stationary Tray: 250-Sheets		MJ1103
Finishing Tray: 3,000-Sheets		
Staple Capacity: 50 Sheets		
Saddle-Stitch Finisher Stationary Tray: 250-Sheets		MJ1104
Finishing Tray: 3,000-Sheets		
Staple Capacity: 50 Sheets		
Saddle Tray Stitcher: Up to 50 Sets		
Side Exit Tray		KA6570
Hole Punch Unit (for MJ1103/MJ1104) 2- or 3-Hole Punch Capability		MJ6102
Connectivity/Security Options		
EFI Controller		GA1310EX
Fax Board		GD1270NXF
2nd Line Fax		GD1260F
Wireless LAN Adapter		GN1060
Wireless Antenna		GN3010
IP SEC Enabler		GP1080
Meta Scan Enabler for e-CONNECT		GS1010
Advanced Scanning		GB1280T
Harness Kit for Coin Controller		GQ1200



Corporate Office	9740 Irvine Blvd., Irvine, CA 92618-1631 Tel: 949-462-6000
East Coast	959 Route 46 East, 5th Floor, Parsippany, NJ 07054 Tel: 973-316-2700
Midwest	8770 W. Bryn Mawr Ave., Suite 700, Chicago, IL 60631 Tel: 773-380-6000
South	2037 Bakers Mill Rd., Dacula, GA 30019 Tel: 678-546-9385
West Coast	9740 Irvine Blvd., Irvine, CA 92618 Tel: 949-462-6000
Web Site	www.business.toshiba.com

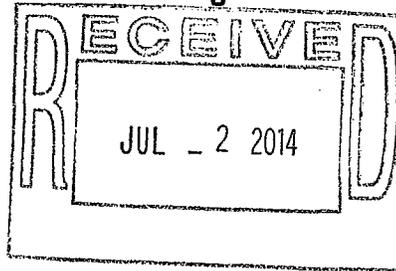
Designs and Specifications subject to change without notice. For best results and reliable performance, always use supplies manufacturer or designated by Toshiba. Not all options and accessories may be available at the time of product launch. Please contact a local Authorized Toshiba Dealership for availability. Toner yields are estimates based on 6% coverage, letter-size page. Driver and connectivity feature support varies by client/network operating system.

* e-STUDIO5560c/6570c only.

28



Dedicated to a Strong Greater Minnesota



July 1, 2014

Mayor Jeffrey Thompson
City of Paynesville
320 Augusta Avenue
Paynesville, MN 56362

Dear Mayor Thompson:

As Mayor of Glencoe and President of the Coalition of Greater Minnesota Cities (CGMC), I have seen firsthand what can be accomplished when cities work together for the common good. Throughout its history, CGMC has been the organization that has made sure that the unique needs of rural communities are on the Governor and Legislature's agenda. Whether the issue is LGA, economic development, annexation, transportation or environmental regulation, CGMC has built a strong record of expertise and advocacy at the legislature.

The last two years have seen a positive turnaround for cities, and CGMC has been at the forefront of making sure that rural Minnesota communities have a seat at the table. Recent CGMC advocacy successes include:

- Reform of the LGA program during the 2013 legislative session and two years in a row of increased funding
- Creation of a \$20 million Broadband Infrastructure Fund
- Creation of a new Greater Minnesota Business Expansion Program
- \$6.2 million in funding for the Greater Minnesota Business Development Public Infrastructure grant program
- A fair share of funding for transportation through the Corridors of Commerce program.

Only a strong coalition working together can accomplish these things and continue to protect the vitality of Greater Minnesota cities. I am writing to invite your city to join the Coalition so that we can have an even greater impact in 2015.

29

Mayor Jeffrey Thompson
City of Paynesville
July 1, 2014
Page 2

Attached is some information about CGMC and our programs. A dues statement for your city with information on its 2015 dues is also included. As a new member your city's dues would be phased in over time and increase by 25% each year over a number of years until the full dues amount is reached.

Also included is an invitation to attend the CGMC Summer Conference in Rochester on Aug. 20-22. We invite you to attend all or part of the conference with all conference registration fees waived (lodging costs are not covered, however). The highlight of the conference will be a gubernatorial candidate forum that CGMC is co-sponsoring with the Rochester Post-Bulletin and the Rochester Area Chamber of Commerce on Thursday, Aug. 21.

As rural Minnesota looks toward the future, it is important that you be a part of shaping and defending it. Please consider joining with us. To learn more about CGMC, please visit our website at www.greatermncities.org. You can also contact Bradley Peterson at bmpeterson@flaherty-hood.com with any additional questions.

We look forward to working with you!



Randy Wilson, Mayor of Glencoe
President, Coalition of Greater Minnesota Cities

Enclosures

cc: Renee Eckerly, City Administrator



Dedicated to a Strong Greater Minnesota

MEMORANDUM

To: Renee Eckerly, City Administrator
City of Paynesville

From: Scott Hutchins, CGMC Treasurer

Date: July 1, 2014

Re: 2015 CGMC Dues Assessments

Your 2015 dues assessment for new and former members of CGMC is based on the assessment policy approved by the CGMC Board.

2015 general assessment for the City of Paynesville

\$1,156

For research and advocacy and general services related to property taxes, LGA, annexation, environmental regulation and funding, economic development and transportation. This also includes services for labor and employee relations that will be provided to all CGMC cities. **Because you are being phased-in, this is 25% of your full assessment.**

Payment may be made out of your 2014 or 2015 budgets, but payment should be made by February 1, 2015. About 3.5% of your assessment is used for annexation and environment programs, which some cities pay out of their utility funds because of the direct impact of these issues on their sewer and water service.

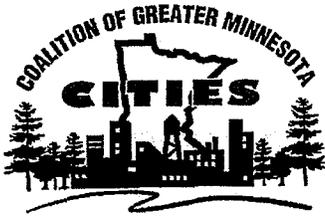
Please make check payable to CGMC and send by February 1, 2015 to:

Scott Hutchins, CGMC Treasurer
City of Moorhead
500 Center Avenue, Box 779
Moorhead, MN 56560

If you have a question about your 2015 CGMC assessment, please call Bradley Peterson at (651) 225-8840 or email Bradley at bmpeterson@flaherty-hood.com.

cc: Mayor Jeffrey Thompson

31



CGMC: 30 Years of Legislative Advocacy

CGMC's successful advocacy program provides significant benefits to cities throughout greater Minnesota:

Local Government Aid (LGA)/Property Tax Relief

- Oppose cuts, whenever proposed, to LGA
- Mobilize legislative support and public opinion for LGA
- Fight for a fair, rational and sustainable LGA formula

Annexation

- Promote better land use and zoning controls in areas surrounding cities
- Address environmental issues related to urban sprawl in townships and unorganized territories
- Prevent efforts by townships to reinstate the election requirement and other obstacles to annexation, including annexation moratoriums

Economic Development

- Support the enhancement and expansion of economic development and redevelopment tools for greater Minnesota
- Fund economic development and redevelopment grant programs

Environment

- Support environmental regulations that are based on sound science
- Educate legislators on environmental issues facing greater Minnesota cities
- Promote fair mechanisms for paying for environmental programs

Transportation

- Develop comprehensive legislation to fund highways and transit
- Fight for a fair distribution of transportation dollars between the metro area and greater Minnesota

CGMC's Success is based on:

Active Membership

CGMC members:

- Set policy
- Lobby at the Capitol
- Use good information
- Maintain a consistent message

Pro-Active Strategy

- Educate and solicit support from candidates
- Build coalitions
- Initiate legislation
- Conduct media outreach

Professional and Technical Assistance

The CGMC:

- Maintains strong policy analysis
- Maintains professional lobbying and media services



CGMC: Unique, Knowledgeable, and Strong

Lobbying: Fending off the sharks

No one else stands up for greater Minnesota cities. Minneapolis, St. Paul, the Association of Metropolitan Municipalities, and many suburbs all had paid lobbyists before the CGMC. In fact, the paid professional lobbying presence of the metro area local governments at the Capitol has traditionally outweighed the lobbying of greater Minnesota by four or five times—both in terms of the number of lobbyists and the amount of money spent on lobbying. Before the CGMC there was no unified voice for greater Minnesota at the Capitol.

Policy Analysis: Knowing the numbers

The CGMC program is effective because it is based on facts, analysis and policy advocacy. The CGMC philosophy is that city officials, legislators and the public should know and understand the impact of legislation being considered and know the impact of the legislation once it is passed. Therefore, the CGMC developed a property tax model to better inform everyone about the impacts of legislation. This model provides objective and accurate information that is frequently contrary to the claims made by governors, legislators, and special interest groups.

Members: The keys to success

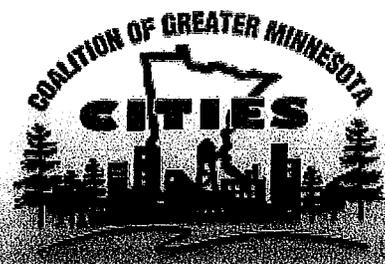
CGMC is what it is because of its members. Mayors, council members, and city administrators are involved in every aspect of CGMC's public policy program from policy formation to lobbying at the capitol. Ultimately CGMC is successful because of the work city officials do. City members have an immeasurable impact on public policy by attending periodic lobby days at the Capitol, responding to action alerts from staff, testifying in front of committees and keeping in close contact with legislators.

Staff: Close when you can't be

It is extremely difficult for city officials from greater Minnesota, on their own, to have a presence at the Capitol simply because of the distance from the Capitol. It is far easier for a mayor from Edina or Minneapolis to visit the Capitol than a mayor from Worthington, Alexandria, or International Falls. CGMC offices are located within blocks of the Capitol, and staff are at the Capitol on a daily basis during the legislative session. This proximity has allowed CGMC staff to strengthen relationships with key lawmakers.

Media: More than just a press release

CGMC understands that a crucial component to good lobbying strategy is a strong media presence that helps build public support and keeps members informed. The CGMC is in regular contact with editors and reporters throughout the state. The CGMC is very successful at getting our message out through guest columns, letters to the editor, and quotes in stories in newspapers throughout Minnesota. Legislators pay attention to the news from back home and we make sure they are hearing our message loud and clear.



Labor & Employee Relations Committee

Purpose

The purpose of the Coalition of Greater Minnesota Cities Labor & Employee Relations Committee (Labor Committee) is 1) to develop a coordinated effort among greater Minnesota cities on managing labor and employee relations and negotiating labor contracts through researching and developing databases, advocating positive changes to labor processes, and by providing a forum for networking, discussing and implementing uniform labor policies and negotiating strategies; and 2) to make available expert and coordinated advice—at a significantly reduced rate—on employment and labor relations issues facing greater Minnesota cities.

Labor Committee Services

The Labor Committee provides the services listed below to CGMC cities as part of its joint action program:

Publications

Quarterly newsletter on relevant labor relations and public employment issues.

Wages and Insurance Database

Database tracking greater Minnesota labor contract settlements and interest arbitration awards on wages, health insurance contributions and cost-saving measures.

Cluster Analysis Database

Computer Cluster Analysis Database for cities to identify comparable cities for purposes of labor contract negotiations and interest arbitrations. Cluster Analysis is a statistical data analysis tool, which sorts cities into groups where the degree of socio-economic association is strong based on input criteria commonly considered by arbitrators.

Arbitrator Database

Maintain and further develop an arbitrator selection database. This database allows cities, on a reduced fee-for-service basis (see Individual Consultation Services), to request an analysis of those lists of seven arbitrators received from the Bureau of Mediation Services, whereby the listed arbitrators are analyzed and ranked for purposes of selecting arbitrators in grievance and interest arbitrations.

Legislative Services

Analyze and summarize labor relations and public employment law changes made during the legislative session and report to cities.

Labor Seminar

Prepare and present a Labor and Employee Relations Seminar, based on topics selected by the Committee, one time each in the northern and southern parts of the state.

Committee Meetings

Prepare materials and present information at Labor Committee meetings.

Strategy

Develop joint labor contract negotiation strategy and policy positions/guidelines for member cities to use as benchmarks in their labor contract negotiations.

Coordination

Coordinate efforts with the LMC and other labor and management organizations and governmental agencies.

Contact Us

For more information, call Flaherty & Hood, P.A., CGMC's representative, at 651-225-8840, or contact:

Chris Hood: cmhood@flaherty-hood.com

Brandon Fitzsimmons: bmfitzsimmons@flaherty-hood.com

34

CGMC Labor & Employee Relations Committee

Individual Consultation Services

Through the Labor Committee program, CGMC cities have access to consultation services on labor relations and public employment issues impacting their individual city on a reduced fee-for-service basis. Examples of services available to CGMC cities are listed below.

Labor Relations Services

Labor Contract Negotiations

Represent cities in labor contract negotiations and mediations with employee unions; develop strategies and proposals; review labor contracts and recommend changes; and collect, compile and summarize data from comparable cities on wages, health insurance and other data.

Grievances

Investigate employee and union grievances, draft responses and settlement proposals for cities, and attend and represent cities at grievance meetings.

Arbitrations

Represent cities in grievance and interest arbitration hearings, and compile and analyze relevant data, including ability to pay and comparable cities analyses.

Arbitrator Selection

Research state provided lists of arbitrators for grievance and interest arbitrations and provide ranking order for purposes of striking and selection.

Bureau of Mediation Services (BMS) Proceedings

Prepare responses to and filings with the Bureau of Mediation Services (BMS) and represent cities at meetings, negotiations, mediations and hearings related to strikes; certification, decertification and affiliation; unit determinations and clarifications; fair share fee challenges; and independent review

Human Resources Services

Policy and Job Audits

Draft, revise and interpret policies, employee handbooks, administrative manuals, performance evaluations and job descriptions.

Management Training

Conduct training sessions for management employees on hiring, performance matters, discipline, handling grievances and other employment matters.

Employment Law Services

Representation

Represent cities in negotiations, mediation, arbitration, administrative proceedings, litigation and appeals.

Advice

Advise cities on selecting and hiring employees; investigating misconduct, harassment and discrimination; and proceeding with discipline and discharge actions.

Legal Compliance

Review, interpret and advise cities on compliance with employment laws including, but not limited to, the following: public labor relations laws (PELRA), discrimination laws (Title VII, ADEA, ADA, MHRA), wage and hour laws (FLSA), health and benefits laws (FMLA, PERA), Data Practices Act, Open Meeting Law, Veterans' Preference Act and Pay Equity Act.

Investigations

Investigate personnel misconduct, performance problems, harassment and discrimination.

Fee Schedule

The fees for a city requesting individual consultation services for 2013-2014 are as follows:

First 25 Hours of Consultation Services

The first 25 hours of services provided will be billed to the city at a flat rate of \$115 per hour.

Consultation Services Over 25 Hours

Services provided to a city exceeding 25 hours will be billed to the city at a flat rate of \$135 per hour.

Travel time will be billed at 50% of these rates.

2014 CGMC Summer Conference

Wednesday, Aug. 20 - Friday, Aug. 22
Rochester, MN



Name/Title: _____ Guest(s): _____
City: _____

Please fill out a separate form for each city official (guests may be included on the same form) by placing the INITIALS of the attendee and/or guest attending the session or selecting the option in the space provided!

Wednesday, Aug. 20

- _____ 1:00 p.m. Board of Directors Meeting
- _____ 2:00 p.m. Destination Medical Center Panel Discussion
- _____ 3:30 p.m. Broadband Presentation
- _____ 5:30 p.m. Dinner at Rochester Art Center

Thursday, Aug. 21 - Morning Options

Space is limited for each activity, so please rank your 1st, 2nd and 3rd choice:

- _____ 7:00 a.m. **Option 1:** Golf at Northern Hills Golf Course*
- _____ 8:30 a.m. **Option 2:** Mayo Clinic Tour
- _____ 8:30 a.m. **Option 3:** Joint Tour of U of M- Rochester and the Minnesota BioBusiness Center
- _____ 8:30 a.m. **Option 4:** Trolley Tour of Rochester

*There is no charge to golf, but golfers must provide their own transportation to the course.

Thursday, Aug. 21 - Afternoon/Evening

- _____ 12:00 p.m. Lunch with Speaker on Cultural Diversity
- _____ 12:30 p.m. "Advancing Inclusion and Racial Equity" (cultural diversity program facilitated by the YWCA)
- _____ 3:30 p.m. Gubernatorial Candidate Forum
- _____ 5:00 p.m. Social Hour
- _____ 6:30 p.m. Legislative Awards Dinner

Friday, Aug. 22

- _____ 8:00 a.m. Continental Breakfast
- _____ 8:30 a.m. Labor and Employee Relations Update
- _____ 9:30 a.m. Interactive Discussion on Greater MN Issues and Upcoming Election
- _____ 10:30 a.m. Annual Membership Meeting

• • • • •

• Please submit this registration form by Aug. 8 to:

• Colleen Millard
• 525 Park Street, Suite 470
• Saint Paul, MN 55103
• E-mail: rsvp@flaherty-hood.com
• Fax: 651.225.9088
• Phone: 651.225.8840

• Conference Venue and Hotel Reservations
• Kahler Grand Hotel
• 20 Second Avenue Southwest
• Rochester, MN 55902
• Phone: 507-280-6200
• **Rooms are blocked at \$99 (plus tax) until July 30.** Hotel parking is available to hotel registered guests at a cost of \$8 (plus tax) per day.

• **Note:** Conference attendees are responsible for making their own hotel reservations.

• • • • •

Registration Fee Waived!

36

6/23/14

(320) 632-9255
405 First Street SE
Little Falls, MN 56345



ifound.org

MEMORANDUM

DATE: June 20, 2014
TO: Renee Eckerly, City of Paynesville
FROM: Eric Stommes, Vice President for External Relations
RE: 2015 Budget Request for Initiative Foundation Support

The Initiative Foundation is pleased to submit a request for support in 2015.

We have also included copies for each City Council member and ask that you please distribute them accordingly.

We will gladly provide an update in person to your City Council at a scheduled meeting. If that is your desire, feel free to contact Katie Riitters at our toll-free number 1-877-632-9255 or kriitters@ifound.org to arrange for a presentation.

Thank you

Together we are making Central Minnesota a destination of choice to live, work and play!

37

(320) 632-9255
405 First Street SE
Little Falls, MN 56345



ifound.org

June 20, 2014

Renee Eckerly
City of Paynesville
221 Washburne Ave
Paynesville, MN 56362-1642

Dear Ms Eckerly and members of the Paynesville City Council,

Your support is an integral part of what we do to stimulate business growth, create quality jobs and ensure a climate for economic success. The Central Minnesota economy is showing increased signs of health, and we believe that 2015 – with the right partnerships and investments – will be a strong year for business expansion and hiring.

For nearly three decades the Foundation has responded to requests for assistance in Central Minnesota. When organizations want to advance an important project, we respond with grants and training. When businesses work to expand, we respond with financing and support. When communities need an ally, we engage local citizens and facilitate public-private partnerships that lead to results.

Our community, organizational and economic development work is supported by a spectrum of public and private donors who partner with the Foundation to build thriving communities. All of our grant-making, lending and leadership development activities are designed to create a skilled workforce; to make Central Minnesota a destination of choice to live, work and play; and to inspire people to share their time, talent and resources.

To support our critical work in economic growth and community enhancement, we respectfully request consideration for an investment of \$100 in 2015.

An Initiative Foundation contribution earns a substantial return on investment. For every local dollar contributed, the Foundation has returned \$4.35 back to Stearns County in grants, loans and scholarships.

After your budget is finalized, would you please sign the enclosed commitment form and return it in the postage-paid envelope? Again, thank you for your consideration and support of our work in the City of Paynesville. Please contact us with questions or to request a staff presentation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kathy Gaalswyk'.

Kathy Gaalswyk
President

A handwritten signature in black ink, appearing to read 'Eric Stommes'.

Eric Stommes
Vice President for External Relations

38



Powering Possible

Equal opportunity lender, provider and employer.



Economy. Community. Philanthropy.

The Initiative Foundation: Empowering People to Build, Sustain Healthy Communities

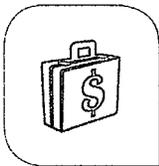
Formed in 1986 by a partnership of regional leaders and The McKnight Foundation, the Initiative Foundation is one of six unique, nonprofit Minnesota Initiative Foundations serving the regions of Greater Minnesota. We believe **local people** – not outside organizations – have the necessary **enthusiasm, knowledge and relationships** to achieve a brighter future.

Good Works Supported By Sound Strategy

The Foundation's strategic framework is based on the philosophy that economy, community and philanthropy are intertwined. This three-pillared approach helps us to collaborate in truly meaningful ways to unlock the power of each community and all of Central Minnesota.

Our charitable work is supported by a spectrum of public and individual donors. Earnings from investments in the Foundation's operations and permanent endowment are returned to Central Minnesota communities through grants, programs and business financing.

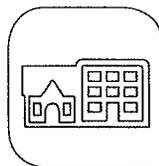
We are proud to serve the 14 counties of Central Minnesota that include 160 hometowns and two tribal nations, each with its own unique character and local assets.



Economy

Woven into our fabric is the firm belief that a quality job is the most essential element of a stable family and a strong community. We offer business loans to secure quality jobs, and we invest grants in workforce training to fill these job opportunities. Our goal is to support local business growth and attract new revenue to the region.

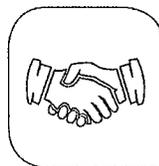
BUSINESS FINANCING, CONSULTING | MANUFACTURING, TECHNOLOGY AND EXPORTING | ECONOMIC, WORKFORCE DEVELOPMENT GRANTS



Community

Central Minnesota is defined by its quality of life – the special people, places and organizations of each hometown. We gather business, nonprofit and government leaders to identify and enhance these unique assets. Working together, we inspire community service and plan for a brighter future.

COMMUNITY VISIONING AND PLANNING | NONPROFIT TRAINING AND CONSULTING | GRANTS TO SUPPORT QUALITY OF LIFE



Philanthropy

We help donors give back to Central Minnesota and leave a permanent legacy. Every donated dollar is matched by The McKnight Foundation and returns more than \$6 in grants, loans and scholarships to the region. We also work with families, businesses and nonprofits to create named funds that support their favorite charities.

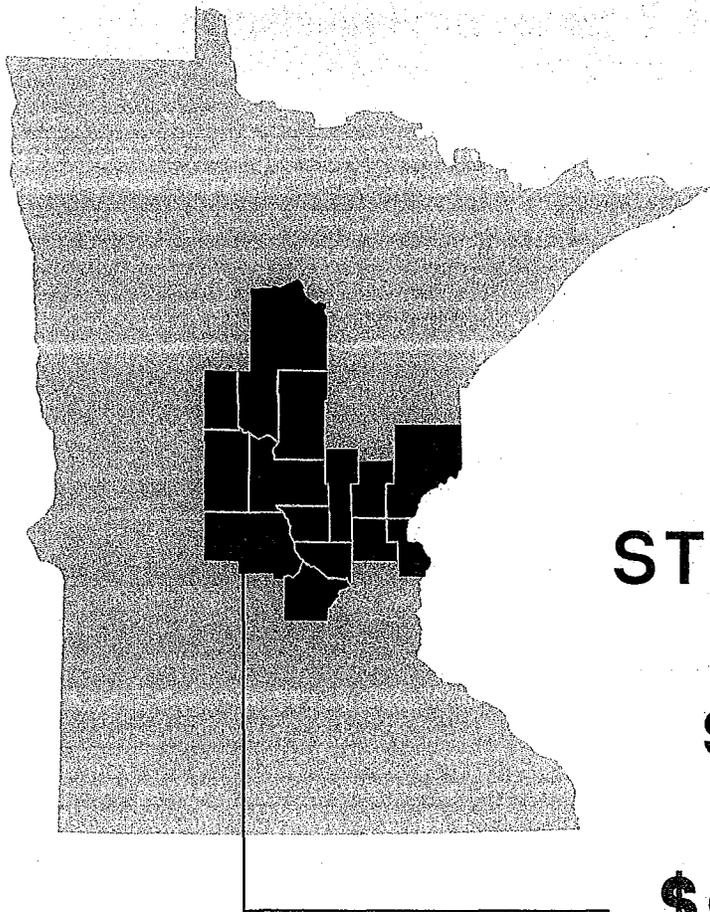
DONOR SERVICES | TURN KEY CHARITABLE FUNDS | PROFESSIONAL INVESTMENT OVERSIGHT | TAX-ADVANTAGED GIFTS

For more information, contact:
Initiative Foundation
(877) 632-9255 | info@ifound.org

ifound.org | (877) 632-9255 | 405 First Street SE | Little Falls, MN 56345



Equal Opportunity Lender, Provider, and Employer



Initiative Foundation at work in
STEARNS COUNTY

\$1.9 MILLION

in local donations to the Initiative Foundation.

\$8.4 MILLION

returned to Stearns County in grants, loans, and scholarships.

Our Mission:

Unlock the power of central Minnesota people to build and sustain thriving communities.

405 First Street SE
Little Falls, MN 5634
320.632.9255
ifound.org

Return on Investment

For every local dollar contributed, the Initiative Foundation has invested **\$4.35** back into Stearns County. All endowment contributions are matched by The McKnight Foundation.

Economic Impact

[1986 to present]

- Awarded 844 grants totaling **\$5.5 million**
- 148 loans totaling **\$9.5 million**
- Secured **2,271 quality jobs**
- Leveraged **\$42 million** in private business financing



Powering Possible

Equal opportunity lender, provider and employer.

40

STEARNS COUNTY Investment Highlight

For a full listing of Initiative Foundation investments in Stearns County, Contact us at (877) 632-9255.

Grants Thriving Economy, Thriving Communities

BestPrep, Brooklyn Park	Business venture for students in Central Minnesota
Big Brothers Big Sisters of Central Minnesota, St. Cloud	Annual grant (GEPF)
Big Fish Lake Association, Cold Spring	Operating support (CFBFLA)
Center for Service-Learning & Social Change, St. Cloud	Empowering Youth for Social Change
Central MN Sustainability Project, St. Cloud	Summer apprenticeship workskill development
Central MN Youth for Christ, St. Cloud	Annual grant (GEPF)
City of St. Martin	Industrial park expansion
Community Legacies Foundation Inc., Sauk Centre	Sauk Centre splash pad park project
First United Methodist Church of St. Cloud	Youth ministry programming (GEPF)
Greater St. Cloud Development Corp	Regional economic development; semi-annual grant (GEPF)
Helping Hands Outreach, Holdingford	TOP Financial Resiliency through Social Enterprise
Higher Ground Church, St. Cloud	Central Minnesota food solutions strategic planning
ROCORI Area Dollars for Scholars, Cold Spring	Dollars for Scholars (JPMFF)
St. Cloud State University Foundation	SCSU President's Club annual grant (GEPF)
St. Cloud Technical & Community College Foundation	Annual grant (GEPF)
Stearns County Housing & Redev. Authority, Cold Spring	Housing market study for Belgrade

Business Financing Local Ownership, Quality Jobs

Battery Wholesale Inc., St. Joseph	Wholesale battery distributor
Cavanmor, LLP dba Netgain Technology, Inc., St. Cloud	A healthcare information technology provider
Collins Brothers Towing of St. Cloud Inc., St. Cloud	Towing and transportation company
Havco, Inc. dba Seitz Stainless, Avon	Stainless steel manufacturing
K&G Property Partners, LLC dba Central Minnesota Foot & Ankle Associates, St. Cloud	Podiatry clinic
Midsota Manufacturing, Inc., Avon	Trailer manufacturer
Spychala Real Estate, LLC dba Albany Family Dentistry, P.A., Albany	Dentist office

Charitable Funds Activating Generosity

Big Birch Lake Endowment Fund | Conservancy Fund of Big Fish Lake Association Fund | Edeburn Family Fund | Granite Equity Partners Fund | Holdingford Scholarship Endowment | Jane & Patrick Mitchell Foundation | Loren & Kathy Morey Family Fund | Manufacturing Fund of Central MN | Nicholas P. Koenig HERO Foundation Fund | Quiet Oaks Hospice House Fund | Sartell DOGPAC Fund | Sartell Wheel Park Fund

Technical Assistance Investing in Talent

Automotive Parts Solutions, Rockville	Sales and marketing, leadership, operational analysis
Swany White Flour Mill, Freeport	Organic certification
Midsota Manufacturing, Avon	International sales and marketing
KB Specialties, Grey Eagle	Software/inventory management training
Boot Shack, St. Cloud	Leadership development
St. Cloud Chamber of Commerce, St. Cloud	Immigrant business leadership development
Smart'n Recycling, St. Martin	Feasibility study
RIE Coatings, Eden Valley	Operational analysis and lean training
Central MN Housing Partnership, St. Cloud	NDC training and certification
Cabinet Components, Sauk Centre	Operational analysis and lean training
Tandem Orthotics & Prosthetics, Sartell	Planning and leadership development
RT Enterprises, Waite Park	Valuation and analysis
M Lavine Design, Waite Park	Sales and marketing

41



2015 Endowment Confirmation

Please indicate below your decision regarding support for the Initiative Foundation.

- YES**, we have approved a Foundation contribution in 2015.
- NO**, we have declined a Foundation contribution in 2015.

Name of city or county _____

Date action taken ___/___/___

Approved 2015 contribution \$ _____

Please send us an invoice ...

by 6/30/15 or

on ___/___/___
(Preferred payment schedule)

not necessary, we'll send payment without an invoice

Government official _____
NAME TITLE

Signature _____
DATE

The Initiative Foundation will be migrating to paperless correspondence. Please provide your email address and add @ifound.org to your organization's safe sender's list.

EMAIL ADDRESS

Please select the checkbox if you'd prefer to receive traditional correspondence.

Thank you for considering this request.
We look forward to your partnership and support in 2015.

Email: info@ifound.org | Phone: (877) 632-9255 | Fax: (320) 632-9258
Mail: 405 First St. SE, Little Falls, MN 56345

42