AITKIN COUNTY
—EST 1857—

Board of County Commissioners
Agenda Request

Requested Meeting Date: 3/25/2025

Title of Item: Approve Fiscal Recovery Funds request by County Treasurer

☐ REGULAR AGENDA	**Action Requested:**	☐ Direction Requested
☑ CONSENT AGENDA	☑ Approve/Deny Motion	☐ Discussion Item
☐ INFORMATION ONLY	☐ Adopt Resolution (attach draft)	☐ Hold Public Hearing*
		provide copy of hearing notice that was published

Submitted by:
Lori Grams, County Treasurer

Department:
County Treasurer

Presenter (Name and Title):

Estimated Time Needed:

Summary of Issue:

At the May 14, 2024 County Board meeting, the Board approved the obligation of unallocated ARPA funds. Included in this list of funds is the ArcaSearch Digital Preservation of Marriage Records and searchable archive in the amount of $20,000

Attached to this agenda request is a copy of the completed Aitkin County Fiscal Recovery Funds application along with a description of the project. This company has also worked with our County Records office.

County Attorney, Jim Ratz, has reviewed the contract and finds no issues with it.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
To approve the use of Fiscal Recovery Funds for the Digital Preservation of Marriage Records and Searchable Archive.

Financial Impact:
Is there a cost associated with this request? ☑ Yes   ☐ No
What is the total cost, with tax and shipping? $ 16,161.00 total first year costs, requesting $20,000.
Is this budgeted? ☐ Yes   ☑ No   *Please Explain:*

Requesting $20,000 as additional pages may be found as the project is being worked on, as an estimate was used for the number of pages needing to be scanned.

Legally binding agreements must have County Attorney approval prior to submission.

Aitkin County Fiscal Recovery Funds

Strategic Investment Project

Project Identification: Digital Preservation of Marriage Records & Searchable Archive
Funding amount: $20,000
Project Expenditure Category: [Category number, Category Name] 6.1 Provision of Government Services

Project overview

- *A description of the project that includes an overview of the main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable, intended outcomes and briefly describe the goals of the project:*

  Digital preservation and back up of historical marriage records from loss due to natural disasters or general deterioration.

  The estimated time to complete the project is 4 months. The project would be handled by ArcaSearch, LLC

- *Identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), Services to Disproportionately Impacted Communities (EC 3), Infrastructure (EC 5) Revenue Replacement (EC 6) and Administrative (EC 7) Expenditure Categories. Attach all quotes, invoices, etc*

  Estimate cost is $16,161
  Annual Fee is $2088.00

  My request is for $20,000 as the actual number of pages to be preserved is an estimate.

Table of Expenses by Expenditure Category

	Category	Funding Requested for Project	Funding Approved for Project
1	Expenditure Category: Public Health		
1.1	COVID-19 Vaccination		
1.2	COVID-19 Testing		
1.3	COVID-19 Contact Tracing		
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)		
1.5	Personal Protective Equipment		
1.6	Medical Expenses (including Alternative Care Facilities)		
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency		
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)		
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19		
1.10	Mental Health Services		
1.11	Substance Use Services		
1.12	Other Public Health Services		
2	Expenditure Category: Negative Economic Impacts		
2.1	Household Assistance: Food Programs		
2.2	Household Assistance: Rent, Mortgage, and Utility Aid		
2.3	Household Assistance: Cash Transfers		
2.4	Household Assistance: Internet Access Programs		
2.5	Household Assistance: Eviction Prevention		
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers		
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)		
2.8	Contributions to UI Trust Funds*		
2.9	Small Business Economic Assistance (General)		
2.10	Aid to nonprofit organizations		
2.11	Aid to Tourism, Travel, or Hospitality		
2.12	Aid to Other Impacted Industries		
2.13	Other Economic Support		

	Category	Funding Requested for Project	Funding Approved for Project
2.14	Rehiring Public Sector Staff		
3	Expenditure Category: Services to Disproportionately Impacted Communities		
3.1	Education Assistance: Early Learning		
3.2	Education Assistance: Aid to High-Poverty Districts		
3.3	Education Assistance: Academic Services		
3.4	Education Assistance: Social, Emotional, and Mental Health Services		
3.5	Education Assistance: Other		
3.6	Healthy Childhood Environments: Child Care		
3.7	Healthy Childhood Environments: Home Visiting		
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System		
3.9.	Healthy Childhood Environments: Other		
3.10	Housing Support: Affordable Housing		
3.11	Housing Support: Services for Unhoused persons		
3.12	Housing Support: Other Housing Assistance		
3.13	Social Determinants of Health: Other		
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators		
3.15	Social Determinants of Health: Lead Remediation		
3.16	Social Determinants of Health: Community Violence Interventions		
4	Expenditure Category: Premium Pay		
4.1	Public Sector Employees		
4.2	Private Sector: Grants to other employers		
5	Expenditure Category: Infrastructure		
5.1	Clean Water: Centralized wastewater treatment		
5.2	Clean Water: Centralized wastewater collection and conveyance		
5.3	Clean Water: Decentralized wastewater		
5.4	Clean Water: Combined sewer overflows		
5.5	Clean Water: Other sewer infrastructure		
5.6	Clean Water: Stormwater		
5.7	Clean Water: Energy conservation		
5.8	Clean Water: Water conservation		
5.9	Clean Water: Nonpoint source		
5.10	Drinking water: Treatment		
5.11	Drinking water: Transmission & distribution		

	Category	Funding Requested for Project	Funding Approved for Project
5.12	Drinking water: Transmission & distribution: lead remediation		
5.13	Drinking water: Source		
5.14	Drinking water: Storage		
5.15	Drinking water: Other water infrastructure		
5.16	Broadband: "Last Mile" projects		
5.17	Broadband: Other projects		
6	Expenditure Category: Revenue Replacement		
6.1	Provision of Government Services	$20,000	
7	Administrative and Other		
7.1	Administrative Expenses		
7.2	Evaluation and data analysis		
7.3	Transfers to Other Units of Government		
7.4	Transfers to Nonentitlement Units (States and Territories only)		

Signature of Applicant; _Lou Shams_

Date; _2-24-25_

Reviewed by Economic Development Coordinator;

Signature; _____

Date; _2-24-25_

Approval by County Administrator;

Signature; _Jessin Seller_

Date; _2-24-25_

(Approval by County Administrator allows request to be presented to the Board of Commissioners for final approval.)

ArcaSearch

Digital Archiving Services

AITKIN COUNTY MN TREASURER'S OFFICE
DIGITAL PRESERVATION OF:
MARRIAGE RECORDS
AND
DEVELOPMENT OF A NEW
AITKIN COUNTY SEARCHABLE ARCHIVE
(WITH USER NAME/PASSWORD ACCESS)

Proposal #04012024P1V3

December 16, 2024

Prepared for:

Aitkin County
307 2ⁿᵈ Street, NW Room 119
Aitkin, MN 56431

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County Treasurer
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Project Benefits for Aitkin County MN:

- Digital preservation & back-up protection of historical original Marriage Record books from loss due to fire, water events and general deterioration
- **Eliminates the need for back-indexing** of the historical collection with use of existing index and intuitive search tools to locate Book/Page Number to the Marriage Record for efficient staff searches
- Improved security with ability to remove the physical books to a cold-storage location. New Archive will be an internal tool with User Name/Password access
- Reduces internal IT support & costs with a hosted Aitkin County Archive

OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with Aitkin County, MN. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Images   13,570
- Date Range   1885 through 1990
- Image Size   10" x 14"; some as large as 13.5" x 18.5"
- Condition   Good
- Bindery   Bound and pinned
- Image Capture   RGB
- Image Resolution   300 DPI
- OCR   Yes, of typed text
- File Format   Web Optimized PDF-A Files & JPEG Thumbnail Images
- Delivery   Single page
- Metadata   Defined in product categories
- Work Location   Materials to be digitized at ArcaSearch

There will be no other metadata schema understanding than what is expressly stated within this proposal.

PRODUCT CATEGORIES

#1 – Index to Marriage Records

- 600 Images
- Date range – Unknown
- Image size – 13.5" x 18.5"
- Books – 1
- Bindery – Pinned
- Condition – Unknown
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – Book name, alpha character, sequential page number

Key Assumptions

Pages presented in Single Page Format

Physical book will be divided into two digital books (Female Index & Male Index)

Alpha Letter filter

Word Search for typed content

Sequential Page Number

#2 – Marriage Records

- 12,970 Images
- Date range – 1885 through 1990
- Image size – 10" x 14"; some as large as 13" 16.5"
- Books – 15
- Bindery – Bound (14), pinned (1)
- Condition – Unknown
- OCR – No
- Delivery – Single page
- Metadata – Book name, alpha character (index pages), actual page number

Key Assumptions

Pages presented in Single Page Format (Bound or Pinned)

Handwritten index pages in each book will be indexed by Alpha Letter

Marriage Record searchable via Direct Document Access by: Book/Page Number

Book O has been split into two physical books but will be combined into one, digital book in the Archive.

Actual Page Number for Record Pages only

ARCASEARCH DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Provide delivery to and from ArcaSearch for the original content
- Digitize images from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files and JPEG Thumbnail Images on external hardware upon receiving final payment for project

We look forward to working with **Aitkin County, MN.** Below are a few items ArcaSearch will need to begin your project.

- Provide a detailed manifest of archive material (required to start your project)
- Notify ArcaSearch of any scheduling requirements

ESTIMATED TIMING
The following is a timeline for your planning purposes.
The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.
ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment.

Please allow 4 months for project's completion.

COMPASS ECLIPSE RESEARCH SYSTEM

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

System Requirements
PC: Windows 7 or newer, macOS, or Linux operating system recommended
PC: Chromium based browser (Google Chrome, Microsoft Edge, etc...)
Pop up blockers should be disabled for optimum viewing

Product Modules
A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

Digital Archive Hosting
With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

Technology Updates
Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

Service Level
ArcaSearch maintains a 99.9 percent "up time" during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM
Hosting your Research site at a secure location

ArcaSearch has elected to host your site link at the highly secure Level 3, Data Center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

The Data Center building, its tenants, and its parking areas have exceptional security. Entry to the facility is controlled by on-site security and each door/floor is controlled through card-access entry.

- Multi-level physical access controls
- Personal verification with properly issued ID
- Card access entry with photo verification
- IP Video surveillance recorded and stored for 90 days, both inside and outside the facilities
- Man-trap entries
- Locked cabinets, cages, storage, and suites
- We have a Diverse Tier 1 backbone providers connected via diverse paths
- 100/1000 MB Fast Ethernet connections.
- On-net, Carrier neutral facility

The Data Center building is backed a N+2 HVAC system. They monitor environmental systems 24 hours a day, seven days a week.

- N+2 temperature and humidity with multiple segregated cooling zones environment
- Raised floors with automated moisture detectors under the floors
- Zoned smoke and heat detectors
- Dry-pipe, pre-action fire sprinkler systems
- Managed and monitored 24×7
- Professional quarterly maintenance
- Secure Protection of Data and Infrastructure – 24×7 Multi-Level Security

The Data Center building has redundant power systems (2 megawatt generator, transfer switch, UPS systems, battery plants, flexible power configurations). If any one component in the network or electrical system fails, a redundant system designed to carry the full load immediately takes control. Should the entire primary HVAC system fail, a secondary system designed to immediately handle the full capacity for cooling maintains the proper temperature in the data center.

- 110 volt, single phase
- 208 volt, single phase/three phase
- Diverse A/B electrical circuits
- Custom power
- Protection Power Plan" or "Variable Power Plan"
- 100% Power Availability
- Redundant power infrastructure
- Redundant backup battery systems
- Diesel-powered generators
- Weekly, rigorous system testing
- Professional quarterly maintenance
- Network Availability

Authentication & Access Options

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users.

This authentication process includes a multifaceted feature that includes username/password challenge and IP Filtering.

Username/Password

If specified to require username & password authentication, the research site will not be accessible until a user has entered valid credentials for access to the site

IP Filter

Login can be further restricted to specific IP addresses provided by the customer. This will restrict access to users who use the provided IP addresses. This can be combined with Username/Password authentication for increased security.

End User Technical Support

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

Phone and Email Support

Phone and email support are available Monday through Friday 8am – 4:30pm CST

Data Management and Storage

ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of Web Optimized PDF-A Files and JPEG Thumbnail Images to be used as the final repository at client location. The hardware will remain the property of the client. Additional file back-ups are available. Price dependent on the request of files to be duplicated.

Antivirus Software

Antivirus software is run at the Data Center on the file storage servers.

TERMS AND CONDITIONS

Document Care

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by gross negligence of ArcaSearch employees.

Confidentiality

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

i.   Where mutually agreed to in writing by the parties;
ii. Where necessary to share such information with the parties' accountants or attorneys;
iii. Where disclosure to a government entity is required; or
iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

Content of Documents

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

Limitation of Liability

In recognition of the relative risks and benefits of this project, to both the Client and ArcaSearch, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of ArcaSearch to Client for any and all claims, losses, costs, damages of any nature whatsoever, or expenses related to any such claims or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of ArcaSearch to Client shall not exceed 75% of ArcaSearch total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however asserted, alleged, pled or arising, unless otherwise prohibited by law.

Warranty

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

Termination

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated image count represented in this proposal and the actual image count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated image count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total.

Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.
Terms and conditions may be updated annually.

PRICING
Project Estimating
In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and associated pages other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of pages at the completion of this project. Additional pages over the estimated page count for this project will be priced at the per page rate of this project.

Single Page Definition: one side of a sheet of paper in a collection of sheets bound together, especially as a book, magazine, or newspaper.

Two-Page Definition: a pair of facing pages, typically the left and right pages in a publication like a book, magazine or newspaper. **Each side is a chargeable page**.

Payment Terms
ArcaSearch will invoice 50% of the project price upon receipt of this signed proposal and 25% upon imaging completion. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price.

Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

Oversized Documents and Inserts
Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted images other than what has already been identified in this proposal will be billed at rate of $9.50 per image.

Additional Programming
Additional programming, beyond the scope of this proposal will be billed at $225/hour with 1-hour minimum. ArcaSearch will do our best at providing you the highest quality searchable image when digital images have been provided to us to be added to our research site. We are not responsible for missing images or naming errors on images that are provided to us in a digital born format or paper to digital format.

By signing this agreement for **Proposal #04012024P1V3** you are acknowledging that you have read, understand and agree to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

PROJECT PRICE

- **Estimated Project Price: $16,161**
  Includes:

  - Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
  - Compass Eclipse Research Site build
  - Two-step verification process for image quality and accuracy
  - Two complete copies of your archived files on external media
  - Includes the first year of the Compass Eclipse Research System Annual Fee

ANNUAL FEE

- **Compass Eclipse Research System Annual fee for the Second Year: $2,088**
  Includes:

  - A complete, integrated document digital archival and retrieval system
    - User friendly
    - Clipboard Feature
    - Fast Searching Capabilities
    - Maintained and updated
  - Hosting your research site in a nationally recognized data center
  - Diverse Authentication & Site Access Options
  - Unlimited users
  - End User Technical Support through site tutorials, email and phone
  - Patented process delivers high quality images at unprecedented speeds without sacrificing image quality or accuracy of OCR results

ACCEPTED BY:

Client: _____   Date: _____
Client Name- Signature

Client: _____   Date: _____
Client Name- Printed

For ArcaSearch: _____   Date: _____
ArcaSearch

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