

Notice & Agenda

Swift County Board of Commissioners

AGENDA

Tuesday, June 5, 2018

9:00 AM

LEC Meeting Room – 301 14th St N, Benson, MN

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting. Times are only estimates and items may be taken out of order.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		Call to Order and Roll Call
9:01 a.m.		Approve Agenda
9:03 a.m.		Consent Agenda
	1-3	(1) Minutes from the May 15, 2018 Regular Meeting
	4-5	(2) Consider approving an Amendment of Lease between Swift County and the Dept. of Public Safety, Driver and Vehicle Services.
	6-20	(3) Consider approving authorizing the Auditor to contract with Knowlink, Inc. to purchase poll books.
	21	(4) Consider approving a liquor licenses for the following businesses: Brink's 104 Club & Grill and Brink's Beer Joint & Grill.
	22	(5) Consider approval of tobacco licenses for the following businesses: Dooley's Petroleum (dba SuperAmerica/HandiStop of Kerkhoven), Brink's 104 Club & Grill, Brink's Beer Joint & Grill and Dollar General Appleton 17229.
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
9:05 a.m.		Commissioner and Board reports
9:20 a.m.		County Administrator report
9:25 a.m.		Citizens Comments
9:25 a.m.		Scott Collins, Environmental Services
	23-27	Consider approval of a Conditional Use Permit #5477 requested by Agralite Electric Cooperative requesting to construct a two-mile long 115 kilovolt overhead transmission line operated by Great River Energy and also construct and operate a 115 kV electric distribution substation.
9:35 a.m.		Michael Johnson, Parks, Drainage & Wetlands
	28-30	Consider setting a public hearing date for Lat E-JD #19 for a petition to outlet unassessed lands.
9:45 a.m.		Other Business
10:00 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

May 15, 2018

Chairman Rudningen called the meeting to order at 9:00 AM with all members present. Also present: County Administrator Kelsey Baker, County Auditor Kim Saterbak, and Terri Orr.

Chairman Rudningen asked if there were any changes or additions to the agenda. No other changes or additions were requested.

05-15-18-01 Commissioner P. Peterson moved and Commissioner Hendrickx seconded to approve the agenda as amended. Motion carried unanimously.

05-15-18-02 Commissioner Fox moved and Commissioner E. Pederson seconded to approve the Consent Agenda items: (1) Approval of Minutes from the May 1, 2018 Regular Meeting, (2) Approval of an Absentee Ballot Board Resolution for the 2018 Primary Election, (3) Approval of the Agreement between the University of Minnesota and Swift County for Extension programs, (4) Approval of two new board members for RDA, (5) Approval of tobacco licenses for the following businesses: Ascheman Uni-Mart, DeGraff Municipal Liquor Store, Casey's General Store-Appleton, Don's Food Pride and Holloway Hideout. Motion carried unanimously.

05-15-18-03 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the Commissioner warrants as follows: County General Revenue, \$75,667.68; Solid Waste Fund, \$57,650.16; Road and Bridge, \$12,698.36; Capital Projects Fund, \$7,468.75; County Ditches Fund, \$46,612.24; which includes the following bills over \$2,000: Albany Recycling Center, \$2,374.08; Chippewa County Auditor-Treasurer, \$45,151.20; Computer Professionals Unlimited Inc., \$6,284.00; Glacial Plains Cooperative, \$5,632.48; Hannaher's, \$29,082.00; Johnson Controls, \$4,098.00; Kandiyohi County Sheriff's Dept., \$8,991.25; Larson Gravel & Construction Inc., \$2,555.00; MN Pollution Control, \$13,288.94; Pflipsen Trucking LLC, \$17,411.68; Swift County Environmental Services, \$4,000; Tostenson Septic LLC, \$3,570.00; Verizon Wireless, \$2,048.32; Waste Management Of Northern Minnesota, \$11,197.12; Wold Architects & Engineers, \$3,370.75. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner Hendrickx reported on 6W Community Corrections, AMC, Day Care in Appleton and RDC Revolving Loan Fund. Commissioner P. Peterson reported on 6W Community Corrections, Emergency Drill, Prairie Five Community Action Group, Countryside Public Health and Supporting Hands Family Nurse Partnership. Commissioner E. Pederson reported on Historical Society, Soil & Water Conservation District and RDA. Commissioner Fox reported on Revolving Loan Fund and Wellness Committee meeting. Chairman Rudningen gave an update on the Wellness Committee.

Chairman Rudningen asked for Citizens comments: There were none.

Administrator Kelsey Baker discussed the closure of advertising on the Maintenance III Worker and the Part-time Deputy, Part-time Case Aide interviewing, Soft yearly reviews with the Department Heads, Solar Ordinance and Enhancing the Organization Committee meeting, Working on the Mission Statement, update on the Recycling Grant, punch list for the Courthouse, wrap up moving meeting, meeting with MCIT Representative for Property Liability and Baker will be speaking at the Senior Citizens Luncheon presenting on the Swift County Building Project.

Administrator Kelsey Baker requested approval of a Resolution and Agreement between Swift County and Yellow Medicine County for Shared Highway Engineer Services. A brief discussion was held.

05-15-18-04 Commissioner Hendrickx moved and Commissioner E. Pederson seconded to approve the resolution. Motion carried unanimously.

Administrator Baker further requested approval to commit funds of \$50,000 for the OHV Park purchase. A brief discussion was held.

05-15-18-05 Commissioner Hendrickx moved and Commissioner Fox seconded a motion to approve a resolution of commitment to the OHV Park with additional wording of now therefore be it resolved, that the \$50,000 be committed in anticipation of the land purchase, in support of a Warranty Deed. Motion carried unanimously.

Administrator Baker and Joel Dunning from Wold Achitect Engineers further requested approval of Proposal Request #17 from Sussner Construction of \$456,652 to replace the Courthouse windows. A lengthy discussion was held.

05-15-18-06 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the replacement of the Courthouse windows. Motion carried unanimously.

The board recessed at 10:01 AM.

The board reconvened at 10:08 AM.

Auditor Kim Saterbak requested approval of signing a Mid-State Computer Collaborative Joint Powers Agreement.

05-15-18-07 Commissioner Fox moved and Commissioner P. Peterson seconded to approve the Mid-State Computer Collaborative Joint Powers Agreement. Motion carried unanimously.

Auditor Saterbak further requested approval of signing a Master Agreement to Provide Professional Services between CPU and Swift County.

05-15-18-08 Commissioner Fox moved and Commissioner E. Pederson seconded to approve the signing of a Master Agreement to Provide Professional Services between CPU and Swift County. Motion carried unanimously.

Fiscal Supervisor Gary Jensen and Financial Assistance Supervisor Julie Jahn updated the board on the April Financial Summary for Human Services.

Executive Director Jennifer Frost requested to authorize Minnesota Investment Fund State Funded RLF request for One-time Exception on available funds balance as of June 1st 2018.

05-15-18-09 Commissioner Fox moved and Commissioner E. Pederson seconded to approve the One-time Exception on available funds balance as of June 1st 2018. Motion carried unanimously.

Executive Director Jennifer Frost held a lengthy discussion on the Grow building whether to sell it, offer Swift County first option to buy it from Grow or lease it out from Grow on a long-term basis.

05-15-18-10 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve to lease the Grow Building for 6 months with the terms of \$5,000 annualized in taxes and insurance. Motion carried unanimously.

Administrator Kelsey Baker discussed the 2019 initial Budget.

The board recessed at 10:51 AM.

The board reconvened at 11:00 AM. for the Road tour.

05-15-18-11 Commissioner P. Peterson moved and Commissioner Hendrickx seconded to adjourn. Motion carried unanimously.

Meeting and road tour adjourned at 2:40 PM.

WITNESSED:

Eric Rudningen, Chair

ATTEST:

Kelsey Baker, County Administrator

DRAFT

STATE OF MINNESOTA
AMENDMENT OF LEASE

Amendment No. 2

Lease No. PS0326

THIS AMENDMENT, made by and between Swift County, 301 14th Street North, Benson, MN 56215, hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, hereinafter referred to as LESSEE, acting for the benefit of the Department of Public Safety, Driver and Vehicle Services, shall be an amendment to Lease No. PS0326.

WHEREAS, LESSOR and LESSEE entered into Lease No. PS0326, involving the lease of approximately five hundred forty (540) square feet of office space in the basement of the Swift County Courthouse located in the city of Benson, county of Swift;

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, LESSOR and LESSEE agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. PS0326 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of two (2) years, commencing July 1, 2018 and continuing through June 30, 2020 ("Renewal Term"), at the same terms, conditions and rental rate.

2. **RENT**
 - 2.1 Rent Payment LESSEE shall pay LESSOR rent for the Renewal Term in the sum of three hundred twenty and no/100 dollars (\$320.00), payable in equal quarterly installments of forty and no/100 dollars (\$40.00).

3. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written.

NO ATTACHMENTS

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LESSOR: COUNTY OF SWIFT

LESSOR certifies that the appropriate person(s) have executed the Lease on behalf of LESSOR as required by applicable articles, bylaws, resolutions or ordinances.

By _____

Title _____

Date _____

By _____

Title _____

Date _____

LESSEE:
STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
COMMISSIONER
Delegated To:

By _____

Title _____

Date _____

APPROVED:
STATE OF MINNESOTA
DEPARTMENT OF PUBLIC SAFETY

By _____

Title _____

Date _____

STATE ENCUMBRANCE VERIFICATION
Individual signing certifies that funds have been encumbered as required by Minn. Stat. §16A.15 and §16C.05.

By _____

Date _____

Contract No. _____



Request for Board Action

BOARD MEETING DATE:
June 5, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Kim Saterbak	REQUESTOR PHONE: 320-843-6108
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider authorizing the Auditor to contract with KnowInk, Inc. to purchase poll books.	
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Resolution by the Board of Commissions is required for entering into a contract
BACKGROUND/JUSTIFICATION: Swift County was awarded grant funds to purchase election equipment. We have receive a contract to purchase 14 e-poll books to be used for some of the polling locations for the fall elections. The contract price for the e-poll books is \$18,050, of which Swift County will need to match \$4,512.50 and the grant will pay the remaining \$13,537.50.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Was submitted for review prior to the meeting	RECOMMENDATIONS:
COMMENTS: n/a	COMMENTS: None

MASTER Software License and Services AGREEMENT

This Master Agreement (the “**Agreement**”) is entered into as of the 1st of May , 2018 between Swift County, MN (“**Customer**”), and KNOWiNK, LLC (“**KNOWiNK**”).

WHEREAS, Customer wishes to engage KNOWiNK to provide, install and set-up an electronic poll books (“**EPBs**”) system known as the KNOWiNK Poll Pad System (the “**System**”), to license certain software from KNOWiNK, and to train Customer and/or its designated personnel in the use of the System;

WHEREAS, KNOWiNK is willing to perform such services and the other services described in this Agreement (the “**Services**”) for, and license such software (the “**Software**”) to, Customer;

NOW THEREFORE, in consideration of the mutual agreements set forth in this Agreement, Customer and KNOWiNK agree as follows:

1. **PROVISION OF THE SYSTEM:**

KNOWiNK shall deliver and implement the System and the Software as described herein and in quotes signed by both parties (“**Quote**”).

2. **LICENSE AND SUPPORT; RESTRICTIONS:**

- 2.1. Subject to the terms and conditions of this Agreement and for so long as Customer has a current license and support subscription in effect, KNOWiNK grants to Customer a personal, nonexclusive, nontransferable, and limited license to use the Software (which includes firmware, meaning the Software embedded in any System device that allows execution of the software functions) and the applicable documentation. With this right to use, KNOWiNK will provide Customer, and Customer will be permitted to use, only the run-time executable code and associated support files of the Software for Customer’s internal requirements as part of the System. The Software may be used only at the Licensed Location specified as the jurisdiction on **Exhibit A** and only on the hardware or other computer systems authorized by KNOWiNK in writing. Customer’s use of the Software will be limited to the number of licenses specified in the applicable Quote. Only Customer and its authorized employees, agents or contractors may use or access the Software. To the extent Software contains embedded third party software, third party licenses may apply.
- 2.2. Subject to the terms and conditions of this Agreement, KNOWiNK shall provide: (a) annual software maintenance and support (“**Software Support Services**”) and (b) the implementation, training, support and/or other services (“**Professional Services**”) set forth in this Agreement and the applicable Quote provided in **Exhibit B**. Software Support Services will consist of periodic updates to the Software, issued at KNOWiNK’s discretion. KNOWiNK does not warrant that all errors or defects will be corrected.
- 2.3. Customer may not modify or copy the System or Software. Customer shall not, under any circumstances, cause or permit the adaptation, conversion, reverse engineering, disassembly, or de-compilation of any Software or attempt to derive the source code thereof. Customer shall not use any Software for application development, modification, or customization purposes, except through KNOWiNK.
- 2.4. The use, duplication, reproduction, release, modification, disclosure, or transfer of the System

or Software is restricted in accordance with the terms and conditions contained in this Agreement. All other use is prohibited. Further, the System and Software were developed at KNOWiNK's private expense and are commercial in nature. By using or receiving the System or Software, the user agrees to the terms and conditions contained in this Agreement including the terms and conditions contained in this paragraph.

25. Customer acknowledges and agrees that the design of the System and the Software, and any and all related patents, copyrights, trademarks, service marks, trade names, documents, logos, software, microcode, firmware, information, ideas, concepts, know-how, data processing techniques, documentation, diagrams, schematics, equipment architecture, improvements, code, updates, trade secrets and material are the property of KNOWiNK and its licensors. Customer agrees that the sale of the hardware and license of the Software does not, other than as expressly set forth herein, grant to or vest in Customer any right, title, or interest in such proprietary property.
26. All KNOWiNK source code is in escrow with the State of Minnesota.
27. Subject to the terms and conditions of this Agreement, KNOWiNK will provide Customer with phone support and will provide all other Services, including implementation, any technical support, Software Support Services, and training.

3. **OBLIGATIONS:**

- 3.1. Hardware is shipped Ex Works (Incoterms 2010) from KNOWiNK's designated shipping point. Title change from KNOWiNK to Customer is upon shipment to Customer. Shipping dates are approximate and are based, to a great extent, on prompt receipt of all necessary ordering information from Customer. Billing will commence once shipment has been made.
- 3.2. On Non-Election Days KNOWiNK will physically or remotely answer or respond to a service call request within eight (8) hours. On Election Day, KNOWiNK's help desk will be available for calls one hour prior to polls opening until one hour after polls close. On Election Day all calls will be acknowledged and/or addressed within one hour.
- 3.3. Each party agrees to comply with applicable laws, rules and regulations in connection with its performance under this Agreement or use of the System, Software or Services. The System, Software and components thereof may be subject to U.S. and other government export control regulations. Customer shall not export or re-export all or a part of the System or the Software.

4. **TERM; TERMINATION:**

- 4.1. The term of this Agreement ("**Term**") shall initially be five years, unless earlier terminated in accordance with this Section. Unless otherwise notified to Customer or KNOWiNK in writing at least 30 days prior to the end of the then-current term, the Term will renew for five-year renewal periods.
- 4.2. Either party may terminate this Agreement or any outstanding order if the other party is in material breach of this Agreement and fails to cure such breach within thirty (30) days after written notice of such breach has been given.
- 4.3. Sections 2.3-2.5, 4, 8, 9, 10.2, 10.3, 10.5 and 13-15 shall survive any termination or expiration of this Agreement or the applicable order. All other rights and obligations shall be of no further force or effect.

5. **PRICING:**

- 5.1. Prices for hardware shall be specified by KNOWiNK in the relevant quotation or proposal and

are subject to change without notice, including prices for backordered hardware: however, prices in Quotes signed by both Parties are not subject to change. Unless otherwise noted, all prices include shipping and packing costs, and insurance.

- 5.2. The “**Annual Fee**” is the combined, annual fee for licensing (in the case of Software) and support (a “**License and Support Subscription**”). Pricing for the initial Annual Fee is the amount specified in the Quote and/or **Exhibit B**. KNOWiNK may increase the Annual Fee for a renewal term by including the new Annual Fee amount in the applicable invoice.
- 5.3. Pricing for other Services shall be set forth in the applicable Quote. Additional charges may apply to Services, e.g., travel, communication and other expenses.
- 5.4. All prices are exclusive of applicable taxes. All taxes shall be payable by Customer, unless Customer presents KNOWiNK with a proper certificate of exemption from such tax. If Customer challenges the applicability of any such tax, Customer shall pay the tax and may thereafter seek a refund. In the event KNOWiNK is required to pay any tax at time of sale or thereafter, Customer shall promptly reimburse KNOWiNK therefore.

6. **ORDERS:**

Customer may request a quotation from time to time. The existence of this Agreement does not obligate Customer to request a quotation or purchase any products or Services. KNOWiNK reserves the right to accept or reject any order initiated by Customer in KNOWiNK’s discretion. Only signed Quotes will obligate the parties. Each Quote shall be subject to the terms and conditions of this Agreement.

7. **PAYMENT TERMS:**

- 7.1. KNOWiNK will invoice Customer for all hardware, software and services including parts replacements or Customer-requested software modification upon shipment to Customer. Except as otherwise provided in the applicable Quote, such invoices shall be paid in full within thirty (30) days after delivery.
- 7.2. Customer will be invoiced for payment for any Services upon conclusion of the service call. Except as otherwise provided in the applicable Quote, payments of such invoices will be due within 30 days of the applicable invoice.
- 7.3. If any dispute exists between the parties concerning any payment or invoice, Customer shall promptly pay the undisputed portion. Such payment will not constitute a waiver by Customer, KNOWiNK of any of their respective legal rights and remedies against each other. Customer has no right of set-off.

8. **CONFIDENTIALITY:**

- 8.1. To the extent permitted by law, Customer agrees that it will not reveal, divulge or make known to any person, the firm, or corporation any of KNOWiNK’s trade secret or confidential information during or after the term of this Agreement. KNOWiNK’s trade secret and confidential information includes, without limitation, KNOWiNK software and associated documentation, and all computer programs, compilations, data and documentation which is deemed to be trade secret data or otherwise not public data pursuant to the Minnesota Data Practices Act. To the extent consistent with public record laws, including the Minnesota Data Practices Act, Customer shall maintain the confidentiality of all such information marked by KNOWiNK as confidential. KNOWiNK acknowledges that the terms and conditions of this Agreement are not confidential pursuant to the Minnesota Data Practices Act.
- 8.2. Upon termination or expiration of this Agreement or, if earlier, upon termination of Customer’s permitted access to or possession of Confidential Information, Customer shall return to

KNOWiNK all copies of the Confidential Information in Customer's possession (including Confidential Information incorporated in software or writings, electronic and hard copies).

- 8.3. Each party will inform its employees and other agents and contractors of their obligations under this Section 8 and shall be fully responsible for any breach thereof by such personnel.

9. **INDEMNIFICATION:**

- 9.1. **Indemnity.** KNOWiNK, at its own expense, will defend Customer against any claim that the System or the Software infringes an issued United States patent, registered United States copyright, or misappropriates trade secrets protected under United States law, and shall indemnify Customer against and pay any costs, damages and reasonable attorneys' fees attributable to such claim that are finally awarded against Customer, provided Customer (a) gives KNOWiNK prompt written notice of such claims; (b) permits KNOWiNK to control the defense and settlement of the claims; and (c) provides all reasonable assistance to KNOWiNK in defending or settling the claims.
- 9.2. **Remedies.** As to the System or Software that is subject to a claim of infringement or misappropriation, KNOWiNK may (a) obtain the right of continued use of the System or Software for Customer or (b) replace or modify the System or Software to avoid the claim. If neither alternative is available on commercially reasonable terms, then, at the request of KNOWiNK, any applicable Software license and its charges will end, Customer will cease using the applicable System component or Software, Customer will return to KNOWiNK all applicable KNOWiNK hardware and components and return or destroy all copies of the applicable Software, and Customer will certify in writing to KNOWiNK that such return or destruction has been completed. Upon return or KNOWiNK's receipt of certification of destruction, KNOWiNK will give Customer a credit for the price paid to KNOWiNK for the returned or destroyed System Component or Software, less a reasonable offset for use and obsolescence.
- 9.3. **Exclusions.** KNOWiNK will not defend or indemnify Customer if any claim of infringement or misappropriation (a) is asserted by an affiliate of Customer; (b) results from Customer's design or alteration of any System component or Software; (c) results from use of any System component or Software in combination with any non-KNOWiNK product, except to the extent, if any, that such use in combination is restricted to the System designed by KNOWiNK; (d) relates to third-party hardware or software alone; or (e) arises from Customer-specified customization work undertaken by KNOWiNK or its designees in response to Customer specifications.
- 9.4. **EXCLUSIVE REMEDIES.** THIS SECTION 9 STATES THE ENTIRE LIABILITY OF KNOWiNK AND CUSTOMER'S SOLE AND EXCLUSIVE REMEDIES FOR INFRINGEMENT AND TRADE SECRET MISAPPROPRIATION.

10. **WARRANTY; LIMITATION OF LIABILITY:**

- 10.1. KNOWiNK warrants all products provided hereunder to be free from defects in material or workmanship under normal use and service for a period of one (1) year from the date of delivery. All repair covered by this warranty must be done by KNOWiNK, or other such warranty repair facilities of KNOWiNK as designated by KNOWiNK unless KNOWiNK specifically directs that this service be performed at another location. Any defect corrected within one (1) year and found to be within this scope of the warranty will be repaired by KNOWiNK and all charges for labor and material, will be borne by KNOWiNK. KNOWiNK warrants that all Professional Services will be performed in a professional and workmanlike manner. THIS CONSTITUTES THE SOLE WARRANTIES MADE BY KNOWiNK, EITHER EXPRESSED OR IMPLIED. THERE ARE NO OTHER WARRANTIES EXPRESSED OR IMPLIED WHICH EXTEND BEYOND THE FACE HEREOF, HEREIN, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

- 10.2. KNOWiNK MAKES NO REPRESENTATIONS OR WARRANTIES AS TO THIRD PARTY HARDWARE, IF ANY, PROVIDED BY KNOWiNK TO CUSTOMER, ALL OF WHICH IS SOLD, LICENSED, OR SUBLICENSSED TO CUSTOMER "AS IS," OTHER THAN AS MAY BE PROVIDED IN ANY PASS-THROUGH WARRANTY. KNOWiNK HAS NO RESPONSIBILITY OR LIABILITY FOR THIRD PARTY HARDWARE, IF ANY, PROVIDED BY DISTRIBUTORS OR OTHER THIRD PARTIES TO CUSTOMER. If KNOWiNK sells, licenses, or sublicenses any Third Party Hardware to Customer, KNOWiNK will pass through to Customer, on a nonexclusive basis and without recourse to KNOWiNK, any third-party manufacturer's warranties covering the equipment or software, but only to the extent, if any, permitted by the third-party manufacturer.
- 10.3. Customer is solely responsible for any hardware or software purchased from an outside source. KNOWiNK will not be liable for such products.
- 10.4. Any tampering, misuse or negligence in handling or use of products provided hereunder renders the warranty void. Further, the warranty is void if, at any time, Customer or any third party attempts to make any internal changes to any of the components of the products provided hereunder; if at any time the power supplied to any part of the product exceeds the rated tolerance; if any external device attached by Customer creates conditions exceeding the tolerance of the product; or if any time the serial number plate is removed or defaced. OPERATION OF THE EQUIPMENT THAT RENDERS THIS WARRANTY VOID WILL BE DEFINED TO INCLUDE ALL OF THE POSSIBILITIES DESCRIBED IN THIS PARAGRAPH, TOGETHER WITH ANY PRACTICE WHICH RESULTS IN CONDITIONS EXCEEDING THE DESIGN TOLERANCE OF THE PRODUCT.
- 10.5. IN NO EVENT SHALL KNOWiNK BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES AND CUSTOMER'S REMEDIES SHALL BE LIMITED TO REPAIR OR REPLACEMENT OF NONCONFORMING SERVICES, UNITS OR PARTS. SERVICE PROVIDER SHALL NOT HAVE ANY LIABILITY FOR THE ACTIONS OR OMISSIONS OF CUSTOMER OR KNOWiNK HEREUNDER. EACH OF KNOWiNK'S MAXIMUM AGGREGATE LIABILITY HEREUNDER SHALL NOT EXCEED FEES RECEIVED BY SERVICE PROVIDER DURING THE 12 MONTHS PRECEDING THE APPLICABLE CLAIM.

11. **CONFLICTS:**

KNOWiNK will not pay to Customer or any of Customer's officials or employees having official responsibility for the procurement transaction, or member of his or her immediate family, any financial benefit of more than nominal or minimal value relating to the award of this Agreement.

12. **FORCE MAJEURE:**

KNOWiNK shall not be considered in default by reason of any failure in its performance under this Agreement if such failure results from, whether directly or indirectly, fire, explosion, strike, freight embargo, Act of God or of the public enemy, war, civil disturbance, act of any government, de jure or de facto, or agency or official thereof, material or labor shortage, transportation contingencies, unusually severe weather, default of any other manufacturer or a supplier or subcontractor, quarantine, restriction, epidemic, or catastrophe, lack of timely instructions or essential information from Customer, or otherwise arising out of causes beyond the control of KNOWiNK .

13. **RELATIONSHIP OF THE PARTIES:**

- 13.1. The parties to the Agreement are independent contractors and the Agreement will not establish any relationship of partnership, joint venture, employment, franchise, or agency between the parties. Neither party will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent. KNOWiNK's employees, agents, and subcontractors will not be entitled to any privileges or benefits of Customer employment.

Customer's employees, agents, and contractors will not be entitled to any privileges or benefits of KNOWiNK or employment.

14. **DISPUTE RESOLUTION:**

- 14.1. The parties will attempt to resolve any claim or controversy related to or arising out of this Agreement, whether in contract or in tort ("**Dispute**"), on a confidential basis according to the following process, which either party may start by delivering to the other party a written notice describing the dispute and the amount involved ("**Demand**").
- 14.2. After receipt of a Demand, authorized representatives of the parties will meet at a mutually agreed-upon time and place to try to resolve the Dispute by negotiation. If the Dispute remains unresolved after this meeting, either party may start mandatory nonbinding mediation under the commercial mediation rules of the American Arbitration Association ("**AAA**") or such other mediation process as is mutually acceptable to the parties.
- 14.3. Notwithstanding the other provisions of this Section 12, if either party seeks injunctive relief, such relief may be sought in a court of competent jurisdiction without complying with the negotiation and mediation provisions of this Section.
- 14.4. Neither mediation under this section nor any legal action, regardless of its form, related to or arising out of this Agreement may be brought more than two (2) years after the cause of action first accrued.

15. **GENERAL:**

- 15.1. KNOWiNK may assign or otherwise transfer the obligations incurred pursuant to the terms of this Agreement without the prior written consent of the Customer.
- 15.2. This Agreement is the complete and exclusive statement of the mutual understandings of the parties regarding the subject matter hereof. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement other than was expressly stated herein. This Agreement may not be amended or waived except in writing signed by an officer of the party to be bound thereby.
- 15.3. THIS AGREEMENT WILL BE GOVERNED BY THE LAWS OF THE STATE OF MINNESOTA, TO THE EXCLUSION OF THE LAW OF ANY OTHER FORUM. THIS AGREEMENT IS NOT BINDING UNTIL ACCEPTED BY KNOWiNK IN WRITING.
- 15.4. In the event any provision of this Agreement shall be invalid, illegal or unenforceable in any respect, such a provision shall be considered separate and severable from the remaining provisions of this Agreement, and the validity, legality or enforceability of any of the remaining provisions of this Agreement shall not be affected or impaired by such provision in any way.
- 15.5. Any notice required or permitted to be given under this Agreement by one party to the other must be in writing and shall be given to Customer at the address set forth on **Exhibit A**, or to KNOWiNK at the address set forth on the first page of this Agreement, and deemed to have been given: (a) immediately, if delivered personally; (b) on the fifth (5th) business day following mailing if placed in the United States Mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to such address. Each party may change its address for notice by giving written notice of the change to the other party; or (c) on the next business day upon confirmation of delivery, if delivered by overnight delivery by a nationally recognized overnight delivery service.

(Signature page to follow)

Authorized representatives of Customer and KNOWiNK have read the foregoing Master Software License and Services Agreement and all documents incorporated into this Agreement and agree and accept such terms effective as of the date first referenced above.

CUSTOMER (Swift County, MN):

KNOWiNK LLC:

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____ Kevin J. Schott _____

Title: _____

Title: _____ CFO _____

Date: _____

Date: _____

Exhibit A

General Information

Customer Jurisdiction Name:	Swift County, MN
Licensed Location (City/State):	Benson, MN
Customer Contact(s):	Kimberly A. Saterbak
Billing Address:	PO Box 207
City / State / ZIP:	Benson, MN 56215
Shipping Address (if different):	(Need)
City / State / ZIP:	
Contact Telephone:	(402) 319-4687
Alternate Telephone:	
Fax:	
Email:	Kim.saterbak@co.swift.mn.us

Exhibit B (Quote), to follow

KNOWiNK Quote and Terms				
Date: 3/22/2018				
KNOWiNK 2111 Olive Street Saint Louis, MO 63103				
County: Swift County, MN		Phone: (320) 843-4069		Email: kim.saterbak@co.swift.mn.us
County Contact: Kimberly A. Saterbak				
Poll Pad Subscription Purchase Quote and Terms:				
*Pricing guaranteed for 60 days from date of quote. Based on your stated requirements, we propose the following:				
Item	Recommended Hardware/Software	Estimated Quantity	Unit Price	Total Amount
1	Poll Pad Units (Includes: iPad WiFi 32gb, Charger, Printer, Transport Case, Stand, Stylus, 1st Year Software License, MDM Enrollment, and Basic Poll Pad Manager)	14	\$1,280.00	\$17,920.00
2	iSync Drive	2	\$65.00	\$130.00
Total Year One (1) Poll Pad Package Estimated Cost:				\$18,050.00
Annual Software License and Maintenance				
3	Year 2 Annual Software License, MDM & MN SVR Maintenance	14	\$125.00	\$1,750.00
4	Year 3 Annual Software License, MDM & MN SVR Maintenance	14	\$125.00	\$1,750.00
5	Year 4 Annual Software License, MDM & MN SVR Maintenance	14	\$125.00	\$1,750.00
6	Year 5 Annual Software License, MDM & MN SVR Maintenance	14	\$125.00	\$1,750.00
Optional Hardware/Software				
7	Star Micronics Receipt Paper - Additional (Case of 50 rolls)		\$125.00	
8	Green MFi Certified Lightning Cable - 9'		\$9.50	
Terms of Subscription				
<i>Subject to acceptance of the Master Software License & Services Agreement will be a (5) five year agreement. The term will begin effective on the date of equipment acceptance. All Poll Pad software comes with the standard (12) twelve month warranty. Post Election reporting includes required VR Extract and digital e-Roster.</i>				

NONDISCLOSURE AND CONFIDENTIALITY AGREEMENT

This Nondisclosure and Confidentiality Agreement (the “Agreement”) is entered into on this 1st day of May , 2018 by and between KNOWiNK, a Missouri limited liability company (“KNOWiNK”), and Swift County, MN (“Customer”).

WITNESSETH

WHEREAS, each party is willing to make available or disclose its Confidential Information (as defined below) (the “Disclosing Party”) to the other party (the “Receiving Party”), but only if the Receiving Party to which the Confidential Information is disclosed agrees to the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual promises set forth herein and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

Confidential Information.

1. Confidential Information. The term “Confidential Information” shall include all information prepared by and/or delivered or disclosed by a Disclosing Party to the Receiving Party and all notes, analyses, compilations, studies, interpretations, memoranda or other documents prepared by the Receiving Party which contain or are derived from, in whole or in part, the Confidential Information of the Disclosing Party.

“Confidential Information” shall not include information which (i) is in or comes into the public domain other than as a result of a disclosure by the Receiving Party, (ii) was within the Receiving Party's possession prior to it being furnished to the Receiving Party by or on behalf of the Disclosing Party pursuant hereto, (iii) becomes available to the Receiving from a source other than the Disclosing Party, provided that such source is not bound by a confidentiality agreement with, or by a fiduciary or legal obligation to, the Receiving Party, the Disclosing Party, or any other party with respect to such information, or (iv) the Receiving Party can prove was independently developed by the Receiving Party without use of or reference to the Confidential Information.

Limitation on Use of Confidential Information.

2. Limitation on use of Confidential Information. Each Receiving Party agrees (i) that it shall use the Confidential Information solely for purposes of creating an election on an electronic poll book, (ii) that it will not, except as contemplated by this Agreement and required by law, disclose any of the Confidential Information of the Disclosing Party in any manner whatsoever; provided, however, that the Receiving Party may make any disclosure of such Confidential Information with respect to which the Disclosing Party gives

its prior written consent.

Other Nondisclosures.

3. Other nondisclosures. Each party hereto agrees that, without the prior written consent of the other party, it will disclose to any other person the fact that the Confidential Information has been made available to it, or any of the terms, conditions or other facts with respect thereto (including the status thereof), unless in the written opinion of counsel, such disclosure is required by law and then only with as much prior written notice to such other party as is practical under the circumstances.

Return of Confidential Information.

4. Return of Confidential Information. At any time upon the request of the Disclosing Party for any reason, the Receiving Party will promptly deliver and return all data (and all copies thereof) furnished or disclosed to the Receiving Party pursuant hereto and destroy all written Confidential Information disclosed to or received by it or its Representatives. Notwithstanding the return or destruction of written Confidential Information, the Receiving Party will continue to be bound by its obligations of confidentiality and use hereunder with respect to all Confidential Information.

Government Data Practices.

5. Return of Confidential Information. Both parties must comply with the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, as it applies to all data provided by the Disclosing Party under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Receiving Party under this agreement. The civil remedies of Minn. Stat. 13.08 apply to the release of the data governed by the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, by either the Disclosing or Receiving Party.

No Waivers.

6. No Waivers. It is understood and agreed that no failure or delay by either party in exercising any right, power, or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any right, power or privilege hereunder.

Effect of Breach and Remedies.

7. Effect of Breach and Remedies. Each party hereto shall assume liability for and indemnify the other party with respect to any and all damages, losses, costs and expenses including, without limitation, reasonable attorney fees arising from any breach of this Agreement by such party that would be a breach of this Agreement if committed directly by such party, including, without limitation, unauthorized use of the

(4) The SWCD shall provide Swift County with proof of insurance for any vehicle used to fulfil their duties as Swift County Agricultural Inspector. Said insurance policy shall provide total liability limits for combined bodily injury and/or property damage in the amount of at least \$300,000 per accident. The SWCD shall promptly provide Swift County with notice of any liability claim brought against them as a result of their duties as Swift County Agricultural Inspector.

IN WITNESS WHEREOF, The said parties have cause this Agreement to be signed in their respective names, the SWCD, by its' Chairperson and the Swift County Board by its' Chairperson by authority of the Swift County Board of Commissioners as of this _____ day of _____, 2018.

County of Swift, State of Minnesota

By: _____

Chairperson, _____

Attest: _____

Swift County Auditor, Kim Saterbak

_____ Chairperson
Swift County Soil & Water Conservation District



Request for Board Action

BOARD MEETING DATE:
June 5 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Marlene Molden	REQUESTOR PHONE: 320-843-4069
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of liquor licenses for the following businesses: Brink's 104 Club & Grill and Brink's Beer Joint & Grill.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Liquor licenses are required to be reviewed by the Board of Commissioners
BACKGROUND/JUSTIFICATION: Yearly renewal of liquor license.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	The license has been reviewed by the County Attorney and County Sherriff. Both have signed off on the license. No violations of their license have been reported.

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: approved	RECOMMENDATIONS: Did not comment
COMMENTS: None	COMMENTS: None



Request for Board Action

BOARD MEETING DATE:
June 5, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Marlene Molden/Kim Saterbak	REQUESTOR PHONE: 320-843-4069
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of tobacco licenses for the following businesses: Dooley's Petroleum (dba SuperAmerica/HandiStop of Kerkhoven), Brinks 104 Club & Grill, Brink's Beer Joint & Grill and Dollar General Appleton 17229.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Tobacco licenses are required to be reviewed by the Board of Commissioners
BACKGROUND/JUSTIFICATION: Yearly renewal of tobacco license.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	The license has been reviewed by the County Attorney and County Sherriff. Both have signed off on the license. No violations of their license have been reported.

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Approval	RECOMMENDATIONS: Approval
COMMENTS: None	COMMENTS: None



Request for Board Action

BOARD MEETING DATE:
June 5, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Environmental Services	REQUESTOR: Scott Collins	REQUESTOR PHONE: 320-843-2356
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of a Conditional Use Permit #5477 requested by Agralite Electric Cooperative requesting to construct a two-mile long 115 kilovolt (115 kV) overhead transmission line operated by Great River Energy and also construct and operate a 115 kV electric distribution substation.	
AGENDA YOU ARE REQUESTING TIME ON:	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Required Conditional Use Permit per subsection 3.3 Code of Ordinances, Agricultural District I. Allowable use with Conditional Use Permit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING:

Review/Recommendation

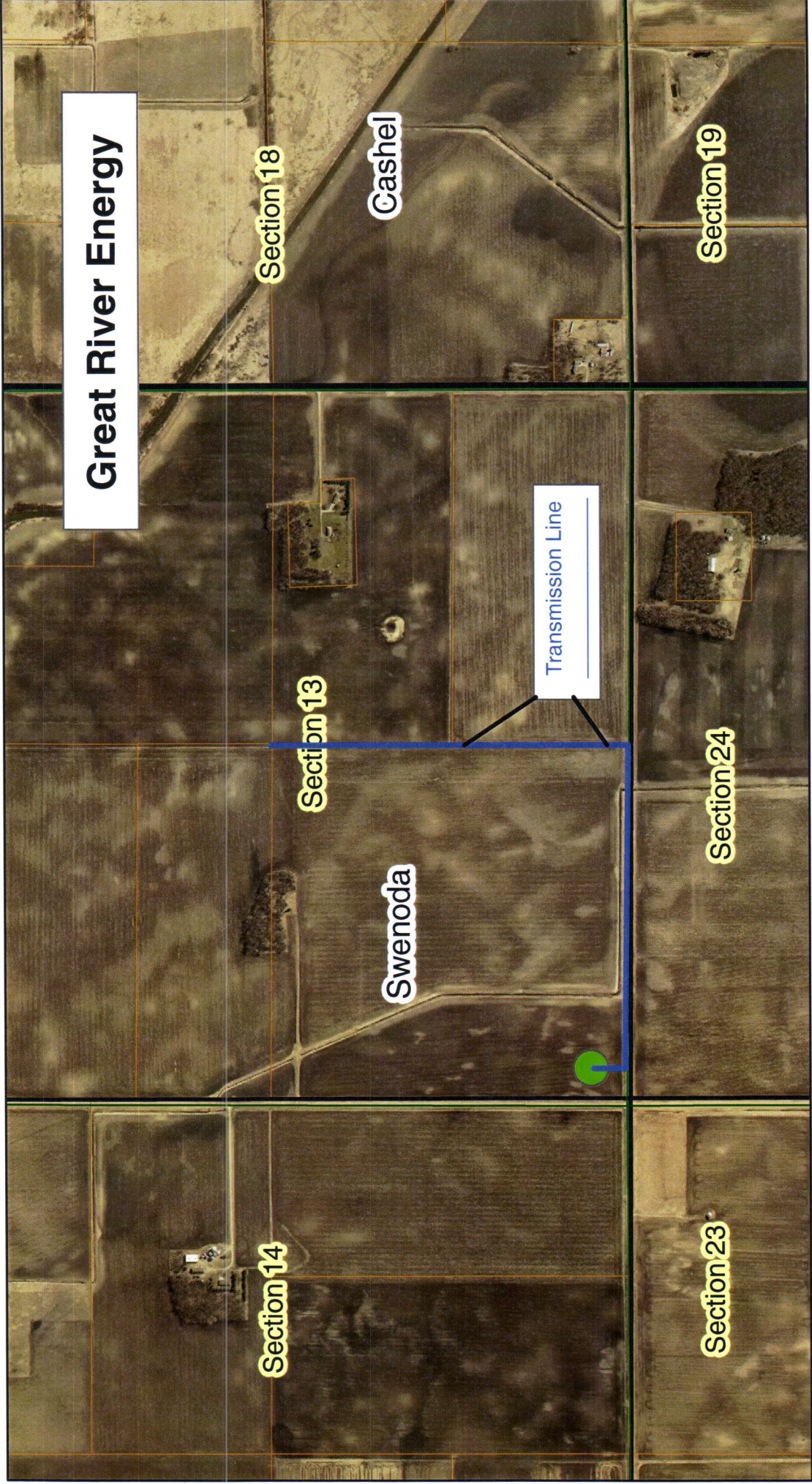
COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS:	RECOMMENDATIONS:
COMMENTS:	COMMENTS:

Board Action

Motions ___ E. Rudningen ___ G. Hendrickx ___ E. Pederson ___ J. Fox ___ P. Peterson	
Action	Vote

Proposed Special Conditions
Agralite Electric Cooperative
Conditional Use Permit #5477

1. The permit holder shall comply with all applicable governmental laws, rules and regulations as they may apply to the project.
2. All complaints, problems or concerns regarding public health, safety and welfare must be addressed by the property owner within 30 days of presentation of the complaint. Copies of all complaints and responses addressed to the property owner shall be submitted to Swift County Environmental Services.
3. Granting of the conditional use permit shall be for the plans submitted with the initial plan only.
4. All plans regarding approaches, access roads, as well as traffic control must be submitted to the township chairman. Road setbacks and maintenance plans must also be submitted to the township chairman.
5. This Conditional Use Permit #5477 shall expire one year from the date of issuance if the permit is not utilized.
6. Violation of any of the above-stated conditions may result in revocation of the conditional use permit.



Great River Energy

Section 18

Cashel

Section 19

Section 13

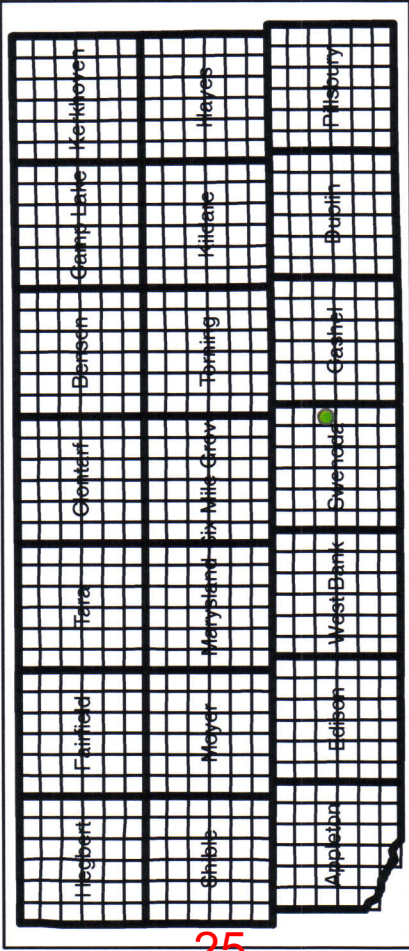
Transmission Line

Section 24

Swenoda

Section 14

Section 23



Project: Construct & operate a 2 mile long 115 kilovolt transmission line
Owner: Great River Energy
Legal: Part of the SW 1/4 of Section 13, Twp-120, R-40, Swenoda Township, Swift County, MN.



Swenoda 115-kV Transmission Line and Substation project

Great River Energy, wholesale electric supplier to Agralite Electric Cooperative, proposes to construct a new overhead 115-kilovolt (kV) transmission line that would deliver electric power to a new Agralite Electric Cooperative substation to be constructed in Swenoda Township (see map on back). This project will improve the reliability of the electric transmission and distribution systems in the area, and meet future electric demand and growth for Agralite Electric Cooperative members in this area.

Overview

The proposed project is located in Section 13 of Swenoda Township, and in Sections 7 and 18 of Cashel Township, Swift County, Minnesota. The transmission line route would originate in the northeast corner of the intersection of 20th Ave. SW and 80th St. SW (School Road), where it would connect to Great River Energy’s existing AG-BK 115-kV transmission line. From the point of connection, the transmission line would extend southerly one mile along 20th Ave. SW to Swift County Road 6. The transmission line would then continue westerly for one mile along County Road 6 (90th St. SW) to Agralite Electric Cooperative’s proposed Swenoda Substation, which will be located in the northeast corner of 30th Ave. SW and County Road 6.

The transmission line will consist of single wood poles 65 to 75 feet above the ground, placed 350 to 400 feet apart.



Typical 115 kV wood structure

Directional changes or angles in the transmission line may require guy wires and anchors to stabilize the power poles. To provide sufficient space for constructing, operating and maintaining the transmission line, a 100-foot-wide easement will be required. The two-mile-long transmission line route follows along and partially overlaps two existing road corridors, thereby reducing the effective easement width to approximately 50 feet.

Permitting and public involvement

Great River Energy will seek a Conditional Use Permit (CUP) for the project from Swift County. During the permitting process, the public is encouraged to participate by providing feedback about the project.

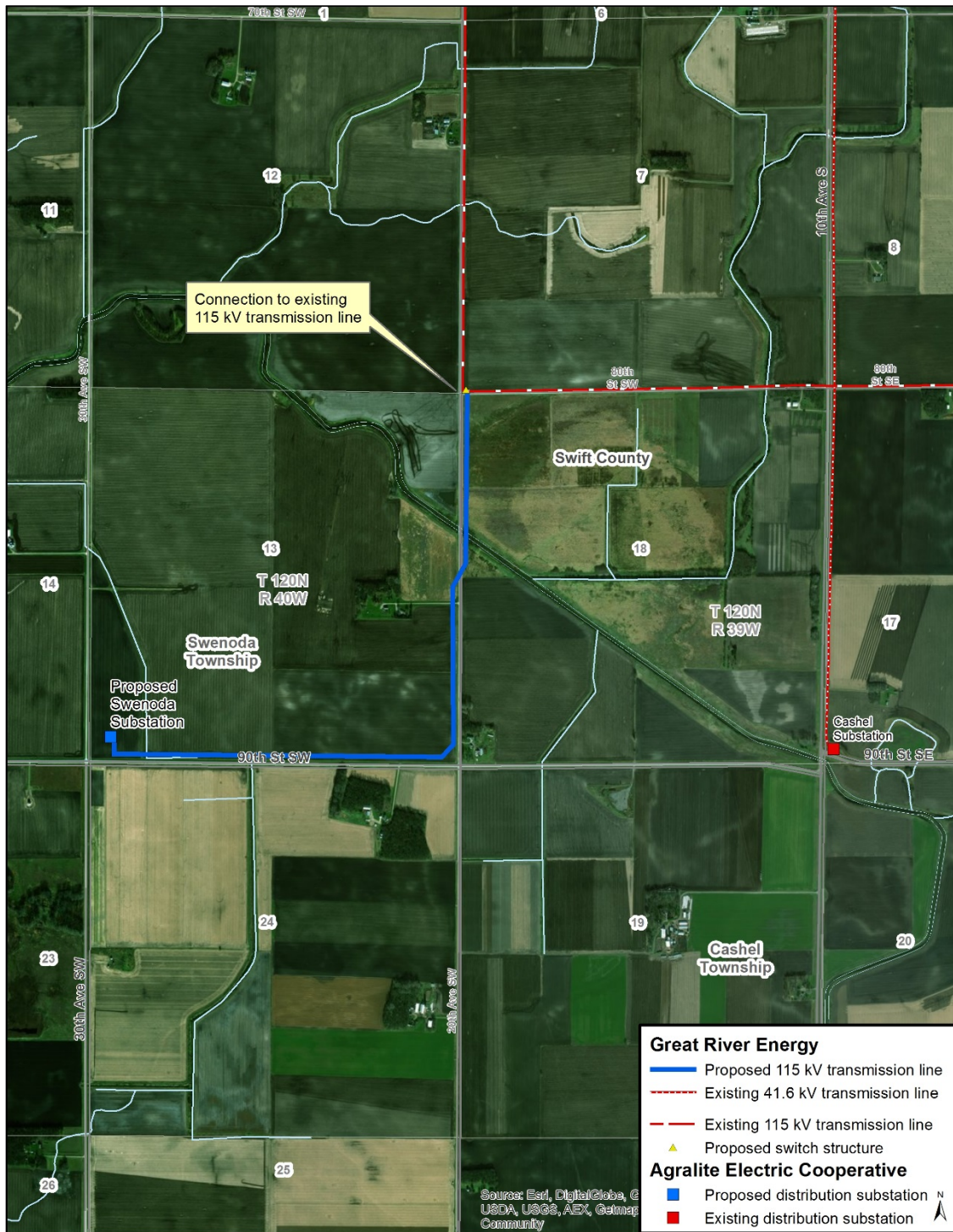
Schedule

Notifications	Winter 2018
Local permitting	Spring – Summer 2018
Survey/design	Spring 2018
Easements/ Environmental permits	Summer 2018 – Fall 2018
Transmission line construction	Winter 2018/2019
Energization	April 2019

Quick facts

Length – 2 miles
Voltage – 115 kV
Structures – Wood poles
Spans – 350 to 400 feet apart
Right of way – 100-foot wide, 50 feet on each side of the transmission line
Permits – As noted

Proposed project



Great River Energy representatives

For project updates and information, contact:

Richard Heuring Sr. Field Representative
Land Rights
(763) 445-5979 | rheuring@grenergy.com

Dan Leshner Leader, Transmission Permitting and Compliance
Land Rights
763-445-5975 | dlesher@grenergy.com

About Great River Energy

Great River Energy is a not-for-profit electric cooperative providing wholesale power to 28 distribution cooperatives in Minnesota and into Wisconsin. Our member cooperatives distribute that electricity to 665,000 families, farms and businesses serving approximately 1.7 million people.



Request for Board Action

BOARD MEETING DATE:
June 5, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Swift County Parks	REQUESTOR: Michael Johnson	REQUESTOR PHONE: 320-843-5341
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Set a public hearing date for Lat. E- JD #19 for petition to outlet un assessed lands.	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT?
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: MN Drainage Law requires a public hearing
BACKGROUND/JUSTIFICATION: Tile was installed in early 80's North of Benson to lower water table east of the housing development. There has been added drainage and a request for drainage. On April 3 rd there was an informational meeting and it was determined that a public hearing was the next step. Petition for outlet attached.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? No action	

Budget Information

FUNDING: Repair Fund

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS:	RECOMMENDATIONS:
COMMENTS:	COMMENTS:

Board Action

Motions ___ J Fox ___ G Hendrickx ___ E. Pederson ___ P Peterson ___ E Rudningen	
Action	Vote

BEFORE THE SWIFT COUNTY BOARD
ACTING AS DRAINAGE AUTHORITY FOR
SWIFT COUNTY DITCH LATERAL E- JUDICIAL DITCH #19
SWIFT COUNTY, MN

Petition for an Outlet, Pursuant
to Minnesota Statutes §103E.401

WHEREAS, Michael Goff and Phillip Goff own the N ½ of the SW ¼ and Robin and Carla Roberts own part of the S ½ of the NW ½ of Sec. #32 T122-N, R39-W (Benson Twp.)

WHEREAS, Michael Goff, Phillip Goff, and Robin and Carla Roberts are requesting an outlet for the above mentioned property into Lateral E- Judicial Ditch #19.

THEREFORE, the petitioners respectfully requests the following:

1. That the auditor set a time and location for a hearing on the above mentioned property, provide notice of the hearing by mail and publication pursuant Min. Stat. §103E.401, subd. 4.
2. That the Drainage Authority conduct a hearing on the above mentioned property pursuant Min. Stat. §103E.401, subd. 4 and describe and state in its order the property to be benefited by the drainage system and that an outlet fee and benefits to the property be determined.

Dated this 30th day of May, 2018

Michael Goff

Phillip Goff



Robin Roberts



Carla Roberts

BEFORE THE SWIFT COUNTY BOARD
ACTING AS DRAINAGE AUTHORITY FOR
SWIFT COUNTY DITCH LATERAL E- JUDICIAL DITCH #19
SWIFT COUNTY, MN

Petition for an Outlet, Pursuant
to Minnesota Statutes §103E.401

WHEREAS, Michael Goff and Phillip Goff own the N ½ of the SW ¼ and Robin and Carla Roberts own part of the S ½ of the NW ½ of Sec. #32 T122-N, R39-W (Benson Twp.)

WHEREAS, Michael Goff, Phillip Goff, and Robin and Carla Roberts are requesting an outlet for the above mentioned property into Lateral E- Judicial Ditch #19.

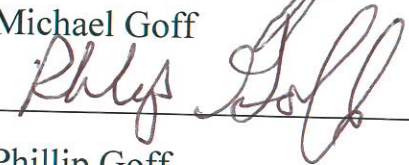
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Dated this 30th day of May, 2018



Michael Goff



Phillip Goff

Robin Roberts

Carla Roberts