

State of Minnesota  
County of Watonwan

**RESOLUTION NO. 10.26.07**

**RESOLUTION ACCEPTING THE CASELLE COMMUNITY CONNECT  
PROPOSAL AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE  
AGREEMENT**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF ST. JAMES, MINNESOTA, as follows:**

**Section 1:** The proposal from Caselle for Community Connect is hereby accepted, including the absorbed-fee pricing model, a one-time implementation fee of \$1,200, a base Utility Payments portal fee of \$25 per month, credit/debit card processing fees of 1.70%, ACH processing fees of \$0.74 per transaction, and other applicable fees and terms as set forth in the proposal.

**Section 2:** The City Manager is hereby authorized and directed to execute the Caselle Community Connect proposal and agreement on behalf of the City of St. James and to take such actions as are necessary to implement the service.

Adopted by the City Council this 6<sup>th</sup> day of October 2026.

---

Christopher Whitehead, Mayor

ATTEST:

---

Kristin Hurley, City Clerk-Treasurer



CASELLE®

# COMMUNITY CONNECT

PRICE PROPOSAL FOR  
St. James, MN, City of

## PRICING & TERMS

Pricing is based on the following information provided by the St. James, MN, City of:

| CLIENT OVERVIEW                 |               |
|---------------------------------|---------------|
| Bills/Month (Est.)              | 2050          |
| Average Payment (Est.)          | \$215.45      |
| Credit Card Transactions (Est.) | N/A           |
| ACH Transactions (Est)          | N/A           |
| Pricing Model                   | Absorbed Fees |

| PAYMENT FEES                                                                                                                                |        |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Credit/Debit Card                                                                                                                           | 1.70%  |
| ACH                                                                                                                                         | \$0.74 |
| All fees include recurring, one-time payments, all payment channels, and all card brands (Visa, MasterCard, American Express and Discover). |        |

| OTHER FEES                                                                  |                                  |
|-----------------------------------------------------------------------------|----------------------------------|
| Text Notifications – Charged per outbound text notification to each contact | \$.10 per outbound (Waived)      |
| Chargeback                                                                  | \$15 per Chargeback              |
| Unauthorized ACH Return                                                     | \$15 per Unauthorized ACH Return |
| ACH Return                                                                  | \$2.5 per Return                 |
| PCI Compliance Fee                                                          | \$8 per month (Waived)           |

| COMMUNITY CONNECT PORTAL FEES                                                                              |        |              |         |                                                                                |         |
|------------------------------------------------------------------------------------------------------------|--------|--------------|---------|--------------------------------------------------------------------------------|---------|
| Base Package – Utility Payments                                                                            |        |              | \$25/mo |                                                                                |         |
| Portal Add-Ons: Bank Bill Pay \$25/mo + \$.25 per transaction, IVR \$50/mo, Create Communications \$25/mo  |        |              |         |                                                                                |         |
| Miscellaneous                                                                                              | \$0/mo | Permits      |         | Accounts Receivable                                                            | \$10/mo |
| Business License                                                                                           |        | Business Tax |         | Custom Forms                                                                   | \$25/mo |
| Implementation Fee – Includes integration, billing process configuration, portal setup, and staff training |        |              |         | <del>\$2400 One-time, paid for upfront</del> \$1200 One-time, paid for upfront |         |
| Client Support - Unlimited phone + e-mail inquiries.                                                       |        |              |         | Included                                                                       |         |
| Cash Receipting Web Services                                                                               |        |              |         | Existing Application                                                           |         |
| Utility Management Web Services                                                                            |        |              |         | Existing Application                                                           |         |
| Business Web Services                                                                                      |        |              |         | N/A                                                                            |         |

| Additional Instructions                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------|--|
| Portal fees and implementation fee have been reduced pending this agreement is signed by October 31st, 2026 |  |

- I. Unless otherwise specified, Implementation Fee includes up to six (6) hours of implementation work by Caselle staff. Any required work above six hours will be billed hourly increments at \$200/hour.
- II. All clients will be invoiced in advance of implementation. All invoiced fees are due at receipt and required to begin implementation, unless otherwise specified.
- III. Community Connect Portal application fees will be invoiced with all other Caselle applications. For clients billed for support annually, Community Connect Portal application fees will be invoiced initially on a pro rata basis to align with the client's upcoming renewal.
- IV. For clients absorbing the payment processing fees, clients will be charged via direct deposit monthly by our payment processing partner, Zift.

|             |                        |
|-------------|------------------------|
| Entity Name | St. James, MN, City of |
|-------------|------------------------|

### Account Type

Complete a separate Pricing Agreement for each deposit account and/or Account Type that is required.

|                                |     |
|--------------------------------|-----|
| General Government             | Yes |
| Utility                        | Yes |
| Visa Registered Utility Biller | Yes |

### Absorb Processing Fees?

|                                     |     |
|-------------------------------------|-----|
| Visa / Mastercard / Amex / Discover | Yes |
| ACH                                 | Yes |

### Convenience Fee Rates (Visa / Mastercard / Amex / Discover)

| Rules |  |   |  | Percentage Fee | Per Item Fee |
|-------|--|---|--|----------------|--------------|
| N/A   |  | - |  | 0.00%          | \$0.00       |
| N/A   |  | - |  | 0.00%          | \$0.00       |
| N/A   |  | - |  | 0.00%          | \$0.00       |
| N/A   |  | - |  | 0.00%          | \$0.00       |
| N/A   |  | - |  | 0.00%          | \$0.00       |

### Convenience Fee Rates (ACH )

| Rules |  |   |  | Percentage Fee | Per Item Fee |
|-------|--|---|--|----------------|--------------|
| N/A   |  | - |  | 0.00%          | \$0.00       |
| N/A   |  | - |  | 0.00%          | \$0.00       |
| N/A   |  | - |  | 0.00%          | \$0.00       |
| N/A   |  | - |  | 0.00%          | \$0.00       |
| N/A   |  | - |  | 0.00%          | \$0.00       |
| N/A   |  | - |  | 0.00%          | \$0.00       |

**Processing Fees**

Only applicable for accounts absorbing fees.

| Pricing Type                                 | Absorbed Fees |
|----------------------------------------------|---------------|
| Visa / Mastercard / Discover / Amex Rate     | 1.70%         |
| Visa / Mastercard / Discover / Amex Per Item |               |
| ACH Rate                                     |               |
| ACH Per Item                                 | \$0.74        |

**\*\*NOTICE AND DISCLOSURE OF CARD ASSOCIATION PASS-THROUGH FEES "COST":** Each card organization assess fees to merchants in connection with transactions outside of the bank's control, such as dues and assessments, fixed acquirer network fees, international/cross-border transaction fees, network access and data usage charges. These fees apply to all merchants, regardless of bank, processor or ISO affiliation and are passed through at cost to you, the merchant, and are not marked up. For interchange pass through pricing, by signing this Custom Pricing Quote and Agreement, you accept and agree to these pass-through fees and understand that they may change from time-to-time without notice.

**Fixed Fees**

Applicable to all accounts.

|                             |                 |
|-----------------------------|-----------------|
| Per Chargeback              | \$15.00         |
| Per ACH Return              | \$2.50          |
| Per Unauthorized ACH Return | \$15.00         |
| Monthly PCI Validation Fee  | \$8.00 (Waived) |

By proceeding, you agree to the fees outlined in this Caselle Proposal and agreement and acknowledge acceptance of the associated Terms and Conditions.

Accepted By: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Contact Information**

Please provide the employee information the team will be working with to setup and implement this order.

Name \_\_\_\_\_ :

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: 1205 6th Ave South, St. James, Minnesota, 56081