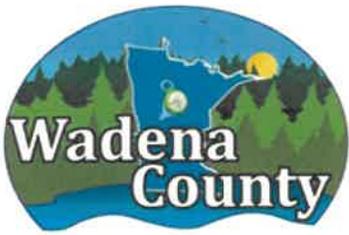


Wadena County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other
<input type="checkbox"/> Consent Agenda Item	

Approve Agreement for Services with ProWest & Associates to Upgrade Addressing Process Using ArcGIS Pro

Date of Meeting: 1-20-2026	Total time requested: 5 minutes
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Department Requesting Action: Planning & Zoning

Presenting Board Action/Discussion at Meeting: Deana Malone

Background Supporting Documentation enclosed

Project Quote from ProWest attached

The addressing process for the County is currently conducted through a software known as ArcMAP. This program is no longer supported and with the implementation of a new computer for the GIS Coordinator, there is also no option to download the outdated software for continued use. The addressing process will now need to be integrated into ArcGIS Pro.

ProWest & Associates provide the maintenance services and support for County GIS, are very familiar with the County setup and have worked directly with County IT staff in the past for clearance to access the server and do updates. The quote to perform the necessary work to make this conversion totals \$2,988.49. This was not a budgeted service but can be paid from the GIS Assigned Fund 2793 so as to have no affect on the General Revenue Fund balance.

Options Supporting Documentation enclosed

Recommendation The Wadena County Board of Commissioners approves the following by Motion:

Approve, and authorize staff to sign, the Project Estimate for services agreement with ProWest & Associates to upgrade the addressing process for the County using ArcGIS Pro.

Financial Implications: \$2,988.49	Comments
Funding Source: 2793	No adverse effect to General Revenue
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Winkels	<input type="checkbox"/> Winkels
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

Signatures

STATE OF MINNESOTA}
 COUNTY OF Wadena}

I, Heather Olson, County Auditor/Treasurer, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

PROJECT ESTIMATE



Wadena County, MN Address Modernization

Date: Jan 2^d, 2026

Client: Wadena County MN

PROJECT DESCRIPTION

The county is looking to modernize the process of assigning addresses utilizing ArcGIS Pro software.

PROJECT MANAGEMENT

Pro-West & Associates Project Manager: Name: Jen Ward
Phone: 320-207-6860
Email: jward@prowestgis.com

Client Project Manager (PM): Name: Gina Dahms
Phone: 218-631-7643
Email: Gina.Dahms@WCMN.US

Invoice Contact
(if different from Client PM) Name: TBD
Address:
Email:

Project Schedule: TBD.

CLIENT RESPONSIBILITIES

1. Provide a copy of the following feature classes
 - a. Address Points
 - b. Road Centerlines
2. Be available for any questions that may arise during the project

Remote Connection

Pro-West uses Beyond Trust to facilitate remote connections. Team members connect to a session with a custom session key and portable installer and maintain temporary access needed for the duration of the project (minutes to days). When the project is complete, or the connection is no longer needed, PWA team members close the tool and it removes itself from the system – The session key is then no longer valid and if additional work is needed, team members will be provided a new key for a new connection.

It's important to know

8239 State 371 NW | PO Box 812 | Walker, MN 56484
PH 320.207.6868 | Fx 320.207.6869 | www.prowestgis.com | consult@prowestgis.com

Optionally, we can maintain access after the initial project is complete, with authorization from the client.

If the Client has other protocols for remote access, it will be discussed during the design meeting.

*If assistance is needed with client responsibilities, additional costs may apply

DELIVERABLES

1. Setup attribute rules in ArcGIS Pro for allowing editors to click on a point and the process would assign the address based off of the road centerlines feature class and add a point to the Address Points feature class
2. Upload the new attribute rules and other associated feature classes to the enterprise geodatabase.
3. Have one online training session with county editors to go through the process

PROJECT COMPLETION & POST PROJECT SUPPORT

Project Completion:

The project will be completed when all of the deliverables have been completed.

Post Project Support

PWA understands that support requests and/or general support inquiries will occur after the project is completed. We welcome those inquiries and look forward to supporting you in the future! Below are common inquiries related to general support requests.

1. If there are issues with the deliverables or if clarification is needed regarding the deliverables, contact the PWA Project Manager listed in this scope.
2. If the PWA Project Manager is contacted, after the project is completed, you may be invoiced for that call or email. The PM will discuss invoicing needs during the call. If you contact anyone other than the PWA Project Manager, after the project is completed, an invoice will be sent based on current hourly rates.
3. If the Project Manager is contacted after the project is completed, they are not available to respond, and the need is urgent (*ie: the Project Manager is on vacation or is attending a workshop*); contact PWA's main office number for assistance: 320-207-6868 or follow directions listed on the Project Managers out of office reply (if email is used).
 - a. There may be an invoice sent for the support request based on current hourly rates if Technical staff are contacted directly. The PWA Project Manager will follow up when they are available to discuss invoicing.
4. PWA asks that both the PWA Project Manager and the Technical person be copied on emails to ensure prompt service and clarification on needs and any additional fees. If at any time there is a question about an invoice or support need, contact the PWA Project Manager.

5. If there are general questions about any topic related to GIS and/or PWA Services, contact the PWA Project Manager listed in this scope. You may be invoiced for that call or email. The PM will discuss invoicing needs on the call.

PROJECT RISKS & MITIGATION

1. Stakeholders are not identified at the beginning of the project
 - a. Mitigation: Client and PWA will identify stakeholders at the project kick off. If changes in stakeholders occur, they will be communicated to the stakeholders immediately to eliminate and/or minimize timeline and budget changes.
2. Stakeholders change throughout the project
 - a. Mitigation: Maintain the same project stakeholders throughout the project. If stakeholders do change, it is the client's responsibility to communicate the purpose of the project to the new stakeholder or for PWA to communicate changes to the client. If the project changes due to a change in stakeholders, additional charges may apply and the timeline may be affected.
3. Remote access is not granted.
 - a. Mitigation: If remote access is not granted, there will be a change in timeline and budget, which will be communicated prior to starting work.
4. Client requests after hours support after the scope has been signed
 - a. Mitigation: PWA will supply an additional cost for after hours support, which will need to be approved by the client prior to proceeding.

COST ESTIMATE

PWA Services: **\$ 2,988.49**

Invoicing Schedule: PWA will invoice monthly based on percent of project completed.

If the scope, objectives, or timeline change significantly before the project is completed, we will agree to discuss any necessary modifications to our agreed-upon fee or to the scope, objectives, or timeline of the project.

** Payment is due within 45 days of an invoice date. If payments are not received within 45 days of the invoice date, a late fee of 1.5% of the invoice amount will be charged for each 45 day cycle that the payment is late.*

*** 3% convenience fee will be added for payment by credit card*

To proceed with the described services in this estimate, please sign and date below and return to the Project Manager listed above.

CLIENT
 Acceptance Signature:

Pro-West & Associates
 Signature:

_____ Date: _____

_____ Date: _____

Estimate valid for 90 days