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# Le Sueur County, MN

Tuesday, July 26, 2016

Board Meeting

## Item 7

**9:55 a.m. Darrell Pettis, County Administrator / Engineer**

*RE: PSIG Grant Application and Resolution*

*RE: GBERBA Letter of Intent*

*RE: MnCCC JPA and Bylaws*

*RE: JD #4 Repair Request*

Staff Contact:

**PRELIMINARY COST BREAKDOWN**  
**SANITARY COLLECTION SYSTEM & FORCEMAIN - BASE PROJECT AREA**  
 WEST JEFFERSON LAKE - TO - CITY OF CLEVELAND

DATE: 1/15/2016

**FORCEMAIN OPTION**

ITEM NO.	ITEM	ESTIMATED UNIT PRICE	UNIT	BASE PROJECT AREA		BASE PROJECT AREA		BASE PROJECT AREA	
				72 CONNECTIONS*		100 CONNECTIONS*		140 CONNECTIONS*	
				ESTIMATED QUANTITY	AMOUNT	ESTIMATED QUANTITY	AMOUNT	ESTIMATED QUANTITY	AMOUNT
<b>COLLECTION SYSTEM</b>									
1	MOBILIZATION	N/A	LS	1	\$60,000.00	1	\$67,000.00	1	\$75,000.00
2	GRINDER PUMP SYSTEM & SERVICE	\$15,000.00	EA	72	\$1,080,000.00	100	\$1,500,000.00	140	\$2,100,000.00
3	REMOVE / ABANDON SEPTIC SYSTEM	\$1,250.00	EA	72	\$90,000.00	100	\$125,000.00	140	\$175,000.00
4	STREET REPAIRS	N/A	LS	1	\$60,000.00	1	\$70,000.00	1	\$80,000.00
5	TURF RESTORATION	N/A	LS	1	\$25,000.00	1	\$33,000.00	1	\$40,000.00
<b>SUBTOTALS:</b>					<b>\$1,315,000.00</b>		<b>\$1,795,000.00</b>		<b>\$2,470,000.00</b>

Notes: \*Length of forcemain required to collect sanitary from the base project area assumed to be the same, regardless of the number of connections implemented

**TRUNK FORCEMAIN & LIFT STATION (TO CLEVELAND)**

6	3" FORCEMAIN (TRENCHLESS)	\$16.00	LF	8837	\$141,392.00	TRUNK FORCEMAIN COSTS IDENTICAL FOR ALL SCENARIOS			
7	4" FORCEMAIN (TRENCHLESS)	\$18.00	LF	30335	\$546,030.00				
8	4" FORCEMAIN (LAKE CROSSING)	\$50.00	LF	1801	\$90,050.00				
9	AIR/VAC RELEASE MANHOLE	\$11,000.00	EA	14	\$154,000.00				
10	LIFT STATION	\$150,000.00	EA	1	\$150,000.00				
11	METERING/SAMPLING BUILDING	\$25,000.00	EA	1	\$25,000.00				
<b>SUBTOTAL:</b>					<b>\$1,106,472.00</b>				

**CLEVELAND SANITARY MH REHABILITATION**

12	LINE SANITARY MANHOLE	\$3,000.00	EA	0	\$0.00	CLEVELAND SANITARY REBAB COSTS IDENTICAL FOR ALL SCENARIOS			
13	CONSTRUCT POLYMER MANHOLE	\$8,000.00	EA	0	\$0.00				
14	LINE LIFT STATION WET WELL	\$15,000.00	EA	0	\$0.00				
<b>SUBTOTAL:</b>					<b>\$0.00</b>				

CONSTRUCTION TOTALS:	\$2,421,472.00	\$2,901,472.00	\$3,576,472.00
CONTINGENCIES (10%):	\$242,000.00	\$290,000.00	\$358,000.00
<b>TOTAL CONSTRUCTION SUBTOTALS:</b>	<b>\$2,663,472.00</b>	<b>\$3,191,472.00</b>	<b>\$3,934,472.00</b>

**ENGINEERING & PLANNING**

FACILITY PLAN PREPARATION	\$15,000.00	\$15,000.00	\$15,000.00
DESIGN ENGINEERING	\$160,000.00	\$175,000.00	\$190,000.00
CONSTRUCTION FIELD ENGINEERING/INSPECTION	\$195,000.00	\$220,000.00	\$245,000.00
PUBLIC MEETINGS/COMMUNICATION	\$30,000.00	\$30,000.00	\$30,000.00
GEOTECHNICAL ANALYSIS & REVIEW	\$10,000.00	\$10,000.00	\$10,000.00
GOPHER ONE SETUP	\$500.00	\$500.00	\$500.00
<b>SUBTOTALS:</b>	<b>\$410,500.00</b>	<b>\$450,500.00</b>	<b>\$490,500.00</b>

**PERMITS & EASEMENTS**

DNR PERMIT	\$3,500.00	PERMIT & EASEMENT FEES IDENTICAL FOR ALL SCENARIOS	
MPCA SANITARY SEWER EXTENSION PERMIT	\$310.00		
NPDES PERMIT	\$400.00		
LE SUEUR COUNTY UTILITY/ROW PERMIT (WAIVED)	\$0.00		
<b>SUBTOTAL:</b>	<b>\$4,210.00</b>		

**FEES**

VARIANCE & FILING FEE @ LE SUEUR COUNTY (\$46/CONNECTION - WAIVED)	\$0.00	\$0.00	\$0.00
SEWER AVAILABILITY CHARGE (SAC) (ESTIMATED: \$500/CONNECTION)	\$36,000.00	\$50,000.00	\$70,000.00
<b>SUBTOTALS:</b>	<b>\$36,000.00</b>	<b>\$50,000.00</b>	<b>\$70,000.00</b>

**TOTAL PROJECT COST BREAKDOWN**

TOTAL CONSTRUCTION SUBTOTALS (W/ CONTINGENCIES):	\$2,663,472.00	\$3,191,472.00	\$3,934,472.00
ADMINISTRATION, ENGINEERING & PLANNING TOTAL	\$410,500.00	\$450,500.00	\$490,500.00
PERMITS TOTAL	\$4,210.00	\$4,210.00	\$4,210.00
FEE TOTAL	\$36,000.00	\$50,000.00	\$70,000.00
<b>TOTAL PROJECT COST:</b>	<b>\$3,114,182.00</b>	<b>\$3,696,182.00</b>	<b>\$4,499,182.00</b>

<b>NO. OF CONNECTIONS:</b>	<b>72</b>	<b>100</b>	<b>140</b>
<b>TOTAL COST PER CONNECTION:</b>	<b>\$43,252.53</b>	<b>\$36,961.82</b>	<b>\$32,137.01</b>

**Minnesota Public Facilities Authority  
Point Source Implementation Grant Program  
Form 4a - PSIG Project Costs**

**Applicant:** Le Sueur County  
**Project:** West Jefferson Sanitary Sewer Collection System

**Date:** 7/22/2016  
**Project Costs Based on:** Estimated costs  
**Estimated Essential Project Component Percentage (EPC %, see below):**

*Instructions: Fill in yellow cells. See notes at bottom.*

	COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E
	Start Date	End Date	Total Project Costs	ESTIMATED PSIG Eligible Costs	Estimated PSIG Eligible %
<b>1. Construction Costs</b>					
Wastewater Treatment					
Sanitary Sewer Collection	June, 2017	June, 2018	\$ 3,576,000	\$ 3,576,000	
Stormwater Treatment					
Other:					
<i>Subtotal - Construction</i>			\$ 3,576,000	\$ 3,576,000	100.0%
<b>2. Contingencies (5% of construction)</b>			\$ 178,800	\$ 178,800	100.0%
<b>3. Engineering / Legal</b>					
Planning / Pre-design	January, 2016	June, 2016	\$ 15,000	\$ 15,000	
Engineering Design	October, 2016	May, 2017	\$ 230,000	\$ 230,000	
Inspection / Construction Mgmt	June, 2017	June, 2018	\$ 245,000	\$ 245,000	
Legal / Financing Related Fees				\$ -	
<i>Subtotal - Engineering / Legal</i>			\$ 490,000	\$ 490,000	100.0%
<b>4. Other Project Costs</b>					
Land Purchase					
Land Acquisition Costs					
Other:					
Other:					
<i>Subtotal - Other Project Costs</i>			\$ -	\$ -	
<b>Total Project Costs</b>			\$ 4,244,800	\$ 4,244,800	

Total PSIG Eligible Cost x EPC%: \$ -

**Estimated PSIG Grant:**  
(PSIG Eligible Cost x EPC% x 50%, \$3 million max) \$ -

Additional funding needed (total project cost minus PSIG grant): \$ 4,244,800

Other funding:   
Other funding:   
Other funding:   
Total: \$ -

**Notes:**

**ESSENTIAL PROJECT COMPONENT PERCENTAGE:** The EPC % represents the portion of the project needed to meet existing needs vs. growth, which may reduce the PSIG eligible costs. Must enter an estimated EPC % in the box above in order to calculate the estimated PSIG grant. The MPCA will determine the final EPC percentage.

**COLUMN A:** For each activity, identify the **START DATE** on which eligible costs were, or are expected to be, incurred. On Form 4b (see tabs below), identify specific prior incurred costs for which the recipient will request reimbursement based on invoices. Items not identified on this form will not be considered for reimbursement. PFA may limit PSIG reimbursement for costs incurred prior to the grant award, even if identified on Form 4b. Contact your loan officer for more information.

**COLUMN B:** For each activity, identify the expected **END DATE** for which the work will be completed.

**COLUMN C:** Identify the **TOTAL PROJECT COSTS** (wastewater, stormwater or drinking water)

**COLUMN D:** Identify the **ESTIMATED PSIG ELIGIBLE COSTS** necessary to comply with the TMDL; to reduce the discharge of total phosphorus to one milligram per liter or less; to address the water quality-based effluent limits; or to meet a total nitrogen limit of 10 mg/L for land based treatment.

**ATTACH A DETAILED BREAKDOWN** of the estimated PSIG eligible construction costs on a separate sheet (see Form 6). The Minnesota Pollution Control Agency will determine the grant eligible portion of the total construction costs.

**COLUMN E:** The worksheet will calculate the estimated PSIG eligible percentage based on the estimated PSIG eligible costs in Column D compared to total project costs in Column C. This same percentage will be applied to construction contingencies and engineering/legal costs and other project costs.



## Clean Water Fund

### Point Source Implementation Grant Program

### FY 2017 Application

Minnesota Public Facilities Authority  
First National Bank Building, Suite W820  
332 Minnesota Street  
Saint Paul, MN 55101-1378

[www.mn.gov/deed/pfa](http://www.mn.gov/deed/pfa)

# Point Source Implementation Grant Application

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## Program Information

## Grant Application Forms

- Form 1 Point Source Implementation Grant Checklist
- Form 2 Project Contacts
- Form 3 Project Information
- Form 4a Example of PSIG Project Budget and Schedule
- Form 4b Example of PSIG Incurred Costs
- Form 5 Compliance with Laws, Rules & Regulations
- Form 6 Example Resolution of Application
- Form 7 Description/Exhibits of Estimated PSIG Construction Costs

## Appendices

- A Required State Prevailing Wage Required Contract Language
- B Clean Water Legacy Sign

Minnesota Public Facilities Authority  
First National Bank Building, Suite W820  
St. Paul, MN 55101-1378  
[www.mn.gov/deed/pfa](http://www.mn.gov/deed/pfa)

**MINNESOTA PUBLIC FACILITIES AUTHORITY  
POINT SOURCE IMPLEMENTATION GRANT PROGRAM (FY 2017)**

**PROGRAM INFORMATION**

The Point Source Implementation Grant (PSIG) Program is jointly administered by the Minnesota Public Facilities Authority (PFA) and the Minnesota Pollution Control Agency (MPCA).

**APPLICATIONS MUST BE POSTMARKED OR SENT VIA E-MAIL NO LATER THAN JULY 31, 2016**

The **Point Source Implementation Grant Program** (Minnesota Statutes, Section 446A.073 as amended) provides 50% grants up to a maximum of \$3 million to governmental units to assist with the cost of water infrastructure projects necessary to meet:

- 1) Wasteload reductions prescribed under an approved total maximum daily load (TMDL) plan;
- 2) A phosphorus concentration or mass limit that requires discharging one milligram per liter or less at permitted design flow which is incorporated into a permit issued by the MPCA;
- 3) Any other water quality-based effluent limit established under Minnesota Statute Section 115.03, Subd 1, (e)(8), that is incorporated into a permit issued by MPCA that exceeds secondary treatment limits; or
- 4) A total nitrogen limit of ten milligrams per liter or less for a land based treatment system.

**Basic Program Information and Requirements**

- Eligible projects must be ranked on the MPCA's 2017 Clean Water Revolving Fund Project Priority List (PPL).
- Eligible drinking water treatment projects must also be ranked on the Minnesota Department of Health's (MDH) Drinking Water Revolving Fund 2017 Project Priority List (PPL).
- The PFA will reserve grant funds for submitted applications according to priority order as identified in the 2017 MPCA Project Priority List. Funds reserved will be based on the estimated PSIG eligible costs in the application. If as-bids costs are higher than the application estimated cost, grant awards will be based on the higher cost if sufficient funds are available at the time of award. The MPCA determines eligibility of all construction costs.
- Form 4b requests applicants identify prior incurred costs, based on invoices, for which they will request reimbursement through the PSIG grant. Items not identified on this form will not be considered for reimbursement. The PFA may limit PSIG reimbursement

for costs incurred prior to the Grant award, even if identified on Form 4b. Contact your loan officer for more information.

- Applicants must submit plans and specifications to MPCA and MDH (for drinking water projects)
- For **wastewater projects**, MPCA calculates an Essential Project Component (EPC) percentage based on existing versus future wastewater needs, which may result in some projects receiving less than a 50% grant.
- Grantees must follow the state Uniform Municipal Contracting Law and other applicable requirements (bidding, special requirements for out-of-state contractors, workers compensation, etc.) in the construction of the project. State prevailing wage rates apply to the project (available from the Minnesota Department of Labor and Industry (DOLI), Labor Standards Division 651/284-5091 ([www.DOLI.state.mn.us](http://www.DOLI.state.mn.us))). The DOLI contract conditions included in **Appendix A** of this Application along with the actual MN prevailing wages must be included in all bidding documents and construction contracts for projects that receive PSIG funding.
- To remain eligible for FY 2017 reserved funds, PSIG applicants must submit as-bid costs to the PFA and MPCA and must receive MPCA certification of the PSIG eligible portion of the project by June 30, 2017. The MPCA makes the final determination on eligibility of PSIG construction costs. The MPCA approves the project and certifies it to the PFA.
- Applicants must document that total project funding is in place before the PFA can award the grant. Documentation may include, local government resolutions, or award letters and grant agreements for other state or federal funds.
- Grant recipients must pay an application fee to the PFA equal to one-half of one percent of the grant amount. Fees are due at the time of execution of the grant agreement. The fee is not a grant eligible cost.
- Grantees must display a sign with the Clean Water Legacy logo at the project site or other public location identifying that the project was built with assistance from the Clean Water, Land, & Legacy Amendment. If it is not practicable to display the sign at the project site, the sign may be displayed in a public location at the Grantee's office along with a photograph of the project. An example sign layout is contained in this application package in **Appendix B**. The logo and specifications can be found at: <http://www.dnr.state.mn.us/legacylogo/index.html>

## **Coordination with PFA Revolving Fund Loans**

Applicants with projects seeking PSIG funds and a PFA loan through the Clean Water or Drinking Water Revolving Fund must also follow the CWRP/DWRP loan application process. This includes being listed on PFA's Intended Use Plan (IUP) within fundable range. A separate CWRP/DWRP loan application must be submitted by the deadline stated in the IUP.

## **Contacts**

**Minnesota Public Facilities Authority Loan Officers:** Refer to the map identifying PFA loan officers located at [www.mn.gov/deed/pfa](http://www.mn.gov/deed/pfa).

**Minnesota Pollution Control Agency:** Contact the review engineer for your project or Bill Dunn at the MPCA at 651-757-2324, or see the MPCA web site at [www.pca.state.mn.us/PPL](http://www.pca.state.mn.us/PPL) for additional information.

**Minnesota Department of Health:** contact Chad Kolstad at 651-201-3972 or [chad.kolstad@state.mn.us](mailto:chad.kolstad@state.mn.us).

## **Application Submittal**

Save this file to your computer and complete the forms electronically. The forms can then be printed or e-mailed to the PFA.

Applications may be submitted electronically as an e-mail attachment to the appropriate PFA loan officer by July 31, 2016, or by mail (postmarked no later than July 31, 2016) to: MN Public Facilities Authority, 1st National Bank Building, 332 Minnesota Street, Suite W820, St. Paul, MN 55101-1378.

Minnesota Public Facilities Authority  
First National Bank Building, Suite W820  
332 Minnesota Street  
Saint Paul, MN 55101-1378  
Phone 651-259-7469 or 1-800-657-3858 (Outside Metro Area)  
TTY/TDD: 651-296-3900  
FAX: 651-296-8833

**APPLICATIONS MUST BE POSTMARKED OR  
SENT VIA E-MAIL NO LATER THAN JULY 31, 2016**



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MINNESOTA PUBLIC FACILITIES AUTHORITY  
Point Source Implementation Grant Program  
Form 1 - Checklist

**APPLICATION ITEMS REQUIRED BY JULY 31, 2016 (submit to PFA):**

- Form 1 – PSIG Checklist (this document)
  - Form 2 – Project Contacts
  - Form 3 – Project Information
  - Form 4a – Project Costs and Schedule (excel document)
  - Form 4b – Prior Incurred Costs (excel document)
  - Form 5 – Compliance with Laws, Rules & Regulations
  - Form 6 – Resolution of Application (Note: an example is included as Form 6, please submit copy of resolution adopted and signed by the governing body)
  - Form 7 – Description/Exhibits of Estimated PSIG Construction Costs
- 

**SUMBITTAL ITEMS REQUIRED PRIOR TO GRANT AWARD (AFTER INITIAL APPLICATION):**

**To the Minnesota Pollution Control Agency:**

- Project plans and specifications for wastewater and stormwater projects (for review and approval) and drinking water projects.
- As-bid cost documentation for wastewater, stormwater and drinking water projects (for determination of eligible PSIG construction costs).

**To the Minnesota Department of Health:**

- Project plans and specifications for drinking water treatment plants (for review and approval)
- As-bid cost documentation for drinking water treatment plants (for determination of PSIG eligible construction cost)

**To the Minnesota Public Facilities Authority:**

- Documentation that complete project funding is in place (resolution from local government with commitment of local funds, award letter from other state/federal funding sources)
  - Final Form 4b Prior Incurred Costs (**Note:** *items not identified in the spreadsheet will not be considered for reimbursement*)
  - As-bid costs and bid tabulations
  - Copy of adopted/enacted user charge system and ordinance
  - Inter-municipal Agreement (enacted) if more than one municipality is involved in project
  - Management Contract: If the borrower has engaged a private contract operator to manage its wastewater, drinking water or storm water system, submit a copy of the management contract.
  - MPCA project certification (provided by the MPCA)
- 

**SUBMITTAL ITEMS REQUIRED AFTER AWARD BUT PRIOR TO GRANT DISBURSEMENT:**

- Payment of application fee (one-half of one percent of grant amount)
  - Disbursement Request Form and supporting documentation for eligible expenses
- 

**SUBMITTAL ITEMS REQUIRED AFTER AWARD:**

- Photograph of Clean Water Legacy Sign posting emailed to the PFA Loan Officer

MINNESOTA PUBLIC FACILITIES AUTHORITY  
Point Source Implementation Grant Program  
Form 2 – Project Contacts

Applicant Name Le Sueur County  
DUNS Number \_\_\_\_\_  
Contact Person Darrell Pettis  
Contact Person Title County Administrator  
Address 88 South Park Avenue,  
Le Center, MN 56057

County Le Sueur  
Telephone 507-357-2251  
E-mail dpettis@co.le-sueur.mn.us  
Fax No. \_\_\_\_\_

Authorized Official Darrell Pettis  
Title County Administrator

Telephone 507-357-2251  
E-mail dpettis@co.le-sueur.mn.us

Consultants and Advisors  
Consulting Engineer Name Jason Femrite  
Engineering Firm Bolton and Menk  
Address 1960 Premier Dr  
Mankato, MN 56002

Telephone 507-625-4171, ext. 2288  
E-mail Jasonfe@bolton-menk.com  
Fax No. \_\_\_\_\_

Other Consultant Name Aaron Wills  
Firm Cannon River Watershed Partnership  
Address 400 Washington Ave  
Northfield, MN 55057

Telephone 507-786-3913  
E-mail aaron@crwp.net  
Fax No. \_\_\_\_\_

MPCA Engineer Corey Hower

Telephone 507-206-2603

Will a Public Utilities Commission be responsible for operation & maintenance of the project? If yes, provide information below.

PUC Contact Person \_\_\_\_\_  
PUC Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Fax No. \_\_\_\_\_

MINNESOTA PUBLIC FACILITIES AUTHORITY  
Point Source Implementation Grant Program  
Form 3 – Project Information (attach additional sheets if necessary)

Brief Description of project to be financed:

The project will be located in the vicinity of West Jefferson Lake in Le Sueur County. It includes the planning, design and construction of a collection system around the lake, with connection to the City of Cleveland wastewater system for treatment of the wastewater from the lake area. The City of Cleveland has set a maximum number of connections at 140. The collection system improvements will enable residents of the area to discontinue using on site systems for disposal of wastewater, thus positively impacting water quality in the area.

Is the project listed on the 2016 PPL?

Yes

No

If not, has applicant submitted a 2017 PPL request to MPCA?

Yes

No

Identify the Project Type:

Wastewater

Stormwater

Drinking Water

Check which applies to the project seeking funding:

Wasteload reduction prescribed under a TMDL Plan

Phosphorus concentration/mass limit of 1 mg/L or less in MPCA permit

Other water quality-based effluent limit that exceeds secondary treatment limits in MPCA permit

Total Nitrogen limit of 10 mg/L or less (land based treatment)

Receiving Water Cannon River / Lower Mississippi River Basin

Title and year of Approved TMDL (if applicable) Regional Fecal Coliform TMDL - Lower Mississippi Basin, 2006

Identify/name pollutant Fecal Coliform Bacteria

Other Proposed Sources of Project Financing (in addition to the Point Source Implementation Grant)

Source	Amount Requested	Contact Person/Phone	Status
Clean Water Revolving Loan	4,468,000	Anita Gallentine	IUP request submitted
_____	_____	_____	_____
_____	_____	_____	_____

Additional information on other sources of project financing:

Project Schedule - provide estimated or actual dates for:

Submission of Plan and Specification to PCA 02/01/17

Advertising for Bids 04/01/17

Open bids 05/01/17

Award bids 05/10/17

Start Construction 6/1/2017

End Construction 09/01/18

Specify the sources of revenue that will be used to operate and maintain the system. Include copy of current rate ordinance(s) and projected revenues.

A monthly base charge and usage fee will provide revenue to pay for operation, maintenance, and capital replacement costs. Currently properties on West Jefferson Lake have private septic systems, so no rate ordinance exists. A rate ordinance and projected revenues will be in place before construction on the system begins. +

Is there a contract/agreement with another entity to operate or manage the sewer system (i.e. private operator agreement)?

Yes

No

If so, please identify who the contract is with and the duration of the contract.

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This is an example of Form 4a Project Costs.  
Please use the excel document found on the PFA website

Minnesota Public Facilities Authority Point Source Implementation Grant Program Form 4a - PSIG Project Costs					
Applicant:			Date:		
Project:			Project Costs Based on:	Select from drop-down list	
			Estimated Essential Project Component Percentage (EPC %, see below):		
<i>Instructions: Fill in yellow cells. See notes at bottom.</i>					
	COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E
	Start Date	End Date	Total Project Costs	ESTIMATED PSIG Eligible Costs	Estimated PSIG Eligible %
<b>1. Construction Costs</b>					
Wastewater Treatment					
Sanitary Sewer Collection					
Stormwater Treatment					
Other:					
<i>Subtotal - Construction</i>			\$ -	\$ -	
<b>2. Contingencies (5% of construction)</b>			\$ -	\$ -	
<b>3. Engineering / Legal</b>					
Planning / Pre-design				\$ -	
Engineering Design				\$ -	
Inspection / Construction Mgmt				\$ -	
Legal / Financing Related Fees				\$ -	
<i>Subtotal - Engineering / Legal</i>			\$ -	\$ -	
<b>4. Other Project Costs</b>					
Land Purchase					
Land Acquisition Costs					
Other:					
Other:					
<i>Subtotal - Other Project Costs</i>			\$ -	\$ -	
<b>Total Project Costs</b>			\$ -	\$ -	

Total PSIG Eligible Cost x EPC%: \$ -

Estimated PSIG Grant:  
(PSIG Eligible Cost x EPC% x 50%, \$3 million max) \$ -

Additional funding needed (total project cost minus PSIG grant): \$ -

Other funding:

Other funding:

Other funding:

Total: \$ -

**Notes:**

**ESSENTIAL PROJECT COMPONENT PERCENTAGE:** The EPC % represents the portion of the project needed to meet existing needs vs. growth, which may reduce the PSIG eligible costs. Must enter an estimated EPC % in the box above in order to calculate the estimated PSIG grant. The MPCA will determine the final EPC percentage.

**COLUMN A:** For each activity, identify the **START DATE** on which eligible costs were, or are expected to be, incurred. On Form 4b (see tabs below), identify specific prior incurred costs for which the recipient will request reimbursement based on invoices. Items not identified on this form will not be considered for reimbursement. PFA may limit PSIG reimbursement for costs incurred prior to the grant award, even if identified on Form 4b. Contact your loan officer for more information.

**COLUMN B:** For each activity, identify the expected **END DATE** for which the work will be completed.

**COLUMN C:** Identify the **TOTAL PROJECT COSTS** (wastewater, stormwater or drinking water)

**COLUMN D:** Identify the **ESTIMATED PSIG ELIGIBLE COSTS** necessary to comply with the TMDL; to reduce the discharge of total phosphorus to one milligram per liter or less; to address the water quality-based effluent limits; or to meet a total nitrogen limit of 10 mg/L for land based treatment. **ATTACH A DETAILED BREAKDOWN** of the estimated PSIG eligible construction costs on a separate sheet (see Form 6). The Minnesota Pollution Control Agency will determine the grant eligible portion of the total construction costs.

**COLUMN E:** The worksheet will calculate the estimated PSIG eligible percentage based on the estimated PSIG eligible costs in Column D compared to total project costs in Column C. This same percentage will be applied to construction contingencies and engineering/legal costs and other project costs.





MINNESOTA PUBLIC FACILITIES AUTHORITY  
Point Source Implementation Grant Program  
Form 5 – Compliance with Laws, Rules and Regulations

Point Source Implementation grantees are required to comply and ensure their contractor(s) comply with certain state laws, rules and regulations including but not limited to those described below which will be invoked as a condition of the grant.

1. Minnesota Statutes, Section 16B.31, subdivision 2 requires that all project funding be in place prior to execution of grant agreement.
2. Minnesota Statutes, Section 181.59, discrimination on account of race, creed, or color prohibited in contracts. Minnesota Statutes, Section 363A.08 prohibits unfair discrimination practices related to employment or unfair employment practices.
3. Minnesota Statutes, Section 471.345 Uniform Municipal Contracting Law.
4. Minnesota Statutes Chapter 363 Minnesota Human Rights Act. Requires that all public services be operated in such a manner that does not discriminate against any person in the access to, admission to, full utilization of or benefit from such public service.
5. Minnesota Statutes, Sections 176.181 - 176.182. Requires recipients and subcontractors to have worker's compensation insurance coverage.
6. Minnesota Statutes, Sections 177.41-177.43, prevailing wage rate law. Requires contractors to pay laborers and mechanics prevailing wages established by the Minnesota Department of Labor and Industry for public works projects.
7. Minnesota Statutes 290.9705. Requires that 8 percent of payments made to out-of-state contractors be withheld once cumulative payments made to the contractor for work done in Minnesota exceed \$50,000 in a calendar year, unless an exemption is granted by the Department of Revenue.
8. Minnesota Statutes, Chapter 16C.285, as amended. Responsible Contractor Requirements. Solicitation documents must include the specified language for all contracts.  
<https://www.revisor.mn.gov/laws/?year=2015&type=0&doctype=Chapter&id=64>
9. Laws of Minnesota 2010 Chapter 361, article 3, section 5(b). Clean Water Fund sign posting requirements.

The \_\_\_\_\_ certifies that it has or will comply with the above requirements.  
(Name of Grantee)

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
Date

*(If digital signature is not available, print, sign and return signed form with application)*

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**MINNESOTA PUBLIC FACILITIES AUTHORITY**  
**Point Source Implementation Grant**  
**Form 6 - Estimated Construction Cost Breakdown for Point Source Implementation Projects**  
(Attach additional sheets if needed)

If the total project involves more than PSIG related work, indicate how the construction categories (mobilization, buildings, etc.) are Point Source Implementation eligible.

Please use whatever format best documents the Point Source Implementation costs. Describe how the Point Source Implementation project costs are related to:

- an established TMDL wasteload allocation or permit limit
- a phosphorus concentration or mass limit
- other water quality-based effluent limit
- a total nitrogen limit of 10 mg/L or less for land-based treatment

Refer questions to your MPCA Engineer.

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**EXAMPLE**  
MINNESOTA PUBLIC FACILITIES AUTHORITY  
Form 7 - Point Source Implementation Grant  
Grant Application Resolution No.

RESOLUTION AUTHORIZING THE **(applicant)** TO SUBMIT A POINT SOURCE IMPLEMENTATION GRANT APPLICATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY (PFA) AND TO AUTHORIZE CITY OFFICIALS TO EXECUTE A GRANT AGREEMENT ON BEHALF OF THE **(applicant)** FOR THE **(name of project)**

WHEREAS, the Point Source Implementation Program, established in Minnesota Statutes 446A.073, as amended provides funds for construction projects; and

WHEREAS the **(applicant)** is hereby applying to the Minnesota Public Facilities Authority for a funds to be used for eligible costs for the **(describe project)**.

BE IT RESOLVED that the **(name of applicant)** has the legal authority to apply for the grant, and the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED, that upon approval of its application by the PFA, **(applicant)** may enter into an agreement with the PFA for the above referenced project, and that **(applicant)** certifies that it will comply with all applicable laws and regulations as stated in all contract agreements described in the Compliance listing of the grant application.

NOW, THEREFORE BE IT FURTHER RESOLVED, that **(title of first authorized official)** and **(title of second authorized official)**, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the above project on behalf of the **(applicant)**.

I CERTIFY THAT the above resolution was adopted by the **(Governing Body)** on **(month, day, year)**.

SIGNED:  
\_\_\_\_\_  
\_\_\_\_\_

WITNESSED:  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

S E A L

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**MINNESOTA PUBLIC FACILITIES AUTHORITY  
Point Source Implementation Grants  
APPENDIX A**

**State of Minnesota Prevailing Wages**

Include this language along with the Minnesota prevailing wages in all construction contracts:

Pursuant to Minnesota Statutes 177.41 to 177.44 and corresponding Rules 5200.1000 to 5200.1120, this contract is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties. The applicable wage determination must be incorporated into proposals and all contracts.

**Payrolls/Records**

The contractor and subcontractor shall furnish to the OWNER copies of any or all payrolls not more than 14 days after the end of each pay period. The payrolls must contain all of the data required by Minnesota Statutes Section 177.30. Subcontractors must furnish payrolls to the contractor. The OWNER may examine all records relating to wages paid laborers or mechanics on work to which Minnesota Statutes Sections 177.41 to 177.44 apply.

**Posting of Wage Rates/Required Posters**

Each contractor and subcontractor performing work on a public project shall post on the project the applicable prevailing wage rates and hourly basic rates of pay for the county or area within which the project is being performed, including the effective date of any changes thereof, in at least one conspicuous place for the information of the employees working on the project. The information so posted shall include a breakdown of contributions for health and welfare benefits, vacation benefits, pension benefits, and any other economic benefits required to be paid.

For more information regarding prevailing wage and its application, contact:

Minnesota Department of Labor and Industry  
Prevailing Wage unit  
443 Lafayette Road N.  
St. Paul, MN 55155  
Phone: (651) 284-5091  
E-mail: [dli.prevwage@state.mn.us](mailto:dli.prevwage@state.mn.us)  
Web: [www.DOLI.state.mn.us](http://www.DOLI.state.mn.us)



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**MINNESOTA PUBLIC FACILITIES AUTHORITY**  
Point Source Implementation Grant Program  
Appendix B - Clean Water Legacy Sign

**This project is financed by the  
Minnesota Public Facilities Authority  
including funds from the Clean Water,  
Land, and Legacy Amendment**



**MINNESOTA PUBLIC FACILITIES AUTHORITY  
Form 7 - Point Source Implementation Grant  
Grant Application Resolution**

RESOLUTION AUTHORIZING THE COUNTY OF LE SUEUR TO SUBMIT A POINT SOURCE IMPLEMENTATION GRANT APPLICATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY (PFA) AND TO AUTHORIZE CITY OFFICIALS TO EXECUTE A GRANT AGREEMENT ON BEHALF OF THE COUNTY OF LE SUEUR FOR THE WEST JEFFERSON LAKE SANITARY COLLECTION SYSTEM

WHEREAS, the Point Source Implementation Program, established in Minnesota Statutes 446A.073, as amended provides funds for construction projects; and

WHEREAS the County of Le Sueur is hereby applying to the Minnesota Public Facilities Authority for a funds to be used for eligible costs for the West Jefferson Lake Sanitary Collection System. The project includes the planning, design and construction of a collection system around West Jefferson Lake with connection to the City of Cleveland wastewater system for treatment of the wastewater from the lake area.

BE IT RESOLVED that Darrell Pettis has the legal authority to apply for the grant, and the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED, that upon approval of its application by the PFA, Le Sueur County may enter into an agreement with the PFA for the above referenced project, and that Le Sueur County certifies that it will comply with all applicable laws and regulations as stated in all contract agreements described in the Compliance listing of the grant application.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Board Chair and County Administrator, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the above project on behalf of the Le Sueur County.

I CERTIFY THAT the above resolution was adopted by the Le Sueur County Board of Commissioners on July 26, 2016.

SIGNED:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

WITNESSED:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

S E A L



# Greater Blue Earth River Basin Alliance

DATE: July 11, 2016

TO: Pam Simonette, Le Sueur County Auditor-Treasurer  
Le Sueur County Drainage Authority  
Le Sueur County Commissioners

FROM: Policy Board  
Greater Blue Earth River Basin Alliance

SUBJECT: Letter of Intent to Partner for FY2017 BWSR Clean Water Fund  
Multipurpose Drainage Management (MDM)  
Competitive Grants Program

The Greater Blue Earth River Basin Alliance (GBERBA) Policy Board is requesting a statement of intent from the Le Sueur County Drainage Authority in applying for Board of Water and Soil Resources Clean Water Fund Multipurpose Drainage Management funds.

The Clean Water Fund application will include \$225,000 project funding, \$33,750 technical assistance and \$22,500 administration funding totaling \$281,250. If these funds are received the Greater Blue Earth River Basin Alliance will be responsible for all requirements related to the grant application. The Le Sueur County Drainage Authority would be able to access project funding from GBERBA through an application process to help implement conservation practices on County Drainage Ditches.

If and when funding is secured GBERBA staff will meet with the Drainage Authority and/or County staff to explain the funding process and responsibilities associated with the Clean Water Fund grant.

Please return the Letter of Intent, inserted into your letterhead, by Monday, August 1<sup>st</sup> to the Greater Blue Earth Basin Alliance (GBERBA), 339 9<sup>th</sup> Street, Windom, MN, 56101 or email to Dustin Anderson at [dustin.anderson@windomnet.com](mailto:dustin.anderson@windomnet.com).

If you have any questions concerning this request please call Kay Gross, David Bucklin or Dustin Anderson at 507-831-1153 Extension 3.

Sincerely,

Kay Gross  
Administrative Coordinator  
GBERBA

KAY GROSS: Administrative Coordinator  
DAVID BUCKLIN: Technical Coordinator  
339 9th Street Windom, MN 56101  
PHONE: (507) 831-1153 Extension 3  
FAX: (507) 831-2928

E-MAIL: [kay.clark@windomnet.com](mailto:kay.clark@windomnet.com)  
E-MAIL: [david.bucklin@windomnet.com](mailto:david.bucklin@windomnet.com)  
E-MAIL: [kathy.smith@windomnet.com](mailto:kathy.smith@windomnet.com)

KATHY SMITH: Financial Coordinator  
339 9th Street Windom, MN 56101  
PHONE: (507) 831-1153 Extension 3  
FAX: (507) 831-2928



LE SUEUR COUNTY BOARD OF COMMISSIONERS  
88 South Park Avenue, Le Center, Minnesota 56057  
TEL: 507-357-2251 FAX: 507-357-6375  
John King, Dave Gliszinski, Steve Rohlfing, Joseph Connolly, Lance Wetzel

TO: Greater Blue Earth River Basin Policy Board

FROM: Le Sueur County Drainage Authority  
Le Sueur County Commissioners

SUBJECT: Letter of Intent to Partner for FY2017 BWSR Clean Water Fund Multipurpose  
Drainage Management (MDM) Competitive Grants Program

In accordance with the requirements of the Request for Proposal of the *FY2017 BWSR Clean Water Fund Multipurpose Drainage Management (MDM) Competitive Grants Program*, Le Sueur County Drainage Authority hereby states the **intent to partner** with Greater Blue Earth River Basin Alliance for the purpose of applying for the subject grant program and to implement the proposed project, if the grant application is selected for funding.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

M E M O R A N D U M

TO: MnCCC Membership

FROM: Lisa Christine Meredith, Executive Director  
651-917-6996, [lisa@mnccc.org](mailto:lisa@mnccc.org)

DATE: July 18, 2016

SUBJECT: New JPA and Bylaws

At our 2016 Annual Membership Meeting, the membership approved new Bylaws and a new Joint Powers Agreement. Copies of both are attached. The MnCCC Board has also approved the attached "When A Contract Ratification is Required and Why..." document which has led to several of our user groups updating their User Group Rules and Regulations.

Joint Powers changes include the following:

- updating to the new MnCCC abbreviation for Minnesota Counties Computer Cooperative,
- changing the requirement to change the Joint Powers Agreement from a majority vote to a two-thirds vote,
- removal of the language for electronic or mailed ballots, and
- the language regarding failure to pay has been modified to match that language that is included in the bylaws and on our invoices.

Bylaws changes include the following:

- updating to the new MnCCC abbreviation for Minnesota Counties Computer Cooperative,
- removal of the special language for ISSG, which is now included with the other user groups in the bylaws language,
- additional language that allows a Past Chair to serve a second term in the event that a Chair is unable to serve as Past Chair in the officer rotation,
- removal of the language for electronic or mailed ballots, and
- added statement noting we use a modified accrual basis for accounting.

Please have the Joint Powers Agreement approved by your Board, signed by your Board Chair, and returned to MnCCC. Return via email to [lisa@mnccc.org](mailto:lisa@mnccc.org) or via usps to MnCCC, 100 Empire Drive Suite 201, Saint Paul, MN 55103.

If you have any questions or would like additional information, please feel free to contact me.

**MINNESOTA COUNTIES  
COMPUTER COOPERATIVE**

**BYLAWS**

As adopted March 2, 1978  
As amended November 30, 1978  
As amended June 8, 1979  
As amended June 11, 1982  
As amended September 9, 1983  
As amended June 8, 1984  
As amended October 4, 1984  
As amended June 13, 1986  
As amended June 12, 1987  
As amended November 15, 1988  
As amended June 9, 1989  
As amended June 8, 1990  
As amended June 14, 1991  
As amended June 12, 1992  
As amended June 6, 2002  
As amended June 9, 2004  
As amended June 8, 2005  
As amended June 6, 2007  
As amended June 4, 2008  
As amended June 4, 2014  
As amended June 8, 2016



**MINNESOTA COUNTIES  
COMPUTER COOPERATIVE**

**AMENDED AND RESTATED BYLAWS**

**June 8, 2016**

**ARTICLE I: PURPOSE**

Section 1. The purpose of the Minnesota Counties Computer Cooperative ("MnCCC") is to jointly and cooperatively provide for the establishment, operation, and maintenance of data processing systems, facilities, training services, managed professional services and management information systems for the use and benefit of the parties, as well as the commercialization of its proprietary software for licensed use by third parties.

**ARTICLE II: POWERS**

Section 1. The Minnesota Counties Computer Cooperative shall take such action, as it deems necessary and appropriate to accomplish the general purposes of the organization as set forth in the Amended and Restated Joint Powers Agreement of even date.

**ARTICLE III: DEFINITIONS**

Section 1. "Board" shall mean the MnCCC's Board of Directors, to be organized and operated as provided herein.

Section 2. "Charges" shall mean any and each of: (a) annual Dues or other periodic charges billed to a Member and/or Licensee for services provided or to be provided to that party as a result of membership in a User Group; (b) such other charges billed to a Member and/or Licensee for goods or services specifically requested by such participant; and (c) an equitable share of the cost of the MnCCC's Annual Meeting.

Section 3. "Dues" shall mean each Member's and/or Licensee's annual payment to MnCCC, consisting of an equitable share (as determined by the Board) of the annual budget approved by the Board at the Annual Meeting.

Section 4. "ISSG" shall mean the Information Services Support Group, comprised of Member or Licensee information technology/data processing professional employees who meet to provide technical assistance to the MnCCC staff and User Groups: coordinate MnCCC information systems training; and evaluate and advise on software, hardware, documentation, education and managed professional services.

Section 5. "Joint Powers Agreement" shall mean the Amended and Restated Joint Powers Agreement, as adopted by each eligible Member as provided in Minnesota Statutes 471.59, and as may be amended from time to time.

Section 6. "Licensee" shall mean any other governmental subdivision, agency, group, or any non-governmental entity or group that is not eligible to be a Member, including, without limitation, an agency of a non-county governmental entity, or a nonprofit corporation, or a trade association, or such other eligible participant that may be authorized from time to time by the Board to participate in one or more User Groups, and that has entered into a Licensee Agreement with the MnCCC.

Section 7. "Licensee Agreement" shall mean an agreement defining the rights, responsibilities and obligations between MnCCC and a Licensee that wishes to participate in MnCCC programs for the purpose of licensing MnCCC software, acquiring managed professional services, and participating in one or more User Groups and/or the ISSG.

Section 8. "Member" shall mean a Minnesota county or other Minnesota governmental subdivision that is eligible to enter into a joint powers agreement under Minnesota Statute § 471.59, and that has ratified and executed the Joint Powers Agreement and has paid those membership Dues and other Charges established by the MnCCC from time to time.

Section 9. "Non-Voting Member" shall mean a Minnesota-based Member county or other Minnesota governmental subdivision that participates in only one or two User Groups. Non-Voting Members shall be entitled to receive notice of and attend all Member meetings, but shall not vote, or be counted for determining a quorum for voting purposes at Membership Meetings.

Section 10. "User Group" shall mean a group of Members and/or Licensees who use common software application(s) and who meet regularly to provide direction to the Board regarding selection of vendors for software development, maintenance, marketing, training, modifications, and enhancements for such software applications and services. For purposes of User Group voting, each Member or Licensee shall be counted as a single user, regardless of the number of internal licensed seats, authorized users, etc. held by such Member or Licensee.

Section 11. "Voter(s)" are those full time or part time employee representatives of Voting Members that attend Member or User Group meetings and that vote on behalf of such Voting Member. Each Voting Member may, at its option, and from time to time, rank and prioritize the Voter participation for any meeting or other Voting Member resolution by delivering written notice thereof to the Executive Director, which ranking shall control for all purposes until revoked or replaced. In the absence of such ranking, any employee(s) of such Voting Member in attendance at a meeting shall determine internally how such ballots shall be cast, and who is entitled and authorized to deliver any Voting Member's ballot card distributed at a Member meeting. For ballots, all Voter ballots will be tabulated, and the majority number of Voter votes of eligible employees shall determine the vote of such Voting Member, with any ties counted as a "no" vote, unless and to the extent such Voting Member has ranked and prioritized its Voters. In such event, the then-current ranking shall be followed in determining who is entitled to vote on behalf of such Voting Member.

Section 12. "Voting Member" shall mean a Member county or other governmental entity located within Minnesota that participates in at least three User Groups, or at least two User Groups and the ISSG.

#### **ARTICLE IV: MnCCC OFFICE**

Section 1. The principal office of the MnCCC shall be at a location determined from time to time by the Board.

#### **ARTICLE V: RULES AND REGULATIONS**

Section 1. From time to time, the Board may adopt Rules and Regulations to govern the business and operation of all User Groups regarding membership fees, Charges for software applications, managed services agreements and/or other jointly authorized projects that the group is concerned with, and any other group-related matters not specifically addressed by Articles I through XIII of these Bylaws. Such Rules and Regulations shall be considered supplementary to the Bylaws, and cannot conflict with or be inconsistent with these Bylaws, and may at any time be modified, replaced or repealed by majority vote at any meeting of the Board at which a quorum is present, or by affirmative vote of a majority of written or electronic ballots cast, with the total number of ballots so cast being at least equal to the number as would be sufficient to constitute a quorum for a Board meeting.

Section 2. The Board shall also adopt, maintain and from time to time, update a set of core contract principles and minimum standards that must be included within any software or service agreements (e.g. development, enhancement, licenses, maintenance, support or other service agreements) or other MnCCC contracts. Any deviation from such core principals or minimum standards by any User Group will require the Board's prior written consent.

#### **ARTICLE VI: MEMBERSHIP RIGHTS**

Section 1. (a) Voting Members shall be the only Members entitled to vote on Member resolutions, and each Voting Member shall be entitled to cast one (1) vote for each Member resolution, as well as one (1) vote in each User Group for purposes of managing the application(s) and conducting other business therein, with all voting to be conducted by the Voting Member's Voter(s), subject to any then-current ranking and prioritization of record with the MnCCC's Executive Director.

(b) Each Non-Voting Member is also entitled to participate in and cast one (1) vote in each User Group it belongs to, but shall have no vote on any Member resolution. Its User Group votes shall be cast by the then-current designated User Group representative, if one has been appointed by the Non-Voting Member by giving written notice to the Executive Director, or by those full or part time employees of such Non-Voting Member in attendance at any User Group meeting, or exercising the right, in the absence of any designated representative, to cast an electronic or mailed ballot. In the absence of any designated representative, votes of a Non-Voting Member shall be

counted as cast by the majority of its employees attending such User Group meeting or participating in any electronic or mailed User Group ballot, with any ties counted as a “no” vote. Non-Voting Members shall also have the right to receive notices of and are entitled to attend any Member meetings, but shall have no voting rights, and shall not be counted for any quorum requirement.

(c) Each Licensee shall have the right to receive notice of and attend each User Group or Member meetings, but shall have no voting rights, and shall not be counted for any quorum requirement.

Section 2. (a) A joint powers entity, either as a Member or Licensee, may serve as the representation and fiscal agent for entities belonging to it, but each individual member of such joint powers entity that is not and never has been a Member or Licensee of the MnCCC is liable for and must pay the Dues, One-Time Fee and all other then-current applicable Charges set by the Board, in order to use software and otherwise participate in MnCCC through a joint powers entity.

(b) For each User Group in which it uses MnCCC software or otherwise participates, each Non-Voting Member and Licensee shall pay the then-current annual User Group Dues set by the Board, which Dues shall not exceed the amount of then-current Member Dues set by the Board.

Section 3. A Member or Licensee shall cease to qualify for further use of MnCCC software applications and other participation, and will be excluded and terminated therefrom when it fails to comply with the provisions of the Joint Powers Agreement, a Licensee Agreement, these Bylaws, or such Rules and Regulations as may be issued from time to time by the Board. An essential and material condition of participation is also the timely payment of all One-Time Fees, Dues, Charges, Costs (as defined in the Joint Powers Agreement) or other assessments made by the MnCCC from time to time. Exclusion shall be effective on delivery of termination action by the Board, whose determination shall be final, binding and non-appealable.

Section 4. Any Member or Licensee that ceases to qualify for participation in the MnCCC shall remain liable for its full share of any Dues, Charges or other costs accrued prior to its termination of participation, payable as and when due, or otherwise as designated by the Board, together with any attorney’s fees or other costs incurred in collecting past due amounts, enforcing these Bylaws, the Joint Powers Agreement, any Licensee Agreement, or other agreement or obligation between MnCCC and a Member or Licensee. In lieu of continued payments by such terminated Member or Licensee, the Board reserves the right to assess a lump sum termination payment against such Member or Licensee, to be computed by subtracting the stated value (or such value as may be determined in good faith by the Board) of any accrued, but unpaid Member joint ownership share, if applicable, of MnCCC software applications or other assets co-owned and developed by such Member, from such Member’s remaining aggregate future payments due for all Dues, Charges and other amounts owed, and then reducing such sum to present value (using the then-current Wells Fargo Bank NA prime lending rate). Terminated Members shall in no event be entitled to any refund or other credit if the amount due after present value calculations is negative. Except as may be available by application and in the manner expressly identified in the Joint Powers Agreement or Licensee Agreement for software, or as otherwise may be granted by the Board from time to time and in its sole discretion, no such Member shall retain any ownership, and no such

Member or any terminated Licensee shall retain any usage rights or other interest in any MnCCC software, assets, properties or revenues following termination as specified herein.

## **ARTICLE VII: MEMBER VOTING**

**Section 1.** Each Voting Member shall be entitled from time to time to designate or rank and prioritize those Voters entitled to vote on such Voting Member's behalf, for any Member resolution, whether at a Member meeting, or by electronic or mailed ballot, in the manner identified in Article I, Section 11.

**Section 2.** At each annual Member meeting, as called and noticed by the Board and to be held in the manner provided in Article XI, the Voting Members shall elect the officer(s) and other Board representative designated in Article VIII. Voting Members shall also be entitled to vote at any special meetings called by the Board.

**Section 3.** The Voting Members, to the exclusion of the Board, shall have the sole and exclusive rights to authorize: (a) amendment of the Joint Powers Agreement or the Bylaws; (b) adoption of the MnCCC budget; or (c) changes to the MnCCC staff.

**Section 4.** Special meetings of the Voting Members may be called at any time by the Board, or upon the written request of at least 25% of Voting Members. Upon receipt of such request, the Chair shall give notice of the meeting, setting forth the time and purpose thereof, and to be held as soon as practicable, but in all cases within 60 days of receipt of such request. Business at any special meeting shall be limited to the purpose(s) stated in the meeting notice, and any Member may attend, regardless of voting status.

**Section 5.** The presence of at least fifty percent (50%) of all Voting Members shall constitute a quorum to transmit business at any meeting thereof.

**Section 6.** Any meeting among Members may be conducted wholly or in part by one or more means of remote communication (conference telephone, webcast or such alternate means as may be authorized by the Board from time to time, and where all attendees physically present at the meeting and those participating remotely may hear and communicate with each other during the meeting), provided that timely, valid notice is given, and the number of Voting Members so participating in such meeting is sufficient to constitute a quorum.

**Section 7.** Any action that may be taken at a meeting by Voting Members may be taken without a meeting by written action, evidenced by the affirmative majority of electronic or mailed ballots cast by at least the number of Voting Members that would constitute a quorum for meeting purposes.

## ARTICLE VIII: BOARD OF DIRECTORS

Section 1. At each Annual Meeting, commencing with the Annual Meeting at which the Voting Members approve the amendment and restatement of these Bylaws, the Voting Members shall elect the office of Treasurer, together with any other office occupied in the immediately preceding term by any person filling an office vacancy by appointment, and who had not been elected as an officer within the preceding two years by majority vote of the Voting Members. Subject at all times to the preceding rule requiring all officers to be elected by the Voting Members, at the next Annual Meeting, and at each Annual Meeting thereafter the Board shall appoint the then-current Vice Chairperson as new Chairperson, the then-current Treasurer as new Vice Chairperson, and the Voting Members shall elect new Treasurer. New officers shall take office at the adjournment of the Annual Meeting in the year in which they are elected.

Section 2. In addition to the officer(s) elected by the Voting Members as set forth in Section 1 above, there shall be elected four (4) Regional Representatives of the Board, who shall serve from four (4) geographic regions as may be designated from time to time by the Board. Each Regional Representative shall be elected by the Voting Members of such region, and shall each serve for a term of two (2) years following election. The Regional Representatives of Regions I and III shall be elected in even-numbered years; the Regional Representatives of Regions II and IV shall be elected in odd-numbered years, with all such elections conducted at the designated annual regional meetings.

Section 3. Following the approval of these Amended and Restated Bylaws at the 2016 Annual Meeting, and at each Annual Meeting held in even years thereafter, the Voting Members shall also elect an at-large Board member, who shall be an information technology professional employee and then-current ISSG member.

Section 4. The Board shall consist of the then-current Board officers, the four (4) Regional Representatives, the ISSG at-large Board member, and the immediate past Chairperson, who shall each have one vote on all Board matters.

Section 5. A vacancy in the Board shall immediately occur in the office of any officer or other director upon his/her resignation, retirement or death, or upon otherwise ceasing to be a qualified full or part-time employee of a Voting Member.

Upon any vacancy occurring in any office with less than six months remaining in the then-current term, the Board shall appoint a successor, to serve out the remainder of the then-current term, with a new election for each such vacated office to be held at the next Annual Meeting.

Upon any such vacancy occurring in any office with at least six months remaining in the then-current term, it shall be filled by a special election of the Voting Members, after giving effect to the normal progression of remaining officers from Treasurer to Vice Chair, and Vice Chair to Chair, with the special election to fill each office for the balance of the then-current term, and with such

officers so elected subject to normal progression rules as identified in Section 1 above for succeeding terms.

Upon vacancy of the Past Chair, the immediate former Past Chair will be requested to serve an additional term as Past Chair. In the event, the immediate Past Chair is unable or unwilling to serve an additional term, the Vice Chair will move to the position of Past Chair, Treasurer to Chair and both Treasurer and Vice Chair positions will be filled will a special election or at the Annual Meeting.

Upon vacancy occurring among the Regional Representatives, the Region shall fill such position for the balance of the then-current term, and pursuant to Article VIII, Section 2.

Section 6. The presence of a majority of the members of the Board shall constitute a quorum at any meeting thereof, but the members present at any meeting, although less than a quorum, may adjourn the meeting from time to time. At all meetings of the Board, each director shall be entitled to cast one vote on any question coming before the meeting. A majority vote of the directors in attendance at any meeting at which there is a quorum shall be sufficient to transact any business, unless a greater number of votes is required by law or these Bylaws. A director shall not appoint a proxy for himself or herself or vote by proxy at a meeting of the Board. For purposes of determining whether a director has met his or her fiduciary duties as a director, but for no other purpose, a director who is present at a meeting of the Board when an action is approved by the Board is presumed to have assented to the action, unless the director votes against the action or is prohibited from voting on the action.

Section 7. The Chairperson shall preside at all meetings of the Board, and shall also serve as MnCCC's principal spokesperson.

Section 8. The Vice Chairperson shall act as the Chairperson by written direction of the Chairperson, and/or in the absence of the Chairperson at any meeting that the Chairperson cannot attend.

Section 9. The Treasurer shall be responsible for keeping a record of all the proceedings of the Board, for custody of all funds, for the keeping of all financial records of the organization and for such other matters as shall be delegated him/her by the Board.

Section 10. The Board may appoint a recording secretary, who, if appointed, shall assist the Treasurer in making a written record of all MnCCC meetings, and with such other duties or assignments as the Chairperson or Treasurer may designate.

Section 11. The Board may create, modify or disband User Groups, the ISSG or any special groups or committees, and may also appoint persons as deemed appropriate to serve on special committees.

Section 12. The Board may be delegated any special responsibilities and authority at the discretion of the Board, unless otherwise specifically provided for by the Joint Powers Agreement or these Bylaws.

Section 13. The Board or its designees shall participate in the negotiation of contracts with vendors chosen by majority vote of the appropriate User Group or special committee for goods or services and may execute contracts only after approval of a majority of the Members and Licensees participating in the User Group or special group or committee.

Section 14. The Board shall also negotiate and execute contracts for goods and services already approved in MnCCC's annual budget.

Section 15. Any meeting among Members may be conducted wholly or in part by one or more means of remote communication (conference telephone, webcast or such alternate means as may be authorized by the Board from time to time, and where all attendees physically present at the meeting and those participating remotely may hear and communicate with each other during the meeting), provided that timely, valid notice is given, and the number of Voting Members so participating in such meeting is sufficient to constitute a quorum.

Section 16. Any action required or permitted to be taken at a meeting of the Members may be taken by written action signed (or electronic ballot cast) by the number of Voting Members that would be required to take the same action at a meeting of the Members at which all Voting Members were present. All Members shall be notified immediately of the text and effective date of any such written action that is duly taken. Such written action is effective when signed by the requisite number of Voting Members, unless a different effective time is provided for in the written action.

#### **ARTICLE IX: STAFF**

Section 1. The Board may employ or contract for appropriate full time or part time professional, administrative, technical or other staff members. Changes in the number of staff positions shall be approved by the Voting Members.

#### **ARTICLE X: COST SHARING AND FUNDS**

Section 1. The fiscal year of MnCCC shall be the calendar year, beginning January 1 and ending December 31.

Section 2. Subject to approval by the majority of the Voting Members at the Annual Meeting, the Board shall calculate and propose annual Dues and Charges through an equitable cost-sharing formula and annual budget. Upon approval at the Annual Meeting, the cost-sharing formula and annual budget for the next fiscal year shall be final and binding, and a summary thereof shall be prepared and made available to each Member and Licensee no later than July 15<sup>th</sup> of each year.

Section 3. In the absence of a specific agreement stating otherwise, MnCCC's development costs will be shared equally by those Members and Licensees participating in and



belonging to the applicable User Group. In development programs where all members are participating, new User Group members shall participate and share equally by making an initial payment calculated to cover its pro-rata, equitable share of the development costs accrued to the point of becoming a User Group member. In development programs where all User Group members are not participating, new User Group members have the option to participate or not to participate. Where a specific agreement has been approved by majority vote of any User Group, that agreement shall govern the methods used by the Board to allocate and invoice for cost sharing.

Section 4. Dues or other Charges are payable in full upon receipt of invoice from MnCCC and are nonrefundable.

Section 5. Failure to pay, within sixty (60) days of date of invoice, any MnCCC Dues, Charges, or other amounts billed by MnCCC shall result in a late-payment penalty charge at the lower rate of: (a) one percent (1%) per month compounded monthly on the unpaid balance. The Board shall have authority to waive any late-payment penalty charge, upon a showing of excusable neglect or other good cause, as determined in its sole discretion. Each Joint Powers Agreement and Licensee Agreement shall contain provisions obligating each Member (or Licensee) to pay or reimburse MnCCC for its reasonable attorney's fees and other expenses incurred in the enforcement of any MnCCC right or remedy thereunder.

Section 6. The Treasurer shall be authorized to establish one or more bank accounts for MnCCC, with preference given to federally insured financial institution.

Section 7. By using the modified accrual basis for accounting, expenditures of MnCCC shall not exceed the total approved budget for any one-year; with the exception of the equipment budget which can be carried over year-to-year to be used for equipment purchases only.

## **ARTICLE XI: MEETINGS**

Section 1. The annual meeting of Members (the "Annual Meeting") shall be held each June at a date and location determined by the Board in accordance with these Bylaws. The Annual Meeting shall be held for the election of officer(s), the establishment of an equitable Dues structure and adoption of an annual budget for the following next year, and any other business as deemed appropriate by the Board. All Members and Licensees shall receive notices of the Annual Meeting, as well as access to those reports prepared for the Annual Meeting, although voting is limited to Voting Members.

Section 2. The Board shall present an annual report to members of the activities of MnCCC. The Board shall keep true and accurate accounts and records of all of its activities.

Section 3. Meetings of the regional membership may be held quarterly or at the call of the duly elected Regional Representative, but shall be held at least annually in all cases.

Section 4. A special meeting of Members may be called by the Chairperson upon giving at least ten (10) days written notice to all Members. Notice of a special meeting may be waived by

any Voting Member before, at, or after such meeting, by a writing signed on behalf of such Voting Member.

Section 5. The regular monthly meeting of the Board shall be held on the second Thursday of each month, which time may be rescheduled in any month for good cause by the Chairperson.

Section 6. A quorum shall consist of 50% or more of the members of the Board, and a vote by the majority present shall determine each Board action.

Section 7. Roberts Rules of Order shall be followed in the conduct of each meeting unless suspended by the members of the Board in attendance at the meeting.

#### **ARTICLE XII: AMENDMENT OF BYLAWS**

Section 1. These Bylaws may be amended by affirmative two-thirds vote of Voting Members in attendance at the Annual Meeting or any other duly-called meeting of the Voting Members, or by ballot and approved in the manner identified in Article VII, provided that notice of such proposed amendment shall have been given in writing at least ten (10) days in advance to all Members. The Board shall forthwith notify the Members of any and all amendments adopted.

#### **ARTICLE XIII: FINANCIAL OBLIGATION**

Section 1. Pursuant to each Member's Joint Powers Agreement, a Member must provide MnCCC with written notice of its objection to any new proposed financial obligation, other than future Dues, which are exclusively subject to the provisions of Article X above, or One-time Fees, Charges, previously assessed to such Member. Written notice of such objection must be provided within forty-five (45) days of initial notification of the financial obligation by giving written notice to the Executive Director. Declination of any proposed financial obligation may result in suspension or termination of Member rights in the User Group where the financial obligation was approved. Delinquent payment of any amounts owed may also result in suspension and/or termination of any Member or Licensee, in each case, as determined by the Board in its sole discretion.

These Amended and Restated Bylaws have been dated and are effective as of the 8<sup>th</sup> day of June, 2016.

**AMENDED AND RESTATED  
JOINT POWERS AGREEMENT**

THIS AMENDED AND RESTATED JOINT POWERS AGREEMENT, made as of the 8<sup>th</sup> day of June, 2016, by and between the Minnesota Counties Computer Cooperative (“MnCCC”) and \_\_\_\_\_ (“Member”), to amend, restate and redefine the operation of MnCCC, and the rights, benefits, obligations and liabilities of MnCCC members.

**WITNESSETH:**

WHEREAS, MnCCC and its participating members have established by agreement an organization through which the parties may jointly and cooperatively provide for the establishment, operation, and maintenance of data processing facilities, software and other information management systems for the use and benefit of the parties; and

WHEREAS, Minnesota Statutes, Section 471.59, authorizes two or more units of government jointly or cooperatively to exercise any power common to the parties or any other similar power and by agreement to provide for a joint board representing the parties to the agreement;

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, and pursuant to Minnesota Statutes, Section 471.59, as amended, and any other applicable statutes, the parties hereto do hereby mutually agree, affirm and agree as follows:

**Article I: Purpose**

Member and the other members of MnCCC have agreed to a cooperative mechanism, enabling them to jointly exercise powers common to each participating member to:

- A. Develop, maintain and enhance proprietary software programs and related information systems and services of interest to MnCCC members and licensees, that can be registered and owned by MnCCC, and which may also be offered to third parties for commercialization by license or other agreement outside of Minnesota;
- B. Acquire or license third party software programs and related information systems and services of interest to MnCCC members;
- C. Provide for post-installation training, maintenance, support, enhancement and related managed professional services for MnCCC software programs and related information systems;
- D. Pursue government and related technology grants and related opportunities to acquire or improve software programs and information systems of interest to MnCCC members and eligible licensees;

- E. Assess, collect, hold and disburse dues, contract payments and other member contributions authorized by the Board;
- F. Employ a full time Executive Director to administer MnCCC operations and directives of the Board, and such other employees as may be necessary or desirable to administer MnCCC operations;
- G. Rent, purchase or otherwise acquire and hold property and other assets necessary or reasonably desirable for the successful operation of the MnCCC;
- H. Organize and conduct annual regional and MnCCC conferences, User Group training sessions, workshops and other meetings of members and licensees; and
- I. Establish and maintain a listing of such minimum acceptable contract terms to be included in any software license or managed services agreement, including such minimum required liability insurance obligations for all such licensors or service providers that meet or exceed the minimum standards as recommended from time to time by the Minnesota Counties Intergovernmental Trust (MCIT), or of any other primary insurer of MnCCC.
- J. Engage in such other similar or related services and programs as determined by the Board as are incident to and proper or reasonable to carry out the foregoing.

It is further the intent of the members to establish procedures whereby additional qualifying members may be added to Agreement, and to establish a mechanism whereby additional and/or alternative programs and services may be developed for the benefit of MnCCC members and eligible software licensees.

#### **Article II: Name**

The name of this joint powers entity shall be the MINNESOTA COUNTIES COMPUTER COOPERATIVE, hereinafter sometimes referred to as the "MnCCC".

#### **Article III: Membership**

Membership in the MnCCC shall be open to any governmental unit or other political subdivision of the State of Minnesota as contemplated by M.S. 471.59 Subdivision 1. The Board may impose such conditions on membership, and may create or modify different classes, levels or types of membership within MnCCC, with differing member rights, privileges or obligations as it deems appropriate to protect the interest of the MnCCC and to provide for the benefit of its members; and in compliance with such conditions as are required by this Agreement, then-current Bylaws as amended ("Bylaws"), or by applicable statutes, administrative rules or other applicable Minnesota regulations for Minnesota joint powers organizations. During the term of membership, Member shall be entitled to use software and related managed professional services

for all software in use by any User Group that Member belongs to, subject to payment of all applicable User Group fees or other associated charges relating to such software.

Member agrees that such access and use of software is also contingent upon and subject at all times to compliance with all then-current MnCCC software and information systems rules and regulations (as well as those license and other covenants and obligations made by MnCCC with any third party owners). Member shall maintain in strictest confidence any and all software source code, user documentation or other confidential asset of MnCCC and/or any third party licensor, and acknowledges that such access and usage is reserved and authorized solely for Member's confidential internal use only, and that Member has no right to, and will not sell, license, distribute, transfer or otherwise make any unauthorized copy of any software source or object code or system or user documentation or any derivatives thereof, or to make any other unauthorized use of such assets without the prior written authorization of the MnCCC Board or the Executive Director; and that all MnCCC or third party licensor software or other property (including copies thereof) will be removed from such Member's computer system and returned to MnCCC (or destroyed, if so requested by MnCCC), promptly following such Member's withdrawal, other termination of membership, or following any uncured breach of such license or other software use agreement. In the event that any Member is authorized to and modifies the source code, such Member shall indemnify, defend and hold the MnCCC, other members or licensees, harmless from any claims resulting from such modifications, as well as for any unauthorized disclosure or other unauthorized use of such source code.

#### **Article IV: Board of Directors**

There is hereby created a Board of Directors of the MnCCC, herein referred to as the "Board", which shall be empowered to oversee and administer the MnCCC, in the manner provided in the Bylaws, as may be amended from time to time. The Board shall be fully empowered to oversee and direct all the affairs of the MnCCC and to do all things necessary or convenient for the furtherance of the purposes of the MnCCC, including but not limited to: expending and receiving funds; entering into contracts, leases, and other agreements and obligations; employing personnel either as employees or by contract, including consultants, such as technology advisors, attorneys, accountants or others. At all times as Member is an eligible Voting Member (as such term is defined in the Bylaws), Member and each other eligible MnCCC Voting Member shall elect those Board representatives as provided in the Bylaws, who shall each serve for an indefinite term and until such Board representative dies, resigns, retires from employment with, or is otherwise removed or replaced by the affirmative vote of a majority of the Voting Members present and participating at the Annual Meeting, or at a special meeting of the Voting Members called, noticed and held for such purposes.

The Board shall have the full authority and direction of Member to oversee and manage the business of the MnCCC, except:(a) as may be limited or otherwise modified from time to time by any resolution duly approved by the majority affirmative vote of Voting Members in attendance at the Annual Meeting, or at a special meeting of Voting Members called, noticed and held for such purposes; or (b) and/or except for matters of long range policy, or any proposed amendment of this Agreement or of the Bylaws; or (c) the approval of the MnCCC annual budget, which shall each be the exclusive province of the Voting Members. The MnCCC Board

shall be comprised of the officers, regional representatives, and the Information Service Support Group at-large Member, all as designated in the Bylaws, and a majority of all then-current Board members shall be necessary and sufficient to constitute a quorum for the transaction of business.

#### **Article V: User Groups**

The Board shall be empowered to create, manage, modify, or terminate MnCCC user groups, to be comprised of members and other licensed end users of similar software programs and other information systems ("User Groups"), to be operated under such standard User Group rules and regulations as have been approved from time to time by the Board (the "User Group Rules and Regulations"). Subject to Board approval, User Groups may elect and replace User Group officers; create and administer annual User Group budgets; and prepare recommendations for User Group software or information systems acquisitions, enhancements or related services of interest to that User Group's participants, or propose revisions to its User Group's Rules and Regulations.

#### **Article VI: Bylaws and Operating Policies and Procedures**

MnCCC's then-current Voting Members shall adopt, and shall have the sole power and authority to amend or replace the Bylaws, which shall provide for the operation and administration of the MnCCC. The Voting Members, by resolution of the affirmative two-thirds vote of eligible Voting Members in attendance at the Annual Meeting, or at any special meeting called, noticed and held for such purpose, or by ballot in lieu of a meeting, may also adopt and modify User Group Rules, or any other operating policies and procedures, or other policies or agreements that may be created or utilized from time to time to direct and document the specific activities of the MnCCC, consistent with this Agreement and the Bylaws.

#### **Article VII: Financial Matters/Limitation of Liability**

MnCCC shall have a calendar fiscal year beginning January 1 and ending each December 31. On or before June 1 of each year, the MnCCC Board shall prepare and circulate to each Member a proposed annual budget for the following calendar fiscal year, comprised of budgeted operating costs, other expenses, capital costs and other revenues and expense categories, which budget will be subject to review, adjustment and/or approval for the next year by the affirmative majority vote of Voting Members at the Annual Meeting, to be held each June. During each fiscal year, the approved MnCCC budget and individual line items therein may be adjusted by the Board in order to reflect actual costs incurred; changes in estimated expenses, costs or revenues; or reallocation of budgeted costs and expenses, with any such adjustments promptly reported to all MnCCC members. Each User Group shall be responsible for determining and providing amounts to MnCCC's Executive Director by June 30 of each fiscal year, which will be invoiced to participating User Group members for the following year's participation and other shared fees and expenses and as otherwise provided in the Bylaws.

Member agrees to promptly pay its proportional share of all MnCCC expenses, as well as its User Group fees or other contributions upon receipt of and in the manner designated in MnCCC invoices, and to pay or reimburse MnCCC for its reasonable attorney's fees or other costs

incurred in enforcement of this Agreement (collectively, "Costs"). All software licenses and similar agreements will include comparable provisions for User Group Members, or for licensee User Group participants, who are not eligible for MnCCC membership as defined in Article III above. Member will be temporarily ineligible to vote if and for as long as any invoice(s) and any interest or other expenses remain unpaid. Minnesota Statutes Chapter 118A shall govern all depositories and investments of MnCCC funds.

The Board may, at its discretion and from time to time, determine that an assessment is necessary to insure the financial integrity of the MnCCC, to operate and maintain the MnCCC or to carry out other purposes of the MnCCC pursuant to this Agreement. Such assessments shall be in a form, manner and amount as determined by the Board, and shall be payable to MnCCC by Member and other members in the manner specified by the Board, provided that any proposed assessment of Member that exceeds the amount of \$50,000 will not be binding unless and until such assessment has also been ratified by a majority of the applicable County Board of Commissioners or other ultimate governing bodies of those Voting Members present and voting at the Annual Meeting, or at a special meeting of all MnCCC Voting Members called, noticed and held for such purpose.

To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity", and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, Subd. 1a; provided further that for purposes of that statute, Member expressly declines responsibility for the acts or omissions of MnCCC, or of any other MnCCC member. The parties to this Agreement are not liable for the acts or omissions of the other participants to this Agreement, except to the extent to which they have expressly agreed in writing to be responsible for acts or omissions of any other MnCCC member(s) and except as provided in Article IX.B. of this Agreement.

#### **Article VIII: Withdrawal of Member**

Member or any other MnCCC members may only withdraw from this Agreement, or any MnCCC User Group created pursuant to Article V, in the manner provided in this Article VIII. To withdraw from a User Group and/or the MnCCC, Member must first give at least ninety (90) days prior written notice of its intent to do so to the MnCCC's Executive Director, to be delivered by certified or registered mail or national overnight courier service or by facsimile or email, in cases where Member can provide verified, reliable proof of delivery, with such withdrawal to become effective as of the first day of the calendar quarter following the quarter in which such notice was given and the 90 day notice period expires.

Member shall remain jointly and severally liable for its full share of all fees, costs, expenses, debts, obligations and liabilities which were incurred by or on its behalf during the term of its membership, including, without limitation, any such amounts attributable to Member's participation in any User Group for then-current or pending software or other information system deliverable, service obligation, updates, enhancements or other participatory projects or other work then in progress through the expiration or conclusion of each such User Group program as approved by the User Group prior to Member's delivery of the termination notice specified in the

prior paragraph. Member's financial withdrawal liability and payment arrangements therefor will be determined by the Board, who shall calculate and offer a present value discount if such liabilities are paid as a lump sum by the Member on or prior to the effective date of termination. Member shall also be liable for all MnCCC enforcement Costs for any withdrawal obligation not paid within 10 days of invoice, or of such other payment deadline as specified by the Board.

Member's withdrawal shall not affect the continuance of the MnCCC or any User Group by the remaining members and other participants. If Member terminates or ceases to qualify for participation in the MnCCC, Member shall have no right or claim to the assets, reserves or other holdings of the MnCCC on withdrawal or termination, unless deemed appropriate by the Board, who may, in its sole discretion, determine the nature and timing of any distribution of assets to a withdrawing member.

Member may apply for post-termination use of MnCCC software in use by such Member as of withdrawal, in the same manner as provided in Article X below for termination of MnCCC membership.

#### **Article IX: Insurance**

From time to time, MnCCC may purchase and maintain liability insurance coverage with carriers and such coverage terms as are approved by the Board, in order to insure the activities of MnCCC and its joint software, information systems and services, with copies of such policies made available to members upon request.

- A. MnCCC shall be considered a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this Amended and Restated Joint Powers Agreement. MnCCC shall comply with all laws and rules that govern a public entity in the State of Minnesota, and shall be entitled to the protections of Minnesota Statutes, Chapter 466.
- B. MnCCC shall defend, indemnify and hold Member harmless against all claims, losses, liability, suits, judgment, costs and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of MnCCC. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes, Section 466.04.

#### **Article X: Term of Agreement/Termination of All Member Agreements**

This Agreement shall remain in effect indefinitely until:

- A. Terminated by the written agreement of Member and all other MnCCC members;
- B. Suspended or superseded by a subsequent agreement between all MnCCC members, adopted and approved at a duly called meeting or otherwise as provided by the Bylaws;



- C. Dissolution of MnCCC by affirmative vote of a majority of its members;
- D. Otherwise terminated by operation of law;

In the event that the MnCCC is terminated as specified in subsections (A)-(D) above, and subject to the provisions of Article XII below relating to potential future use of software products then in use by MnCCC, any property or other assets acquired by the Board shall be distributed to Member and the then-current other members in a manner commensurate with their contributions, or otherwise as determined by the Board. However, sufficient reserves shall be retained and maintained consistent with the MnCCC's obligations and known or foreseeable risks, under this Agreement, the Bylaws, and applicable laws or regulations.

#### **Article XI: Term of Agreement/Termination of Member's Agreement**

This Agreement shall remain in effect indefinitely until:

- A. Terminated by the mutual written agreement of MnCCC and Member; or
- B. Terminated by MnCCC following delivery of any exclusion notice issued by MnCCC to Member under [Article VI] of the then-current MnCCC Bylaws, or otherwise in any manner provided for therein.

#### **Article XII: Post Termination Use of MnCCC Software**

Termination under Article X or Article XI will also terminate Member's rights and license to use MnCCC software or related services, except with MnCCC's express prior written consent. MnCCC agrees to grant its consent upon request and provided that Member is no longer delinquent in any payment or other pre-termination obligations for the then-current version(s) of any software owned by MnCCC, and/or licensed from third parties and sublicensable after termination of such membership. Any such post-termination use of software by a former Member will be on a nonexclusive, nontransferable basis; fully subject to the terms of any then-current license or sublicense agreements; and contingent on the execution of an assumption, release and indemnification agreement in a form specified by MnCCC, acknowledging that such software is being acquired without warranty and in "AS IS" condition, and that the user(s) thereof will indemnify, defend and hold MnCCC, its other members, employees, licensees and other affiliates harmless from any liability for post-termination use thereof.

#### **Article XIII: Entire Agreement; Amendments**

This Agreement, the Bylaws and applicable User Group Rules and Regulations constitute the parties' entire agreement and understanding regarding the organization and general operation of the MnCCC. This Agreement replaces all prior oral or written agreements or understandings regarding the common exercise of joint powers as contemplated by Minnesota Statutes § 471.59. Any Voting Member may propose one or more amendments to this Agreement, which shall be forwarded to all Members upon receipt. In order to amend this Agreement, the Voting Members, by resolution of the affirmative majority vote of eligible Voting Members in attendance at the

Annual Meeting, or at any special meeting called, noticed and held for such purpose, or by ballot must affirmatively approve of such amendment, effective as of the date of the meeting or resolution, or such later affirmative date as may be specified therein.

**Article XIV: Remedies**

Failure to pay, within sixty (60) days of date of invoice, any MnCCC Dues, Charges, or other amounts billed by MnCCC shall result in a late-payment penalty charge at the lower rate of: (a) one percent (1%) per month compounded monthly on the unpaid balance. The Board shall have authority to waive any late-payment penalty charge, upon a showing of excusable neglect or other good cause, as determined in its sole discretion. Each Joint Powers Agreement and Licensee Agreement shall contain provisions obligating each Member (or Licensee) to pay or reimburse MnCCC for its reasonable attorney's fees and other expenses incurred in the enforcement of any MnCCC right or remedy thereunder.

**Article XV: Governing Law/Jurisdiction and Venue**

This Agreement will be governed by the laws of the State of Minnesota. Each party irrevocably submits to the jurisdiction of the applicable federal or state courts located in Ramsey County, Minnesota. Member and MnCCC each agree that such courts shall be the exclusive venues for any disputes arising hereunder.

IN WITNESS WHEREOF, the undersigned Member and MnCCC have caused this agreement to be signed in duplicate or counterpart originals, all of which are considered to be a single agreement dated and effective as of the date hereof and delivered on their behalves.

\_\_\_\_\_ (MEMBER)

MINNESOTA COUNTIES  
COMPUTER COOPERATIVE (MnCCC)

By: \_\_\_\_\_

By:   
Dayle Moore, Board Chair

Name: \_\_\_\_\_  
Board Chair

And:   
Lisa Christine Meredith  
Executive Director

# REPAIR REQUEST

We, the undersigned landowners, do hereby request the Le Sueur County Board of Commissioners to clean out and repair Le Sueur County Ditch # JD #4 Brk located in Sec 6 Derry township.  
(Scott)

Signed

Address/Phone #

John E Murphy

27431 Mendota AVE  
Belle Plaine 952-873-6126

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: 6-1-16

Description of problem: County file is broken.

\_\_\_\_\_  
\_\_\_\_\_

Needs repair 7-25, 16  
Roger Rukland



# MAP OF DERRYNANE

TOWNSHIP: 112N.

CODE: DE

RANGE: 24W

