



GOODHUE COUNTY MINNESOTA

TO EFFECTIVELY PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF OUR RESIDENTS

BOARD OF COMMISSIONERS AGENDA

**COUNTY BOARD ROOM
GOVERNMENT CENTER, RED WING**

**MAY 18, 2021
9:00 A.M.**

VIRTUAL MEETING NOTICE

Due to concerns surrounding the spread of COVID-19, it has been determined that in-person meetings or meetings conducted under Minn. Stat. 13D.02 are not practical or prudent. Therefore, meetings that are governed by the Open Meeting Law will temporarily be conducted by telephone or other electronic means pursuant to Minn. Stat. 13D.021.

The Goodhue County Board of Commissioners will be conducting a county board meeting pursuant to this section on May 18, 2021 at 9:00 a.m. in the County Board Room. The County Administrator and/or County Attorney will be present at the meeting location. All County Commissioners attending will appear by telephone or other electronic means. The public may monitor the meeting from a remote site by logging into <https://global.gotomeeting.com/join/993277093> or calling **1 877 309 2073 OR 1 571 317 3129** any time during the meeting. Access Code: **993-277-093**

Pledge of Allegiance

Disclosures of Interest

Review and approve the previous board meeting minutes.

Documents:

[May 4.pdf](#)

Review and approve the county board agenda

Review and approve the following items on the consent agenda:

1. Approve the Federal Boating Safety Supplemental Patrol grant agreement.

Documents:

[Federal Boating Safety Supplemental Patrol Grant Agreement.pdf](#)

2. Approve the Federal Boating Safety Supplemental Equipment grant agreement.

Documents:

[Federal Boat Equipment Grant.pdf](#)

3. Approve the Parking Lot Agreement between Goodhue County and the Church of St. Joseph

Documents:

[St. Joes Agmt.pdf](#)

County Surveyor's Report

1. County Ditch 1
 1. Approve Goodhue County Ditch 1 Main Channel Bid
 2. Set Preliminary Hearing for Goodhue County Ditch 1, Lateral B Improvement

Documents:

[Ditch1 -AcceptBid.pdf](#)
[Item2_SetPrelimHearingLateralBImprovement.pdf](#)

2. AIS - Lake Byllesby Curlyleaf Pondweed Request

Documents:

[CoBrd18May -CurlyLeafLB.pdf](#)

Human Resource Director's Report

1. May 18, 2021 Personnel Committee Report.
[Personnel Committee Packet](#)

Court Services Director Report

1. Court Services Caseload

Documents:

[Court Services Caseload.pdf](#)

Finance Director's Report

1. Acceptance of the American Rescue Plan Act Funds

Documents:

[American Rescue Plan Act Acceptance of Funds Resolution 5-18-2021.pdf](#)

2. Tax & CAMA Software Proposal

Documents:

[Tax and CAMA Software Proposal 5-18-2021.pdf](#)

For Your Information

County Board Committee Reports

New and Old Business

Review & Approve County Claims

Documents:

[County Claims 5-18-21.pdf](#)

ADJOURN

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN
MAY 4, 2021**

The Goodhue County Board of Commissioners met on Tuesday, May 4, 2021, at 9:00 a.m. by virtual meeting with the County Administrator appearing from the County Board Room of the Government Center, Red Wing, MN with Commissioners Anderson, Majerus, Drotos, Greseth and Flanders all present and appearing by virtual meeting.

C/Anderson asked if there were any disclosures of interest. There were none.

¹ Moved by C/Drotos, seconded by C/Greseth, and carried to approve the April 20, 2021, County Board Minutes.

² Moved by C/Flanders, seconded by C/Majerus, and carried to approve the May 4, 2021 County Board Agenda.

³ Moved by C/Drotos, seconded by C/Greseth, and carried to approve the following items on the consent agenda:

C/Drotos complimented the AIS Committee for the work that they do for the area.

1. Approve the Application to Conduct Excluded Bingo for Dawnbreakers Kiwanis, Red Wing, for August 10-14, 2021 and August 6-7, 2021.
2. Approve the appointment of Brian Flom to the vacant seat on the County Extension Committee.
3. Approve 2021 AIS Contracts.
4. Approve Issuance of Revenue Bonds by the Duluth Economic Development Authority.
5. Approve the Probation Caseload/Workload Reduction Grant Agreement.
6. Approve Wine and Strong Beer License and 3.2% Malt Liquor Applications.
7. Approve the Sentence to Serve (STS) Contract between Goodhue County and the State of MN for 7/1/21-6/30/23.

LAND USE MANAGEMENT DIRECTOR'S REPORT

PUBLIC HEARING: Request for Text Amendment to Article 20 Section 7 (Table of Uses) and Article 21 (Agriculture Protection District). The request, submitted by Trisha Studer (Applicant), to consider proposed text amendment to the Goodhue County Zoning Ordinance to allow "Retreat Centers" as a Conditional/Interim Use in the A-1 (Agriculture Protection) District.

The Planning Commission recommended the board deny the original application permit.

⁴ Moved by C/Flanders, seconded by C/Drotos, and carried to approve to open the public hearing.

⁵ Moved by C/Drotos, seconded by C/Greseth, and carried to approve to close the public hearing.

⁶ Moved by C/Drotos, seconded by C/Greseth, and carried to approve the Planning Advisory Commission recommendation to Adopt the staff report into the record; accept the testimony, exhibits, and other evidence presented into the record; and DENY the Applicant's text amendment request for Retreat Centers to be included in the A1, Agriculture Protection District, as a Conditional/Interim Use in order to preserve the A1 District for intensive agriculture operations and direct Retreat Centers to A2 or A3 Districts and to direct staff and the Planning Commission study farm retreats and retreat centers and bring back any recommendations on modifications.

Conditional Use Permit (CUP) Amendment Request for Feedlot Expansion and Construction of an Animal Waste Processing Facility (Voth). The request, submitted by Bradley Voth (Owner/Operator), for an estimated 219 Animal Unit expansion of an existing 770 Animal Unit dairy Feedlot and construction of an animal waste processing facility for manure separation. Parcel 33.023.0500. 22695 County 9 BLVD Goodhue, MN 55027. The S ½ of the SE ¼ of Section 23 TWP 111 Range 15 in Goodhue Township. A-1 Zoned District.

Planning Commission addressed the issue at their April meeting and recommended approval with conditions.

⁷ Moved by C/Majerus, seconded by C/Flanders, and carried to approve the Planning Advisory Commission recommendation to Adopt the staff report into the record; accept the testimony, exhibits, and other evidence presented into the record; and APPROVE the request for CUP amendment, submitted by Bradley Voth (Owner/Operator), to expand an existing dairy Feedlot to an aggregate 989 Animal Units and allow the construction of a manure processing facility. Subject to the following conditions:

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN
MAY 4, 2021**

1. The Feedlot shall be constructed according to submitted plans, specifications, and narrative unless modified by a condition of this CUP;
2. Applicant shall obtain Building Permit approvals from the Goodhue County Land Use Management Department prior to establishing the use;
3. Compliance with Goodhue County Zoning Ordinance including, but not limited to, Article 21 (Agriculture Protection District) and Article 13 (Confined Feedlot Regulations);
4. Compliance with all necessary State and Federal registrations, permits, licensing, and regulations.

Conditional Use Permit (CUP) Request for a Utility-Scale Solar Energy System (SES). The request submitted by Scott Tempel (Novel Energy, Applicant) and Frederick Stumpf (Owner) for a Utility-Scale Photovoltaic Ground 1-Megawatt Solar Energy System (SES) occupying approximately 15.9 acres. Parcel 34.008.0500. TBD Stumpf Lane, Red Wing, MN 55066. The E ½ of the NE ¼ of Section 08 TWP 112 Range 14 in Hay Creek Township. A-2 Zoned District.

The Planning Commission recommended approval at their March meeting.

⁸ Moved by C/Drotos, seconded by C/Flanders, and carried to approve the Planning Advisory Commission recommendation to Adopt the staff report into the record; accept the testimony, exhibits, and other evidence presented into the record; and APPROVE the CUP request, submitted by Scott Tempel (Novel Energy, Applicant) and Frederick Stumpf (Owner) for a Utility-Scale Photovoltaic Ground 1-Megawatt Solar Energy System (SES) occupying approximately 15.9 acres Subject to the following conditions:

1. Activities shall be conducted according to submitted plans, specifications, and narrative unless modified by a condition of this CUP;
2. The project shall be decommissioned according to Article 19 Section 6 of the Goodhue County Zoning Ordinance and submitted plans;
3. A decommissioning agreement between the landowner and Novel Energy Solutions shall be maintained to ensure reclamation of the area;
4. LUM staff shall be notified by the landowner or solar company 30 days prior to ownership transfer or operator changes;
5. A stormwater management and erosion control plan shall be submitted for administrative review as part of the Building Permit Application for the project;
6. Applicant shall work with the Goodhue County Soil and Water Conservation District to determine an appropriate seed mix for disturbed areas of the site and should submit “seed tags” to the Land Use Management Department prior to final inspection;
7. Applicant shall obtain Building Permit approvals from the Goodhue County Land Use Management Department prior to establishing the use;
8. Compliance with Goodhue County Zoning Ordinance including, but not limited to, Article 19 Solar Energy Systems (SES) and Article 22 (General Agriculture District). The Applicant shall request a final inspection of the project for compliance with applicable zoning requirements upon completion of the project;
9. Compliance with all necessary State and Federal registrations, permits, licensing, and regulations;
10. This CUP shall expire 30 years from the date of approval unless terminated prior to that date.

FINANCE DIRECTOR’S REPORT

1ST Quarter 2021 Financial Report. Finance Director, Brian Anderson reviewed the 1st quarter financial report with the board. This item was for information only.

COMMITTEE REPORTS:

C/Drotos	•
C/Greseth	•
C/Anderson	•
C/Majerus	•
C/Flanders	•

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN
MAY 4, 2021**

Administrator Arneson	•
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Review and Approve the County Claims

- ⁹ Moved by C/Majerus, seconded by C/Drotos, and carried to approve to pay the County claims in the amount of 01-General Revenue \$220,407.88, 03-Public Works \$46,672.83, 11- Human Service Fund \$13,282.06, 12-GC Family Services Collaborative \$00, 21-ISTS \$00, 25- EDA \$500.00, 30-Capital Improvement \$00, 31-Capital Equipment \$00, 34-Capital Equipment \$272,697.86, 35-Debt Services \$00, 40-County Ditch \$00, 61-Waste Management \$6,844.88, 62-Recycling Center \$00, 63-HHW \$00, 72-Other Agency Funds \$245,097.92, 81-Settlement \$1,006.40, in the total amount of \$806,509.83.

Adjourn

- ¹⁰ Moved by C/Greseth, seconded by C/Flanders, and carried to approve to adjourn the May 4, 2021, County Board Meeting.

SCOTT O. ARNESON
COUNTY ADMINISTRATOR

BRAD ANDERSON, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

MINUTE

1. Approved the April 20, 2021 County Board Meeting Minutes. (Motion carried 5-0)
2. Approve the May 4, 2020 County Board Meeting Agenda. (Motion carried 5-0)
3. Approved the Consent Agenda. (Motion carried 5-0)
4. Approved to open the public hearing. (Motion carried 5-0)
5. Approved to close the public hearing. (Motion carried 5-0)
6. Approved to deny the request for a text amendment request to Article 20 Section 7 and Article 21. (Motion carried 5-0)
7. Approved a conditional use permit for Bradley Voth, Goodhue Township. (Motion carried 5-0)
8. Approved a conditional use permit for Scott Tempel, Hay Creek Township. (Motion carried 5-0)
9. Approved the county claims. (Motion carried 5-0)
10. Approved to adjourn the April 20, 2021 County Board Meeting. (Motion carried 5-0)



Goodhue County Grant Form

Grant Information

Grant Award: \$5,875.00

Name of Grant: Federal Supplemental Boating Safety Patrol Grant

Sponsoring Agency: Minnesota Department of Natural Resources

Grant Period: May 14, 2021 – September 6, 2021

Department Information

Department: Sheriff

Primary Contact Person: Sergeant Jordan Winberg

Phone number: 651-267-2852

Purpose:

Provide funding to supplement the cost of additional patrol of lakes and rivers in the county during periods of high watercraft use. This will supplement the cost of overtime or additional deputies to enforce the provisions of Chapter 86B and the provisions of Chapter 169A pertaining to motorboats and the Boat and Water Safety Rules.

Restrictions:

The funds can only be used for salary & benefits for boating safety patrol hours.

Reimbursement Payment up front Match (\$ or in-kind)

Website Address: www.dnr.state.mn.us

CFDA # (if Federal Grant): 97.012

Date sent to Administration: 5/5/2021

Board Approval Date (for office use only): _____


**DEPARTMENT OF
NATURAL RESOURCES**

**2021 STATE OF MINNESOTA
FEDERAL BOATING SAFETY SUPPLEMENTAL PATROL
GRANT CONTRACT AGREEMENT**

ENCUMBRANCE WORKSHEET

Contract #:

PO #:

State Accounting Information

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2021	Source Type REIMB	Vendor Number 0000197327-001
Total Amount \$5,875	Project ID R29G70CGBLA19	Billing Location R297000221	DUNS 051690642	

Accounting Distribution

Fund 3000	Fin. Dept. ID R2937715	Approp. ID R297227	Category 84101501	Account 441302	Activity A4CG002
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Grant Begin Date May 14, 2021	Grant End Date September 6, 2021
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Grantee Name and Address:

Goodhue County Sheriff's Office
430 W. Sixth St.
Red Wing, MN 55066

Payment Address:
(where DNR sends the check)

Goodhue Co. Treasurer
509 W. 5th St.
Red Wing, MN 55066

**2021 STATE OF MINNESOTA
FEDERAL BOATING SAFETY SUPPLEMENTAL PATROL
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division (“State”) and Goodhue County Sheriff’s Office, 430 W. Sixth St., Red Wing, MN 55066 (DUNS 051690642)(“Grantee”). The payment address for this grant contract agreement is Goodhue Co. Treasurer, 509 W. 5th St., Red Wing, MN 55066.

Recitals

1. Under Minnesota Statute [§84.026](#), [§86B.101](#) and Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FASI90127), (CFDA number 97.012) in U.S.C. 13101-13110 the State is empowered to enter into this grant contract agreement. This grant contract agreement is a non-research and non-developmental grant.
2. The State will make available supplementary funding in the amount noted in this grant contract agreement to cover the cost of additional boating safety patrol of lakes and rivers in the county.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** May 14, 2021. Per [Minn. Stat. §16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** September 6, 2021 or until all obligations have been satisfactorily fulfilled, whichever occurs first. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant contract agreement as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State and Single Audits; 10. Government Data Practices; 14. Publicity and Endorsement; 15. Governing Law, Jurisdiction, and Venue; and 17. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1). The Grantee will provide additional boating safety patrol hours during high watercraft use periods through the payment of overtime or the addition of enforcement personnel. The Grantee will submit to the State a written plan to carry out the provisions of this grant contract agreement. Provisions of Chapter 86B, the provisions of Chapter 169A pertaining to motorboats and the Boat and Water Safety Rules, hereinafter referred to as the “Minn. Rules” will be enforced. Refer to Exhibit A which is attached and incorporated into this grant contract agreement for more information on allowable expenses. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract agreement. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State’s Authorized Representative.

Reporting Requirements: The Grantee is bound to financial and performance requirements as noted in this grant contract agreement and Exhibit A which is attached and incorporated into this grant contract agreement.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

4.1 **Consideration.** Consideration for all services performed by Grantee pursuant to this grant contract agreement shall be paid by the State as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant contract agreement up to Five thousand eight hundred seventy-five dollars (\$5,875).
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Five thousand eight hundred seventy-five dollars (\$5,875).

4.2 **Payment**

- (a) **Invoice.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State’s Authorized Representative accepts the invoiced services. Submit one invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first. The invoice shall be accompanied by log sheets and narrative report as described in Exhibit A. The invoice, log sheets and required narrative report must be submitted to the State not later than October 6, 2021,

unless an extension is requested in writing from the Grantee and approved in writing from the State.

- (b) **Federal funds.** Payments under this grant contract agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FASI90127), (CFDA number 97.012) in U.S.C. 13101-13110. Exhibit B is attached and incorporated into this grant contract agreement for specific federal requirements that affect this grant contract agreement. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

4.3 Contracting and Bidding Requirements

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) The grantee must not contract with vendors who are suspended or debarred in MN:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>

5 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Adam Block, Boating Law Administrator, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, adam.block@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Marty Kelly, Goodhue County Sheriff's Office, 430 W. Sixth St., Red Wing, MN 55066, or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits A and B which are attached and incorporated into this grant contract agreement, contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 Audits (State and Single)

Under [Minn. Stat. §16B.98, subd. 8](#) and [2 CFR 200.331](#), the Grantee books, records, documents, and accounting procedures and practices relevant to this grant contract agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

All state and local governments, colleges and universities, and non-profit organizations that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

10 Government Data Practices

- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract

agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 **American Disabilities Act**

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

12 **Non-Discrimination Requirements**

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

13 **Workers' Compensation**

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

14 **Publicity and Endorsement**

14.1 **Publicity.** Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

14.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

15 **Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16 **Termination**

16.1 **Termination by the State.** The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

16.2 **Termination for Cause.** The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

16.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract agreement if:

(a) It does not obtain funding from [U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories \(FAIN 3319FASI90127\)](#), (CFDA number 97.012) in U.S.C. 13101-13110 is withdrawn.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment,

determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

17 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

18 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

19.1 The prospective lower tier participant certifies, by submission of this grant contract agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract agreement.

20 Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- _____A. Federal Boat Patrol Grant Contract Agreement
- _____B. Exhibit A
- _____C. Exhibit B
- _____D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Statutes 16A.15 and 16B.98.

Signed: _____

Date: _____

SWIFT Contract # _____

Purchase Order # _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: County Sheriff

Date: _____

By: _____

Title: Chairperson of County Board

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative

**2021 FEDERAL BOATING ENFORCEMENT
SUPPLEMENTAL AGREEMENT
(CFDA #97.012)**

1. The purpose of this program is to provide supplementary funding to the County to provide for additional boating safety patrol hours during high-use periods through the payment of straight time, overtime, or the addition of enforcement personnel on a temporary basis. Other activities such as rental boat inspections, training, extended search and rescue operations, aids-to-navigation work, aquatic invasive species (AIS) enforcement or inspections, talks and displays **do not qualify** for reimbursement under this program. Incidental on-scene accident investigation, assistance to the public and immediate search and rescue operations by personnel assigned to this program are authorized.
2. The program shall begin on Friday, May 14, 2021 or the date the State obtains all required signatures, whichever is later, and end at midnight, Monday, September 6, 2021. The Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.
3. Reimbursable hours and days of operation shall occur during the following days and hours:

The schedule of hours shall be left to the county. Scheduling, however, should be made to coincide with periods of activity or complaints and night patrols are encouraged. *If at all possible, schedules should be canceled or delayed if inclement weather is expected.*
4. Emphasis on this program shall be placed on the following violations:
 - Boating while intoxicated
 - Personal watercraft operation
 - Careless and reckless operation
 - Speed and wake violations
 - Use of navigation lights
 - Other boating equipment and registration violations
5. Allowable costs include overtime patrol hours, additional personnel salary and appropriate fringe benefits associated with patrol. No indirect costs will be paid by the state. Submit one invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first. A copy of the daily logs of each deputy involved - showing hours on duty, water body patrolled, boats stopped, citations or warnings issued and other pertinent information on a daily basis must be submitted with the reimbursement invoice. The deputy and his or her supervisor must sign each log sheet. Reimbursement request must also include a summary of the times and hours worked and total costs for each deputy by date.

All other expenses, such as fuel, training, repairs, boats, meals etc. must be paid by the county (use of the regular 2021 state boat and water safety grant funds for these other expenses is an allowable cost). The county will be responsible for any unemployment or worker's compensation costs associated with the program.
6. Each participating county, with the payment request, will submit a written review of the program. Payment will not be made without this narrative, which shall include a summary of the county's activities, accomplishments and suggested changes for future funding.
7. **Deadline for the invoice, log sheets and narrative is Wednesday, October 6, 2021. An invoice submitted after that date will not be reimbursed, unless an extension is requested by the grantee in writing and the extension is approved in writing from the State. Submit invoice info to: Adam.Block@state.mn.us**
8. Hours from this program will be excluded in determining the regular 2023 county grant allocation.
9. These funds are not designed to take the place of existing funding, but rather to supplement it. A copy of the 2021 county supplemental patrol work plan must be submitted to the State for approval before the grant may be processed.

2021 FEDERAL ASSURANCES NON-CONSTRUCTION PROGRAMS

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et. seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-248 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments and Non-Profit Organizations." *(see below).
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

**If the COUNTY (as defined on page 1 of this grant) expends more than \$500,000 in federal assistance per year, it agrees to have a program-specific or single audit made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133 – "Audits of States, Local Governments and Non-Profit Organizations." Copies of the audit report are required to be sent to the following: 1) Office of the State Auditor – Single Audit Division, Suite 500, 525 Park Street, St. Paul, MN 55103, 2) Minnesota Department of Natural Resources, Internal Audit Section – Office of Management & Budget Services 500 Lafayette Road, St. Paul, MN 55155 and 3) The Federal Single Audit Clearinghouse located at: Bureau of the Census, Data Preparation Division, 1201 East 10th Street, Jeffersonville, IN 47132.*

Conflict of Interest Disclosure

Conflict of Interest:

A conflict of interest (actual, potential, or perceived) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

Actual Conflict of Interest:

An actual conflict of interest occurs when a decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. Examples include, but are not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in or partial or whole ownership of the other party's organization.
- One party is an employee, board member or family member of the other party.

Potential Conflict of Interest:

A potential conflict of interest may exist if one party has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. For example, when one party serves in a volunteer capacity for another party, it has the potential to, but does not necessarily, create a conflict of interest, depending on the nature of the relationship between the two parties. A disclosed potential conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Perceived Conflict of Interest:

A perceived conflict of interest is any situation in which a reasonable third party would conclude that conflicting duties or loyalties exist. A disclosed perceived conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant or grantee of a state agency.

Organizational conflicts of interest occur when:

- A grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties
- A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties
- A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

This section to be completed by Grantee's Authorized Representative (AR):

I certify that we will maintain an adequate Conflict of Interest Policy and throughout the term of our agreement we will monitor and report any actual, potential, or perceived conflicts of interest to the State's Authorized Representative.

I also certify that I have read and understand the description of conflict of interest above and as of this date

(Check one of the two boxes below):

I do not have any conflicts of interest relating to this project.

I have an actual, potential, perceived, or organizational (*circle*) conflict of interest. The nature of the conflict is as follows:

If at any time during the grant project I discover a conflict of interest, I will disclose that conflict immediately to the State's Authorized Representative.

Grantee AR's Printed Name: _____

Date: _____

Grantee AR's Signature: _____

Organization Name: _____

Project Name: **2021 MN DNR Federal Boating Patrol Grant**

State AR's Printed Name: _____

Date: _____

State AR's Signature: _____



Goodhue County Grant Form

Grant Information

Grant Award: \$980

Name of Grant: 2020 Federal Boating Safety Supplemental Equipment Grant

Sponsoring Agency: Minnesota Department of Natural Resources

Grant Period: 03/02/2021-09/30/2021

Department Information

Department: Sheriff's Office

Primary Contact Person: Sergeant Jordan Winberg

Phone number: 651-267-2852

Purpose:

In December, 2020, the Sheriff's Office applied for the annual federal supplement grant for boating safety equipment and supplies. This grant will pay for the following items – boats, motors and trailers used for boating safety work; buoys, signs, lights and other aids to navigation boaters; and equipment used for boating safety enforcement, search & rescue and boating safety education.

The Sheriff's Office applied for funds to pay for 7 high visible reflective, 36 inch "Slow No Wake" signs to instruct vessel operators to keep their speed as slow as possible in Goodhue County's two wake zone's.

The MN Department of Natural Resources approved the purchase of these items.

Restrictions:

Items approved must be used specifically for recreational boating safety. No purchases may be made before the grant has been fully executed and invoices must be sent to MN DNR no later than October 30, 2021.

Reimbursement Payment up front Match (\$ or in-kind)

Website Address: www.dnr.state.mn.us

CFDA # (if Federal Grant): 97.012

Date sent to Administration: 05/04/2021

Board Approval Date (for office use only): _____


**DEPARTMENT OF
NATURAL RESOURCES**

2020 STATE OF MINNESOTA
FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT
GRANT CONTRACT AGREEMENT
ENCUMBRANCE WORKSHEET

Contract #: 192922

PO #: 3000187102

State Accounting Information

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2021	Source Type REIMB	Vendor Number 0000197327-001
Total Amount \$980	Project ID R29G70CGBLA19	Billing Location R297000221	DUNS 051690642	

Accounting Distribution

Fund 3000	Fin. Dept. ID R2937715	Approp. ID R297227	Category 84101501	Account 441302	Amount \$0	Activity A4CG002
Fund 3000	Fin. Dept. ID R2937715	Approp. ID R297227	Category 84101501	Account 441302	Amount \$980	Activity A4CG004

Grant Begin Date March 2, 2021	Grant End Date September 30, 2021
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Grantee Name and Address:

Goodhue County Sheriff's Office
430 W Sixth Street
Red Wing, MN 55066

Payment Address:
(where DNR sends the check)

Goodhue Co. Treasurer
509 W. 5th St.
Red Wing, MN 55066

**2020 STATE OF MINNESOTA
FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division (“State”) and Goodhue County Sheriff’s Office, 430 W Sixth Street, Red Wing, MN 55066 (DUNS 051690642) (“Grantee”). The payment address for this grant agreement is Goodhue Co. Treasurer, 509 W. 5th St., Red Wing, MN 55066.

Recitals

1. Under Minnesota Statute [§84.026](#), [§86B.101](#) and Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 the State is empowered to enter into this grant contract agreement. This grant contract agreement is a non-research and non-developmental grant.
2. The State will make available supplementary funding in the amount noted in this grant contract agreement to cover the cost of the specific items for recreational boating safety.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** March 2, 2021, Per [Minn. Stat. §16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn. Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** September 30, 2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant contract agreement as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1). Grantee will be reimbursed, as specified in Exhibit A which is attached and incorporated into this grant contract agreement, for the purchase of the items noted there. The Grantee will submit to the State the required documents noted in Exhibit A which is attached and incorporated into this grant contract agreement. The State will make available supplementary funding in the amount noted in this grant contract agreement to cover the cost of the specific items for recreational boating safety noted in Exhibit A which is attached and incorporated into this grant contract agreement. See Exhibit A which is attached and incorporated into this grant contract agreement for life jacket wear policy requirement and allowable expenditures specific to this grant. See Exhibit B which is attached and incorporated into this grant contract agreement for specific federal requirements that affect this grant contract agreement. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract agreement. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State’s Authorized Representative.

Reporting Requirements: The Grantee is bound to financial and performance requirements as noted in this grant contract agreement and Exhibit A which is attached and incorporated into this grant contract agreement.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract agreement as follows:
 - (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant contract agreement up to Nine hundred eighty dollars (\$980).
 - (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Nine hundred eighty dollars (\$980).
- 4.2 **Payment**
 - (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State’s Authorized Representative accepts the invoiced services. Invoices shall be submitted timely in a form prescribed by the State within the dates previously noted in “Term of Grant Contract Agreement” in this grant contract agreement. Invoice procedures are specified in Exhibit A which is attached and incorporated into this grant contract agreement.

- (b) **Federal funds.** Payments under this grant contract agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FASI90127), (CFDA number 97.012) in U.S.C. 13101-13110. See Exhibit B which is attached and incorporated into this grant contract agreement for specific federal requirements that affect this grant contract agreement. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

4.3 Contracting and Bidding Requirements

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) The grantee must not contract with vendors who are suspended or debarred in MN:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>

5 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Adam Block, Boating Law Administrator, Enforcement Division, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, adam.block@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Marty Kelly, Goodhue County Sheriff's Office, 430 W Sixth Street, Red Wing, MN 55066 or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits A and B which are attached and incorporated into this grant contract agreement, contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 Audits (State and Single)

Under [Minn. Stat. §16B.98, Subd. 8](#) and [2 CFR 200.331](#), the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

All state and local governments, colleges and universities, and non-profit organizations that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

10 Government Data Practices

10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 American Disabilities Act

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

12 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

13 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

14 Publicity and Endorsement

14.1 **Publicity.** Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

14.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

15 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16 Termination

16.1 **Termination by the State.** The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

16.2 **Termination for Cause.** The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

16.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract agreement if:

(a) Funding for grant from U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FASI90127), (CFDA number 97.012) in U.S.C. 13101-13110 is withdrawn.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

17 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

18 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 19.1 The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

20 Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

- (a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).
- (b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.
- (c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- _____ A. Federal Grant Agreement
- _____ B. Exhibit A
- _____ C. Exhibit B
- _____ D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Statutes 16A.15 and 16B.98.

Signed: Stacey Stick

Date: 4/27/2021

SWIFT Contract # 192922

Purchase Order # 3000187102

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: County Sheriff

Date: _____

By: _____

Title: Chairperson of County Board

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Date: _____

Distribution:

- Agency
- Grantee
- State's Authorized Representative

**2020 STATE OF MINNESOTA FEDERAL BOATING SAFETY
SUPPLEMENTAL EQUIPMENT GRANT CONTRACT AGREEMENT
(CFDA #97.012)**

1. The purpose of this grant is to provide supplementary funding to the Grantee, not exceeding the amount specified in Clause 4 of the grant contract agreement, to purchase the following specific equipment or other items that will be used for recreational boating safety activities:
 - (7) 36" Slow No-Wake high visible reflective signs
 - * means trade-in or cost share by county
 - ** means 25% county dive equipment cost share requirement
2. The program shall begin on March 2, 2021 or date grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. The purchase, delivery and payment of approved items must be completed by September 30, 2021. An extension beyond that date for purchase, delivery and payment may be granted, if requested by the Grantee in writing to the State's representative. If approved by the State's representative, an amendment form is created which requires signatures by Grantee and State's representative. Requests submitted after September 30, 2021, that have not been granted an extension from the State, are not eligible for reimbursement and will become the Grantee's sole responsibility. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant.
3. The Grantee must first purchase the items as specified in this grant, follow any specific county purchasing procedures and pay for it from the Grantee's funds. The Grantee must then submit the following for reimbursement by the deadline noted in #2 above:
 - a. An invoice from the Grantee, for purchases dated no earlier than March 2, 2021 or date grant is fully executed and not later than September 30, 2021, with a description of all the item(s) being requested for reimbursement. The purchase/invoice deadline may be modified if an extension, as noted in clause #2 above, is granted and approved by the State's representative.
 - b. A copy of the invoice(s) from the vendor(s) showing the amount the Grantee actually paid, including shipping, sales tax and any setup costs.
 - c. If the item is valued over \$5,000, the Grantee's asset number(s) & equipment serial number(s) must also be included on the invoice.
 - d. All reimbursement requests must be sent to: adam.block@state.mn.us
4. County life jacket wear policy required for personnel working in boat and water. Policy must be submitted to State before DNR grant contract agreement approval.
5. Aids to navigation purchased through this grant must comply with the requirements in Minnesota Rule 6110.1500. Watercraft purchased through this grant must be registered with the State and display registration numbers and validation decals as noted in Minnesota Rule 6110.0100 - .0900.
6. The Grantee agrees that, when requested by the State, they will promptly complete an inventory on items purchased at a cost of more than \$5,000 and forward it to the State's representative.
7. The State will supply a special label that will need to be applied to each item of equipment that exceeds \$5,000. This label indicates that federal boating safety funds were used for all or a portion of the purchase.
8. Items purchased under this grant may not be sold, traded or disposed of without prior written permission and instructions from the State as to the disposition of the item(s), and any funds derived from their sale or

trade. The Grantee must promptly notify the State's representative if any item over \$5,000 purchased through this grant is lost or stolen.

9. By accepting this grant, the Grantee agrees, when requested, to accurately & promptly complete and return to the state any reports required by the State or the cognizant federal agency regarding activities, expenditures or accomplishments for the recreational boating safety program.
10. In any reference to this grant, it should be referred to as: "A federal boating safety sub grant through the Minnesota Department of Natural Resources."

2020 FEDERAL ASSURANCES NON-CONSTRUCTION PROGRAMS

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et. seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-248 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments and Non-Profit Organizations." *(see below).
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

**If the COUNTY (as defined on page 1 of this grant) expends more than \$500,000 in federal assistance per year, it agrees to have a program-specific or single audit made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133 – "Audits of States, Local Governments and Non-Profit Organizations." Copies of the audit report are required to be sent to the following: 1) Office of the State Auditor – Single Audit Division, Suite 500, 525 Park Street, St. Paul, MN 55103, 2) Minnesota Department of Natural Resources, Internal Audit Section – Office of Management & Budget Services 500 Lafayette Road, St. Paul, MN 55155 and 3) The Federal Single Audit Clearinghouse located at: Bureau of the Census, Data Preparation Division, 1201 East 10th Street, Jeffersonville, IN 47132.*

Conflict of Interest Disclosure

Conflict of Interest:

A conflict of interest (actual, potential, or perceived) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

Actual Conflict of Interest:

An actual conflict of interest occurs when a decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. Examples include, but are not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in or partial or whole ownership of the other party's organization.
- One party is an employee, board member or family member of the other party.

Potential Conflict of Interest:

A potential conflict of interest may exist if one party has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. For example, when one party serves in a volunteer capacity for another party, it has the potential to, but does not necessarily, create a conflict of interest, depending on the nature of the relationship between the two parties. A disclosed potential conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Perceived Conflict of Interest:

A perceived conflict of interest is any situation in which a reasonable third party would conclude that conflicting duties or loyalties exist. A disclosed perceived conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant or grantee of a state agency.

Organizational conflicts of interest occur when:

- A grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties
- A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties
- A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

This section to be completed by Grantee's Authorized Representative (AR):

I certify that we will maintain an adequate Conflict of Interest Policy and throughout the term of our agreement we will monitor and report any actual, potential, or perceived conflicts of interest to the State's Authorized Representative.

I also certify that I have read and understand the description of conflict of interest above and as of this date

(Check one of the two boxes below):

I do not have any conflicts of interest relating to this project.

I have an actual, potential, perceived, or organizational (*circle*) conflict of interest. The nature of the conflict is as follows:

If at any time during the grant project I discover a conflict of interest, I will disclose that conflict immediately to the State's Authorized Representative.

Grantee AR's Printed Name: _____

Date: _____

Grantee AR's Signature: _____

Organization Name: _____

Project Name: **2020 MN DNR Federal Boating Equipment Grant**

State AR's Printed Name: _____

Date: _____

State AR's Signature: _____



Scott O. Arneson
County Administrator
Goodhue County

509 W. Fifth St.
Red Wing, MN 55066
Office (651) 385.3001

TO: Goodhue County Board of Commissioners

DATE: May 12, 2021

RE: St. Joes Parking Lot

Staff recommends the board approve the attached parking lot agreement between Goodhue County and the Church of St. Joseph for the purpose of joint use of the parking lot located at 6th Street and North Park Street.

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District
1121 W 4th St.
Red Wing, MN 55066

BRAD ANDERSON
2nd District
10679 375TH St. Way
Cannon Falls, MN 55009

TODD GRESETH
3rd District
46804 Hwy 57 Blvd
Wanamingo, MN 55992

JASON MAJERUS
4th District
39111 Co. 2 Blvd
Goodhue, MN 55027

PAUL DROTOS
5th District
1825 Twin Bluff Rd
Red Wing, MN 55066

An Equal Opportunity Employer

**PARKING LOT AGREEMENT
BETWEEN
GOODHUE COUNTY AND THE CHURCH OF ST. JOSEPH OF RED WING**

This Agreement is hereby made between the Goodhue County Board of Commissioners (Goodhue County), and The Church of St. Joseph of Red Wing (St. Joseph's) for the purpose of joint use of the parking lot located at 6th Street and North Park Street.

The Parties agree to the following conditions:

1. Goodhue County will have access to the lot for staff parking for Law Enforcement and Judicial personnel, at hours to be determined by both parties.
2. Goodhue County will remove all county vehicles during Saturday and Sunday mass schedules to allow for parishioner parking.
3. Goodhue County shall provide all maintenance to the parking lot including snow and ice removal and all other repairs as necessary.
4. Goodhue County shall upgrade all striping of the parking lot as needed and as determined by the Public Works Director.
5. St. Joseph's may restrict use of the lot during County working hours for special events upon a two-day notification to Goodhue County officials. In the event that a two-day notice is not feasible, St. Joseph's shall give prompt notice. Included within special events would be funeral parking.
6. This Agreement between Goodhue County and St. Joseph's shall carry a duration of 10 years, at which time the Agreement will be reviewed by both parties at the expiration of the 10 year period.
7. This agreement may be terminated by either party, for any reason, upon 90-day written notice.

GOODHUE COUNTY

**THE CHURCH OF ST. JOSEPH
OF RED WING**

Brad Anderson
Goodhue County Board Chair

Rev. Thomas Kommers, Pastor

Scott O. Arneson
County Administrator

George Vogel, Trustee

Date

Date

Goodhue County Land Use Management

Goodhue County Government Center | 509 West Fifth Street | Red Wing, Minnesota 55066

Building | Planning | Zoning
Telephone: 651.385.3104
Fax: 651.385.3106



Environmental Health | Land Surveying | GIS
Telephone: 651.385.3223
Fax: 651.385.3098

TO: Goodhue County Board of Commissioners
FROM: Lisa M. Hanni, LUM Director / County Surveyor / County Recorder
DATE: May 18, 2021 County Board meeting
RE: Approve construction bid for the Repair of Goodhue County Ditch 1

Summary:

At the March 24, 2021 Special County Board meeting, the Board approved the Order to Repair the Main Channel and Branches A, C, and D. Due to the Improvement request for Branch B, it was determined that the Main Channel should be a separate construction project which could be accomplished in 2021. Branches A, C, D would be a subsequent construction project incorporated with the construction for the Improvement of Branch B.

Engineer: Chris Otterness, Houston Engineering, Inc.
Attorney: Kale Van Bruggen, Rinke-Noonan

Background:

Requests for construction bids for the Main Channel were advertised in the Kenyon Leader on April 21, April 28, and May 5, 2021. The advertisement was also in the Republican Eagle on April 24, May 1, and May 8, 2021.

The advertisement was also posted on the County's website and the construction website Construction Data Network at www.QuestCDN.com.

Mr. Otterness held a scheduled Pre-Construction Bid meeting onsite with a number of interested contractors on Wednesday, May 5, 2021. Pre-bid questions concerning the project were due to Mr. Otterness by May 10, 2021 and bids were opened on May 12, 2021. There were 11 bids. The Engineer's estimate was \$220,475, and the low bid was from DeCook Drainage, Inc. at \$163,974. See Technical Memo with details of the bids.

The statutory requirements for the contract and bond for the construction process are found in Minnesota Statutes 103E.501 (see attached).

Recommendation:

Staff and consultants recommend that the County Board:

- 1) Approve the construction bid for the Main Channel for Goodhue County Ditch 1 to: DeCook Drainage, Inc. for the bid of \$163,974; and
- 2) Approve an additional 15% (\$24,956) of the contract bid for contingencies; and
- 3) Grant authority to Lisa M. Hanni, as the representative of the drainage authority, and Chris Otterness, Engineer, to approve change orders up to 10% of the contract estimate. Both signatures are required to approve all change orders.

103E.501 CONTRACT AND BOND.

Subdivision 1. **Preparation.** The county attorney, the engineer, and the attorney for the petitioners shall prepare the contract and bond. The contract and bond must include the provisions required by this chapter and section 574.26 for bonds given by contractors for public works and must be conditioned as provided by section 574.26 for the better security of the contracting counties and parties performing labor and furnishing material in performance of the contract. The prepared contract and bond must be attached and provided to the contractor for execution.

Subd. 2. **Contractor's bond.** The contractor shall file a bond with the auditor for an amount not less than 75 percent of the contract price of the work. The bond must have adequate surety and be approved by the auditor. The bond must provide that the surety for the bond is liable for all damages resulting from a failure to perform work under the contract, whether the work is resold or not, and that any person or political subdivision showing damages from the failure to perform work under the contract may maintain an action against the bond in their own names. Actions may be successive in favor of all persons injured, but the aggregate liability of the surety for all the damages may not exceed the amount of the bond. The surety is liable for the tile work guaranteed by the contractor. The contractor is considered a public officer and the bond an official bond within the meaning of section 574.24 construing the official bonds of public officers as security to all persons and providing for actions on the bonds by a party that is damaged.

Subd. 3. **Contract.** The contract must contain a specific description of the work to be done, either expressly or by reference to the plans and specifications, and must provide that the work must be done and completed as provided in the plans and specifications and subject to the inspection and approval of the engineer. The contract must provide that time is of the essence of the contract, and that if there is a failure to perform the work according to the terms of the contract within the time given in the original contract or as extended, the contractors shall forfeit and pay the affected counties an amount stated in the contract as liquidated damages. The amount must be fixed by the auditor for each day that the failure of performance continues.

Subd. 4. **Contract provisions for changes during construction.** The contract must give the engineer the right, with the consent of the drainage authority, to modify the detailed survey report, plans, and specifications as the work proceeds and as circumstances require. The contract must provide that the increased cost resulting from the changes will be paid by the drainage authority to the contractor at a rate not greater than the amount for similar work in the contract. A change may not be made that will substantially impair the usefulness of any part of the drainage project or system, substantially alter its original character, or increase its total cost by more than ten percent of the total original contract price. A change may not be made that will cause the cost to exceed the total estimated benefits found by the drainage authority or that will cause any detrimental effects to the public interest under the environmental, land use, and multipurpose water management criteria in section 103E.015, subdivision 1.

Subd. 5. **Contract with federal unit.** If any portion of the work is to be done by the United States or an agency of the United States, a bond or contract is not necessary for that portion of the work, except that a contract must be made if the United States or its agencies require a contract with the local governmental units. The contract must contain the terms, conditions, provisions, and guaranties required by the United States or its agencies to proceed with the work.

Subd. 6. **Tile work; separate contract; guarantee.** If tile is used to construct any part of the drainage project, a majority of the persons affected may file a written request with the auditor to contract the tile work separately. The request must be filed before advertising for the sale of the work has begun. If the request is properly made, the tile work must be contracted separately. The contractor must guarantee the tile work

under the contract for three years after its completion against any fault or negligence on the part of the contractor. The advertisement for bids must include this requirement.

Subd. 7. **Modifying contract by agreement.** This chapter does not prevent the persons with property affected by the construction of a drainage project from uniting in a written agreement with the contractor and the surety of the contractor's bond to modify the contract as to the manner or time when any portion of the drainage project is constructed, if the modification is recommended, in writing, by the engineer and approved by the drainage authority.

History: *1990 c 391 art 5 s 63; 2014 c 164 s 14*

Technical Memorandum

To: Lisa Hanni
Goodhue County

Cc: Kale Van Bruggen, Rinke Noonan

From: Chris Otterness, PE

Subject: Goodhue County Ditch 1 Repair Project
Bid Recommendation

Date: May 13, 2021

Project #: 6400-0004

The purpose of this memorandum is to summarize bids received for the Goodhue County Ditch 1 (CD 1) Repair Project (Project) and to provide our recommendation for award of the construction contract.

BIDDING PROCESS

The bid processes followed accepted practices as generally defined within MS 471.345 Uniform Municipal Contracting Law. Goodhue County initiated the bid process by placing advertisements in the Kenyon Leader based out of Kenyon, MN and the Republican Eagle based out of Cannon Falls, MN for a three-week period and on QuestCDN, a commercial project advertising service. The requirements for bidding were defined within the Specifications/Bid Package prepared by Houston Engineering Inc. (HEI) dated April 16, 2021. A planholder list was maintained by QuestCDN for the Project. A total of 17 prospective “prime bidders” downloaded plan sets. The Project Manual directed that sealed bids were to be submitted digitally through QuestCDN.

An optional pre-bid meeting was conducted on May 5, 2021, that was attended by four bidders.

SUMMARY OF BIDS RECEIVED

The bid opening for the Project was held virtually via Microsoft Teams on Wednesday, May 12, 2021, at 2:00 pm. The Final Engineer’s Report estimated the construction cost for the project at \$224,375, with a total of \$269,250 when including a recommended 20% contingency allowance. A total of 11 bids were received. The following table summarizes the bids received and are ranked according to total amount, lowest to highest.

Rank	Contractor	Bid Amount
1	DeCook Drainage Inc.	\$163,974.09
2	Ims Contracting, LLC	\$169,537.30
3	Hodgman Drainage Company, Inc.	\$187,602.50
4	Schumacher Excavating Inc.	\$188,706.00
5	Riverland Excavating	\$191,654.00
6	Ellingson Drainage	\$197,764.20
7	Alcon Excavating Inc.	\$212,944.40
8	Fitzgerald Excavating	\$219,819.26
9	Dirt Proz LLC	\$250,629.00
10	Sunram Construction, Inc.	\$278,551.00
11	SL Contracting, Inc.	\$424,691.60

An itemized and tabulated cost breakout worksheet summarizing the bidder's responses are provided in **Attachment A**.

REVIEW OF BIDS

The Bids were reviewed for accuracy, completeness, and responsiveness following the public bid opening. All 11 bids were determined to be accurate and complete, including the submittal of required bid forms and acknowledgment of the addendum issued on May 7, 2021.

RECOMMENDATION

The lowest bid was received from DeCook Drainage Inc. of Byron, MN. DeCook Drainage Inc. provided the required information, has previously completed small drainage, grading, and similar projects.

We therefore recommend award of the Project to DeCook Drainage Inc.. in the amount of \$163,974.09. We further recommend that an additional 15% of the contract (\$24,596) be budgeted as a contingency for potential change orders resulting from unforeseen conditions or omissions discovered as the project progresses, and that the Board of Commissioners assign and authorize a staff representative to execute change orders up to this contingency amount. Portions of this amount would be paid to the contractor only if additional work is required above and beyond the scope of the work stated in the contract. The Notice of Award can be issued following concurrence with these recommendations.

Attachment A: Goodhue CD 1 Bid Tabulation

Line Item	Item Description	UofM	Quantity	Engineer Estimate		DeCook Drainage Inc.		Ims Contracting, LLC		Hodgman Drainage Company, Inc.		Schumacher Excavating Inc.		Riverland Excavating	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Mobilization	LS	1	\$30,000.00	\$30,000.00	\$7,808.29	\$7,808.29	\$9,000.00	\$9,000.00	\$9,500.00	\$9,500.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
2	Traffic Control	LS	1	\$10,000.00	\$10,000.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$5,000.00	\$5,000.00	\$1,800.00	\$1,800.00
3	Tree Clearing (P)	Acre	3.5	\$8,500.00	\$29,750.00	\$7,500.00	\$26,250.00	\$6,000.00	\$21,000.00	\$12,000.00	\$42,000.00	\$11,500.00	\$40,250.00	\$9,300.00	\$32,550.00
4	Excavation of Existing Open Channel (P)	Ln Ft	11358	\$5.00	\$56,790.00	\$2.40	\$27,259.20	\$6.00	\$68,148.00	\$4.75	\$53,950.50	\$3.00	\$34,074.00	\$4.75	\$53,950.50
5	Spreading and Smoothing of Spoils (P)	Ln Ft	11358	\$2.50	\$28,395.00	\$2.40	\$27,259.20	\$1.00	\$11,358.00	\$1.00	\$11,358.00	\$2.50	\$28,395.00	\$2.25	\$25,555.50
6	Resloping at Bank Sloughing Areas	Ln Ft	540	\$10.00	\$5,400.00	\$4.80	\$2,592.00	\$7.00	\$3,780.00	\$20.00	\$10,800.00	\$3.25	\$1,755.00	\$20.00	\$10,800.00
7	Common Borrow (LV)	Cu Yd	30	\$25.00	\$750.00	\$4.50	\$135.00	\$0.01	\$0.30	\$20.00	\$600.00	\$30.00	\$900.00	\$40.00	\$1,200.00
8	Removal and Disposal of In-Place Culvert	Ln Ft	86	\$15.00	\$1,290.00	\$43.60	\$3,749.60	\$75.00	\$6,450.00	\$30.00	\$2,580.00	\$30.00	\$2,580.00	\$23.00	\$1,978.00
9	72" CM Pipe Culvert	Ln Ft	96	\$200.00	\$19,200.00	\$540.00	\$51,840.00	\$285.00	\$27,360.00	\$355.00	\$34,080.00	\$370.00	\$35,520.00	\$220.00	\$21,120.00
10	72" Galvanized Apron	Ea	2	\$2,000.00	\$4,000.00	\$2,500.00	\$5,000.00	\$3,150.00	\$6,300.00	\$4,600.00	\$9,200.00	\$3,500.00	\$7,000.00	\$3,650.00	\$7,300.00
11	Existing Gravel Surface Patch	Ea	2	\$2,000.00	\$4,000.00	\$925.00	\$1,850.00	\$2,750.00	\$5,500.00	\$1,000.00	\$2,000.00	\$3,000.00	\$6,000.00	\$950.00	\$1,900.00
12	Seeding and Mulch (P)	Acre	5.64	\$5,000.00	\$28,200.00	\$970.00	\$5,470.80	\$1,000.00	\$5,640.00	\$1,100.00	\$6,204.00	\$1,300.00	\$7,332.00	\$2,500.00	\$14,100.00
13	Erosion Control Blanket	Sq Yd	800	\$4.00	\$3,200.00	\$1.75	\$1,400.00	\$3.00	\$2,400.00	\$1.35	\$1,080.00	\$1.50	\$1,200.00	\$4.25	\$3,400.00
14	Sediment Control Log	Ln Ft	100	\$4.00	\$400.00	\$4.10	\$410.00	\$6.00	\$600.00	\$2.50	\$250.00	\$3.00	\$300.00	\$5.00	\$500.00
15	SWPPP Documentation Plan and Reporting	LS	1	\$2,500.00	\$2,500.00	\$600.00	\$600.00	\$1.00	\$1.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00
16	Removal and Disposal of Concrete and Rock Debris	CY	20	\$25.00	\$500.00	\$42.50	\$850.00	\$50.00	\$1,000.00	\$50.00	\$1,000.00	\$20.00	\$400.00	\$25.00	\$500.00
				\$224,375.00		\$163,974.09		\$169,537.30		\$187,602.50		\$188,706.00		\$191,654.00	

Line Item	Item Description	UofM	Quantity	Ellingson Drainage		Alcon Excavating Inc		Fitzgerald Excavating		Dirt Proz LLC		Sunram Construction, Inc.		SL Contracting Inc	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Mobilization	LS	1	\$10,900.00	\$10,900.00	\$26,000.00	\$26,000.00	\$10,000.00	\$10,000.00	\$30,000.00	\$30,000.00	\$31,000.10	\$31,000.10	\$18,000.00	\$18,000.00
2	Traffic Control	LS	1	\$1,650.00	\$1,650.00	\$6,100.00	\$6,100.00	\$800.00	\$800.00	\$2,500.00	\$2,500.00	\$13,000.00	\$13,000.00	\$7,500.00	\$7,500.00
3	Tree Clearing (P)	Acre	3.5	\$13,300.00	\$46,550.00	\$7,600.00	\$26,600.00	\$5,400.00	\$18,900.00	\$12,500.00	\$43,750.00	\$11,250.00	\$39,375.00	\$12,000.00	\$42,000.00
4	Excavation of Existing Open Channel (P)	Ln Ft	11358	\$1.90	\$21,580.20	\$4.00	\$45,432.00	\$6.97	\$79,165.26	\$6.50	\$73,827.00	\$6.65	\$75,530.70	\$12.20	\$138,567.60
5	Spreading and Smoothing of Spoils (P)	Ln Ft	11358	\$0.50	\$5,679.00	\$1.00	\$11,358.00	\$6.00	\$68,148.00	\$4.00	\$45,432.00	\$3.40	\$38,617.20	\$8.00	\$90,864.00
6	Resloping at Bank Sloughing Areas	Ln Ft	540	\$5.50	\$2,970.00	\$17.50	\$9,450.00	\$6.00	\$3,240.00	\$8.00	\$4,320.00	\$9.50	\$5,130.00	\$30.00	\$16,200.00
7	Common Borrow (LV)	Cu Yd	30	\$29.00	\$870.00	\$23.00	\$690.00	\$10.00	\$300.00	\$15.00	\$450.00	\$71.00	\$2,130.00	\$40.00	\$1,200.00
8	Removal and Disposal of In-Place Culvert	Ln Ft	86	\$27.00	\$2,322.00	\$26.00	\$2,236.00	\$5.00	\$430.00	\$10.00	\$860.00	\$78.00	\$6,708.00	\$50.00	\$4,300.00
9	72" CM Pipe Culvert	Ln Ft	96	\$485.00	\$46,560.00	\$225.00	\$21,600.00	\$219.00	\$21,024.00	\$235.00	\$22,560.00	\$280.00	\$26,880.00	\$220.00	\$21,120.00
10	72" Galvanized Apron	Ea	2	\$4,650.00	\$9,300.00	\$4,085.00	\$8,170.00	\$4,500.00	\$9,000.00	\$2,500.00	\$5,000.00	\$5,725.00	\$11,450.00	\$3,250.00	\$6,500.00
11	Existing Gravel Surface Patch	Ea	2	\$1,200.00	\$2,400.00	\$3,197.00	\$6,394.00	\$500.00	\$1,000.00	\$3,500.00	\$7,000.00	\$5,150.00	\$10,300.00	\$2,500.00	\$5,000.00
12	Seeding and Mulch (P)	Acre	5.64	\$7,450.00	\$42,018.00	\$7,660.00	\$43,202.40	\$800.00	\$4,512.00	\$2,000.00	\$11,280.00	\$2,000.00	\$11,280.00	\$11,000.00	\$62,040.00
13	Erosion Control Blanket	Sq Yd	800	\$2.80	\$2,240.00	\$1.88	\$1,504.00	\$2.00	\$1,600.00	\$2.00	\$1,600.00	\$3.00	\$2,400.00	\$3.00	\$2,400.00
14	Sediment Control Log	Ln Ft	100	\$12.75	\$1,275.00	\$5.08	\$508.00	\$3.00	\$300.00	\$3.00	\$300.00	\$5.00	\$500.00	\$20.00	\$2,000.00
15	SWPPP Documentation Plan and Reporting	LS	1	\$1,050.00	\$1,050.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$750.00	\$750.00	\$2,350.00	\$2,350.00	\$5,000.00	\$5,000.00
16	Removal and Disposal of Concrete and Rock Debris	CY	20	\$20.00	\$400.00	\$60.00	\$1,200.00	\$20.00	\$400.00	\$50.00	\$1,000.00	\$95.00	\$1,900.00	\$100.00	\$2,000.00
				\$197,764.20		\$212,944.40		\$219,819.26		\$250,629.00		\$278,551.00		\$424,691.60	

Goodhue CD 1 Repair Project
Public Crossing Bid Summary

Bidder	Public Crossing Total
Engineer's Estimate	\$22,150.00
Low Bidder - DeCook Drainage	\$46,670.40
Bidder	Public Crossing Total
Fitzgerland Excavating	\$25,646.00
Dirt Proz	\$26,240.00
Riverland Excavating	\$26,705.00
SL Contracting	\$29,120.00
Alcon Excavating	\$29,708.20
Ims Contracting	\$33,820.30
Hodgman Drainage Companyh	\$37,607.00
Schumacher Excavating	\$38,776.00
Sundram Construction	\$43,350.00
Ellingson Drainage	\$47,369.00

Bid Quantities Included:

Common Borrow (LV)	30 CY
Removal and Disposal of In-Place Culvert	60 LF
72" CM Pipe Culvert	70 LF
72" Galvanized Apron	2 EA
Existing Gravel Surface Patch	1 EA
Seeding and Mulch	0.02 AC
Erosion Control Blanket	100 SY

Goodhue CD 1 Repair Project
Public Crossing Bid Tabulation

			Engineer's Estimate		DeCook Excavating Inc.		Ims Contracting, LLC		Hodgman Drainage Company, Inc.		Schumacher Excavating Inc.		Riverland Excavating	
Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Common Borrow (LV)	Cu Yd	30	\$25.00	\$750.00	\$4.50	\$135.00	\$0.01	\$0.30	\$20.00	\$600.00	\$30.00	\$900.00	\$40.00	\$1,200.00
Removal and Disposal of In-Place Culvert	Ln Ft	60	\$15.00	\$900.00	\$43.60	\$2,616.00	\$75.00	\$4,500.00	\$30.00	\$1,800.00	\$30.00	\$1,800.00	\$23.00	\$1,380.00
72" CM Pipe Culvert	Ln Ft	70	\$200.00	\$14,000.00	\$540.00	\$37,800.00	\$285.00	\$19,950.00	\$355.00	\$24,850.00	\$370.00	\$25,900.00	\$220.00	\$15,400.00
72" Galvanized Apron	Ea	2	\$2,000.00	\$4,000.00	\$2,500.00	\$5,000.00	\$3,150.00	\$6,300.00	\$4,600.00	\$9,200.00	\$3,500.00	\$7,000.00	\$3,650.00	\$7,300.00
Existing Gravel Surface Patch	Ea	1	\$2,000.00	\$2,000.00	\$925.00	\$925.00	\$2,750.00	\$2,750.00	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$950.00	\$950.00
Seeding and Mulch (P)	Acre	0.02	\$5,000.00	\$100.00	\$970.00	\$19.40	\$1,000.00	\$20.00	\$1,100.00	\$22.00	\$1,300.00	\$26.00	\$2,500.00	\$50.00
Erosion Control Blanket	Sq Yd	100	\$4.00	\$400.00	\$1.75	\$175.00	\$3.00	\$300.00	\$1.35	\$135.00	\$1.50	\$150.00	\$4.25	\$425.00
			\$22,150.00		\$46,670.40		\$33,820.30		\$37,607.00		\$38,776.00		\$26,705.00	

			Ellingson Drainage		Alcon Excavating Inc		Fitzgerald Excavating		Dirt Proz LLC		Sunram Construction, Inc.		SL Contracting Inc	
Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Common Borrow (LV)	Cu Yd	30	\$29.00	\$870.00	\$23.00	\$690.00	\$10.00	\$300.00	\$15.00	\$450.00	\$71.00	\$2,130.00	\$40.00	\$1,200.00
Removal and Disposal of In-Place Culvert	Ln Ft	60	\$27.00	\$1,620.00	\$26.00	\$1,560.00	\$5.00	\$300.00	\$10.00	\$600.00	\$78.00	\$4,680.00	\$50.00	\$3,000.00
72" CM Pipe Culvert	Ln Ft	70	\$485.00	\$33,950.00	\$225.00	\$15,750.00	\$219.00	\$15,330.00	\$235.00	\$16,450.00	\$280.00	\$19,600.00	\$220.00	\$15,400.00
72" Galvanized Apron	Ea	2	\$4,650.00	\$9,300.00	\$4,085.00	\$8,170.00	\$4,500.00	\$9,000.00	\$2,500.00	\$5,000.00	\$5,725.00	\$11,450.00	\$3,250.00	\$6,500.00
Existing Gravel Surface Patch	Ea	1	\$1,200.00	\$1,200.00	\$3,197.00	\$3,197.00	\$500.00	\$500.00	\$3,500.00	\$3,500.00	\$5,150.00	\$5,150.00	\$2,500.00	\$2,500.00
Seeding and Mulch (P)	Acre	0.02	\$7,450.00	\$149.00	\$7,660.00	\$153.20	\$800.00	\$16.00	\$2,000.00	\$40.00	\$2,000.00	\$40.00	\$11,000.00	\$220.00
Erosion Control Blanket	Sq Yd	100	\$2.80	\$280.00	\$1.88	\$188.00	\$2.00	\$200.00	\$2.00	\$200.00	\$3.00	\$300.00	\$3.00	\$300.00
			\$47,369.00		\$29,708.20		\$25,646.00		\$26,240.00		\$43,350.00		\$29,120.00	

Goodhue County Land Use Management

Goodhue County Government Center | 509 West Fifth Street | Red Wing, Minnesota 55066



Building | Planning | Zoning
Telephone: 651.385.3104
Fax: 651.385.3106

Environmental Health | Land Surveying | GIS
Telephone: 651.385.3223
Fax: 651.385.3098

TO: Goodhue County Board of Commissioners
FROM: Lisa M. Hanni, LUM Director / County Surveyor / County Recorder
DATE: May 18, 2021 County Board meeting
RE: Finding and Order Setting Preliminary Hearing In the Matter of the Petition for Improvement to Goodhue County Ditch 1, Lateral B

Summary:

As the Drainage Authority, the County Board is requested to adopt the Findings and Order for the Improvement to Goodhue County Ditch 1, Lateral B, and set the Preliminary Hearing to review the Engineers report for June 15, 2021.

Engineer: Chris Otterness, Houston Engineering, Inc.
Attorney: Kale Van Bruggen, Rinke-Noonan

Background:

Staff and consultants held a separate meeting with the four land owners affected by Lateral B of the Goodhue County Ditch 1 on February 9, 2021. The County received a Petition for Improvement and the associated bond on February 16, 2021, for this Lateral.

On March 6, 2021, the Board adopted findings and an order accepting the petition for the Improvement and appointed Chris Otterness as the engineer to prepare a preliminary survey and report.

The County received the attached preliminary survey and report on May 5, 2021. The report has been submitted to the DNR for their statutory review. The DNR has 5 days after they receive the report (sent on May 5, 2021) to request additional time. We will know their position by the time of this meeting.

Recommendation:

Staff and counsel recommend the County Board

- 1) Accept the attached preliminary Engineering report for Goodhue County Ditch 1, Lateral B improvement; and
- 2) Adopt the FINDINGS AND ORDER and Set the Preliminary Hearing for the Improvement to Goodhue County Ditch 1, Lateral B for:
9:00 am, June 15, 2021.

**STATE OF MINNESOTA
GOODHUE COUNTY BOARD OF COMMISSIONERS
SITTING AS THE DRAINAGE AUTHORITY FOR
GOODHUE COUNTY DITCH 1**

In the matter of the Petition for
Improvement to Goodhue County Ditch 1,
Lateral B

**Findings and Order
Setting Preliminary Hearing**

At a duly noticed and held public meeting on May 18, 2021, the Goodhue County Board of Commissioners, sitting as the drainage authority for Goodhue County Ditch 1, based on the record of proceedings, moved by Commissioner _____, seconded by Commissioner _____ to adopt the following Findings and Order:

Findings:

1. The Goodhue County Board of Commissioners is the public drainage authority for County Ditch 1 (“Board”).
2. A petition dated February 16, 2021 was received by the Administrator’s Office of the Goodhue County Drainage Authority, requesting the Improvement of Lateral B of County Ditch 1 pursuant to Minnesota Statutes, section 103E.215.
3. On March 16, 2021, the Board adopted findings and an order accepting the petition for improvement and appointing Professional Engineer Chris Otterness and Houston Engineering, Inc. as the project engineers. Otterness was ordered to prepare a preliminary survey and file a preliminary survey report with the drainage authority.
4. The preliminary survey report was filed with the Goodhue County Administrator’s Office on May 5, 2021.
5. Pursuant to Minnesota Statutes, section 103E.261, subdivision 1, a public hearing must be noticed by mail to petitioners, owners of property, and political subdivisions likely to be affected by each of the proposed drainage projects.

Order:

Based on the foregoing Findings and the entire record of proceedings before the Board, the Board, acting as the drainage authority for Goodhue County Ditch 1, hereby orders as follows:

- A. A hearing on the preliminary survey report for the proposed improvement to Lateral B of Goodhue County Ditch 1 shall be held on June 15, 2021 at 9:00 a.m. in the County Board Room located on the 3rd Floor of the Government Center, 509 W 5th Street, Red Wing, Minnesota 55066; however, the Board has determined, based on the State Emergency Declaration related to the COVID-19 pandemic, that it is neither feasible nor prudent to hold in-person meetings during this emergency. Therefore, the hearing shall be conducted by alternative means (teleconference or video conference) from remote locations.

- B. At least ten days before the hearing, the Administrator’s Office shall mail notice of the time and location of the hearing (instructions to join the hearing remotely via teleconference or video conference) to petitioners, owners of property, and political subdivisions likely to be affected by the proposed drainage project in the preliminary survey report.

After discussion, the Board Chair called the question. The question was on the adoption of the foregoing findings and order, and there were _____ yeas, _____ nays, _____ absent, and _____ abstentions as follows:

	Yea	Nay	Absent	Abstain
ANDERSON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DROTOS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLANDERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRESETH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAJERUS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the Chair declared the motion passed and the Findings and Order adopted.

 Brad Anderson, Board Chair

Dated: May 18, 2021

* * * * *

I, Scott O. Arneson, Goodhue County Administrator, do hereby certify that I have compared the above motion and Findings and Order Setting Preliminary Hearing with the original thereof as the same appears of record and on file with the Goodhue County Board of Commissioners and find the same to be a true and correct transcript thereof. The above order was filed with me, Goodhue County Administrator, on May 18, 2021.

IN TESTIMONY WHEREOF, I hereunto set my hand this
18th day of May, 2021.

Scott O. Arneson, County Administrator
Goodhue County



PRELIMINARY ENGINEERS REPORT

Goodhue County Ditch 1 Branch B Tile Improvement

PRELIMINARY ENGINEERS REPORT

Goodhue County Ditch 1 Branch B Tile Improvement

May 3, 2021



Houston Engineering, Inc.
7550 Meridian Court, Suite 120
Maple Grove, MN 55369
Phone # 763.493.4522

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Engineer under the laws of the State of Minnesota

A handwritten signature in blue ink, appearing to read "Chris Otteness", is written over a horizontal line.

Chris Otteness
License No. 41961

May 3, 2021

Date

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FIGURES

Figure 1 – Site Area 2

1 INTRODUCTION

The petitioned project consists of an improvement of the Branch B drain tile of Goodhue County Ditch 1 (CD 1). The improvement will increase the capacity of the Branch B drain tile to meet current drainage needs. The CD 1 Branch B tile alignment is shown in **Figure 1**. The entire length of drain tile Branch B (including two sub-branches) is proposed for improvement. The project is a result of a petition from several landowners received by Goodhue County requesting the improvement of Branch B. A copy of the petition for improvement is included in **Exhibit A**.

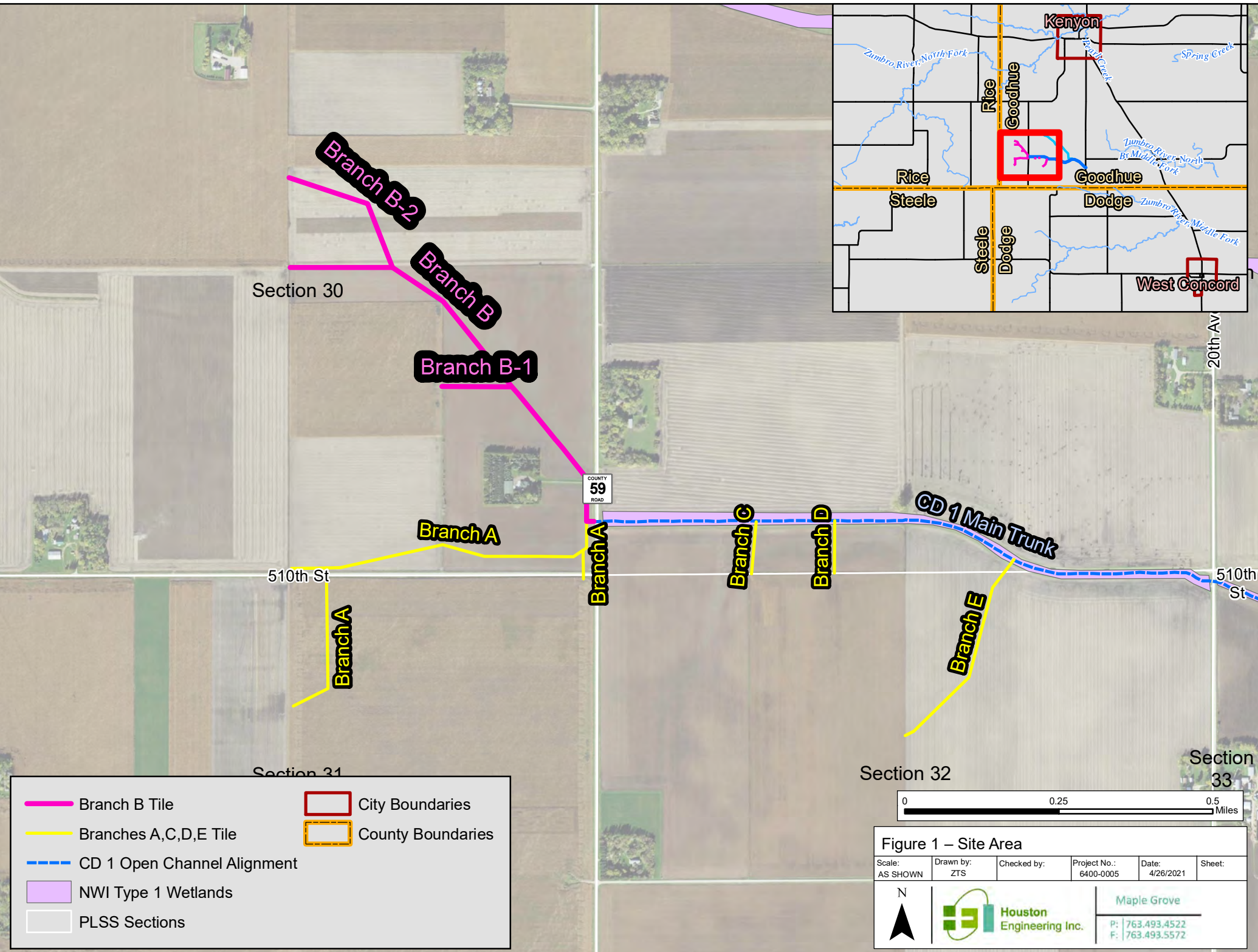
The petition for improvement of CD 1 Branch B states that Branch B has insufficient capacity and the installation of a larger tile is required to provide sufficient drainage capacity and fulfill its originally intended purpose under current farming and drainage practices. It also states that portions of the drainage system have deteriorated, thus impairing its effectiveness and the proposed improvement will be of public utility and promote the public health.

The petition for improvement of CD 1 Branch B was filed with the Goodhue County Board of Commissioners in accordance with Minnesota Statutes (Minn. Stat.) section 103E.215. The Board of Commissioners appointed Houston Engineering, Inc. (HEI) as project engineer and ordered the preparation of the Engineer's Preliminary Survey Report in accordance with Minn. Stat. § 103E.241, Subd. 1.

1.1 OVERVIEW OF EXISTING DRAINAGE SYSTEM

The Goodhue CD 1 public drainage system consists of an open channel and five branches of drain tile located in Sections 28, 29, 30, 31, 32, and 33 of Kenyon Township (T109N, R18W). The portion of the system being analyzed for this report is the Branch B drain tile. Branch B begins in the Southeast Quarter of the Southeast Quarter of Section 30 in a drop structure located on the west side of County Road 59; thence northwesterly through the Northeast Quarter of the Southeast Quarter and Northwest Quarter of the Southeast Quarter; then terminating in the Southeast Quarter of the Northeast Quarter at the boundary between the Northeast Quarter and Northwest Quarter of Section 30. Branch B-1 originates in the Northeast Quarter of the Southeast Quarter of Section 30 and terminates due west at the boundary with the Northwest Quarter of the Southeast Quarter. Branch B-2 originates in the Northwest Quarter of the Southeast Quarter of Section 30 and terminates due west at the center of Section 30.

The full length of Branch B and its two sub-branches are being analyzed as part of this improvement.












	Branch B Tile		City Boundaries
	Branches A,C,D,E Tile		County Boundaries
	CD 1 Open Channel Alignment		
	NWI Type 1 Wetlands		
	PLSS Sections		

Figure 1 – Site Area

Scale: AS SHOWN	Drawn by: ZTS	Checked by:	Project No.: 6400-0005	Date: 4/26/2021	Sheet:
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0 0.25 0.5 Miles

		Maple Grove
		P: 763.493.4522 F: 763.493.5572

1.2 PROJECT DESIGN AND SITE SURVEY

The landowners in the Branch B tile watershed have observed prolonged flooding of agricultural lands drained by Branch B of CD 1. A tile inspection report¹ of the CD 1 drain tile networks indicates the drainage issues are due to both insufficient capacity and disrepair of the tile system. Branch B was established in 1954 and has undergone no significant repairs during its service life. Televising survey of Branch B found a concrete pipe in disrepair near the outlet, and although the televising equipment was unable to move farther upstream, tile displacement and deterioration are likely present elsewhere in the system due to its age and similar characteristics found in the other branches.

On-site televising of Branch B was completed by Empire Pipe Services in September 2020, and on-site survey was obtained by Goodhue County in April 2021. The on-site survey determined the locations and elevations of the tile outlet near County Road 59 and all inlets and tile access locations for the public drainage system. LiDAR elevation data from the State of Minnesota was used in lieu of on-site survey to assess drainage patterns and map catchment boundaries. The project site survey is shown in **Exhibit B**.

Plan and profile drawings included as **Exhibit C** of this report provide a graphical representation of the current system and a recommended solution to correct existing flooding and drainage problems in the Branch B tile watershed. The proposed solution includes the replacement of existing tile with new tile sized to provide a drainage coefficient of approximately 1/2-inch to remove excess water from the surface and the root zone of the soil profile within a 24-hour period. The Natural Resource Conservation Service (NRCS) recommends a 1/2-inch drainage coefficient to support modern row crop production.

Existing tile diameters for the Branch B system range in size from 10-inches at the outlet to 6-inches at the upstream ends of Branch B and Branch B-2. Proposed pipe diameters have been selected based on drainage coefficients calculated for critical sections identified by pipe diameter. The project has been designed assuming proposed improvement tiles will be placed parallel to existing tiles, and the existing tiles will be abandoned in-place. Branches B, B-1, and B-2 each have several private tile connections, so no change in the system alignment or length is recommended.

Branch B outlets into a concrete outlet structure located west of County Road 59. Due to the age of the concrete structure, the new Branch B tile likely cannot be connected into the existing structure without replacement of the structure. This structure is planned to be replaced with the order repairs to Branch A (which are to be completed concurrently with the Branch B improvement if it is ordered). The cost of replacing the outlet structure is not included in the Opinion of Probable Cost for Branch B improvement.

¹ Goodhue County Ditch 1 Tile Inspection and Ditch Repair reported, dated January 15, 2021, prepared by Houston Engineering, Inc.

2 COMPATIBILITY WITH EXISTING PLANS AND STATE LAW

2.1 DRAINAGE LAW – MINN. STAT. CHAPTER 103E

Goodhue County is exercising authority over the petitioned action pursuant to Minn. Stat chapter 103E. Under Minn. Stat. chapter 103E, the County and its Board of Commissioners must give special attention to both the procedural requirements for establishment and construction of a drainage project as well as the policy requirements for establishment as specifically outlined in Minn. Stat. §§ 103E.015 and 103E.341.

2.1.1 PRELIMINARY SURVEY REPORT REQUIRED CONTENTS

Minn. Stat. § 103E.245, Subd. 4, requires the designated Engineer, if they find the improvement feasible and compliant with the environmental and land use criteria in Minn. Stat. § 103E.015, Subd. 1, to include in the Preliminary Survey Report a preliminary plan of the drainage project showing the proposed ditches, tile, laterals, and other improvements, the outlet of the project, the watershed of the drainage project or system, and the property likely to be affected and its known users. The plan must show:

- The elevation of the outlet and the controlling elevations of the property likely to be affected referenced to standard sea level datum, if practical;
- The probable size and character of the ditch necessary to make the plan practicable and feasible;
- The character of the outlet and whether it is sufficient;
- The probable cost of the drains and improvements shown on the plan;
- All other information and data necessary to disclose the practicability, necessity, and feasibility of the proposed drainage project;
- Consideration of the drainage project under the environmental and land use, and multipurpose water management criteria in Section 103E.015, Subd. 1; and
- Other information as ordered by the drainage authority.

2.2 PERMITTING REQUIREMENTS

2.2.1 LOCAL

The project must comply with the Wetland Conservation Act (WCA) as administered by Goodhue County as the local government unit (LGU). The National Wetland Inventory (NWI) and Public Waters Inventory (PWI) was reviewed to determine the presence of wetland resources within the drainage system and is displayed on **Figure 1**.

There are no NWI-mapped wetlands within the Branch B tile watershed. The construction of the new tile will not result in any drainage or fill wetland impacts.

2.2.2 STATE

The Minnesota state Public Waters Inventory (PWI) shows no public waterbodies or watercourses near the proposed project. A permit will not be required from the Minnesota Department of Natural Resources (DNR) since the proposed project does not involve working in any state-listed Public Waters.

A Stormwater Pollution Prevention Plan will be developed and a permit will be required from the Minnesota Pollution Control Agency (MPCA) since construction will disturb more than one acre of land as part of the project.

2.2.3 FEDERAL

Impacts to wetlands are regulated at the Federal level by the US Army Corps of Engineers implementing Section 404 of the federal Clean Water Act (CWA). The proposed work may be authorized under Nationwide Permit 40 (NWP 40), as issued by the U.S. Army Corps of Engineers in 2017. This permit authorizes the construction of drainage tile for agricultural activities. The construction of the tile is authorized under NWP 40, and the project will be designed such that no wetland drainage will result from the project. Therefore, no mitigation will be required for the project.

The Swampbuster provision of the 1985 Farm Bill was aimed at reducing the conversion of wetlands for agricultural purposes. Farmers who drain, fill, level, clear stumps or otherwise alter a wetland may lose eligibility for U.S. Department of Agriculture (USDA) program benefits. As a result of the proposed improvement to CD 1 Branch B, farmers wishing to receive, or continue to receive, USDA program benefits or payments may need to complete Form AD-1026, which is available at the local Farm Service Agency (FSA) office.

2.3 EXISTING WATER MANAGEMENT PLANS

Several local water management plans address water quantity and quality concerns at the county and watershed level which are inclusive of this project area. The following sections summarize water management issues, goals, and activities identified in each of the relevant water plans.

2.3.1 GOODHUE COUNTY WATER PLAN

The 2010-2020 Goodhue County Comprehensive Local Water Management Plan contains a number of priority areas and implementation plans to address water issues that are relevant to the proposed improvement of CD 1. Relevant priority areas include erosion and sediment control and management of impaired waters for improvement of rural and agricultural water quality.

Implementation actions for erosion control and reducing turbidity in impaired waters overlap, and both recommend pursuing the implementation of drainage BMPs to reduce the runoff and the quantity of sediment leaving agricultural fields. Implementing such BMPs often relies heavily on external funding and voluntary landowner participation, though some design considerations (such as alternative intakes) can be accomplished with little or no added cost.

2.3.2 TMDL & WRAPS

The Zumbro River, Middle Fork is the receiving waterbody downstream of the outlet of CD 1. It is listed on the MPCA's Impaired Waters List for aquatic recreation and aquatic life. The Zumbro River, Middle Fork is part of the Zumbro River watershed that has a completed and approved TMDL for TSS. The Zumbro River, Middle Fork was added to the Clean Water Act Section 303(d) impaired waters list in 2008. MPCA prepared a Restoration and Protection Strategies (WRAPS) report for the Zumbro River Watershed. Watershed-wide priorities related to the agricultural drainage proposed in this report included reducing nitrogen and phosphorous loadings to streams and increasing soil infiltration and water holding capacity.

The proposed project will increase soil infiltration and will help decrease sediment and phosphorus delivery downstream via installation of alternative (Hickenbottom) intakes.

2.3.3 CONSISTENCY WITH WATER PLANS

Under current conditions, the condition of the Branch B tile watershed contributes to the impairment of the Zumbro River, Middle Fork receiving water. Poor field drainage produces excess surface runoff that delivers sediment and nutrients downstream, and the poor condition of the existing drain tile allows sediment to enter the tile system.

The proposed tile improvement will improve sediment and nutrient runoff conditions in two ways: 1) Improving subsurface drainage will increase the infiltration capacity of the soil, which will increase surface abstraction and thus reduce surface runoff during smaller, more frequent rainfall events, thus reducing total phosphorus and total sediment delivery downstream; and 2) Replacing the old, deteriorated sectioned drain tile with plastic pipe will decrease the amount of sediment that enters the tile and thus decrease the amount of sediment delivered downstream. Based on the impairments (aquatic life, aquatic recreation), the improvement is a reasonable TMDL implementation strategy and therefore consistent with the Goodhue County Comprehensive Local Water Management Plan.

2.3.4 COUNTY ZONING AND LAND USE PLAN

Land within the project area is primarily zoned as “Agricultural” according to the current Kenyon Township Zoning Map. The Goodhue County Zoning Ordinance has stated purposes that include encouraging farmers, residents, and businesses to protect the land from erosion, loss of wetlands, loss of water quality, and loss of woodlands; and protecting and preserving prime agricultural land by limiting the density of residential development in those areas. The proposed project falls within the purpose of protecting the land from erosion and loss of water quality.

3 CONSIDERATIONS

3.1 PROJECT COSTS AND PUBLIC AND PRIVATE BENEFITS

Minn. Stat. § 103E.015, Subd 1(1) requires the drainage authority to consider private and public benefits and costs of proposed drainage projects.

3.1.1 PRIVATE BENEFIT

The private benefits expected from the project accrue mainly to agricultural lands that lie adjacent to the proposed improvement. These private benefits would be experienced through reduced overland flooding, reduced seepage, and erosion prevention. A secondary benefit would be reduced maintenance cost, as the project will replace a substantial amount of aging tile.

3.1.2 PUBLIC BENEFIT

Benefits to public transportation systems include Goodhue County Road 59. The proposed project will reduce the duration of standing water and the volume of surface runoff adjacent to the road by improving

the drainage capacity of the Branch B watershed. Additional public benefits include protection and preservation of the tax base and a reduction in impairments to public waters.

3.1.3 COSTS

A detailed breakdown of the project cost is included in **Exhibit D** to this report. In addition to economic costs, there are other non-quantifiable costs to be considered, including environmental, social, and cultural costs. Adverse impacts due to construction activities include inconveniences due to traffic impairment and rerouting and nuisances due to increased noise pollution and dust creation. The proposed project is located in a rural area and all construction activities are proposed to take place on private agricultural fields, so minimal additional impacts are anticipated.

3.2 ALTERNATIVE MEASURES

Alternative measures must be considered before establishing a drainage project per Minn. Stat. § 103E.015, Subd 1(2). The alternative measures considered must include elements to (i) conserve, allocate, and use drainage waters for agriculture, stream flow augmentation, or other beneficial uses (ii) reduce downstream peak flows and flooding (iii) provide adequate drainage system capacity (iv) reduce erosion and sedimentation and (v) protect or improve water quality. Listed below are the feasible alternatives and followed by the consideration given to each:

- Do Nothing – This alternative will maintain the status quo in terms of insufficient agricultural drainage which limits the economic viability of agriculture in the watershed. Due to the age of the system, it will continue to rapidly deteriorate, requiring significant cost to maintain until it is improved or repaired. Additionally, as described above in Section 2.3, the current drainage system contributes excessive sediment and nutrients to downstream impaired stream reach due to open water intakes and sectional tile. For these reasons, the Do Nothing alternative is not preferred.
- Repair– Repair of the drainage system would resolve the excessive contributions of sediment and nutrients to downstream impairments as well as bring the system back to the ACSIC but would not enhance the economic viability of agriculture due to standing water caused by poor drainage. Therefore, it is not a preferred alternative.
- Improvement– Improvement of the drainage system would resolve both the excessive contributions of sediment and nutrients to downstream impairments and enhance the agricultural economics on the drainage system by bringing system drainage in line with modern standards.

Technical analysis presented in subsequent sections of this report describes the effectiveness of alternatives and achieving drainage function and evaluating downstream flood and water quality impacts.

3.3 LAND USE

Per Minn. Stat. § 103E.015, Subd 1(3), the drainage authority must consider the present and anticipated land use including the compatibility of the project with local land use plans. The present land use within the project area is mostly agricultural. In general, land use will remain agricultural for the foreseeable

future. The project is compatible with the Goodhue County Zoning Ordinance which aims to maintain and enhance agricultural land in the County as described in Section 3(A.1).

3.4 CURRENT AND POTENTIAL FLOODING

Per Minn. Stat. § 103E.015, Subd 1(4), the drainage authority must consider the current and potential flooding characteristics of property in the drainage project or system and downstream for the 5-, 10-, 25- and 50-year flood events, including the adequacy of the outlet for the drainage project.

3.4.1 HYDROLOGIC AND HYDRAULIC CONDITIONS IN SYSTEM

The proposed drain tile improvements were chosen to provide a minimum 1/2-inch drainage coefficient for each critical portion of Branches B, B-1, and B-2. Increases in flow due to the tile improvements were added to the existing conditions peak flows to determine the post-project flows in CD 1. Existing and proposed drainage coefficients for critical locations in the tile network are shown in Tables 1 through 3.

Table 1 – Drainage Coefficient – Main Trunk

Location	Cumulative Area	Tile Diameter		Drainage Coefficient (in/day)		Maximum Flow Capacity
		Existing	Proposed	Existing	Proposed	
Outlet (STA 0+00 to 14+44)	246.5 ac	10"	18"	0.11	0.52	5.4 cfs
Branch B-1 Junction (STA 14+44 to 20+00)	128.2 ac	8"	15"	0.15	0.84	4.5 cfs
STA (20+00 to 29+07)	128.2 ac	8"	15"	0.15	0.58	3.1 cfs
Branch B-2 Junction (STA 29+07 to 37+85)	45.1 ac	6"	10"	0.07	0.56	1.1 cfs

Table 2 – Drainage Coefficient – Branch B-1

Location	Cumulative Area	Tile Diameter		Drainage Coefficient (in/day)		Maximum Flow Capacity
		Existing	Proposed	Existing	Proposed	
B-1 - (STA 0+00 to 5+97)	61.1 ac	8"	10"	0.37	0.72	1.8 cfs

Table 3 – Drainage Coefficient – Branch B-2

Location	Cumulative Area	Tile Diameter		Drainage Coefficient (in/day)		Maximum Flow Capacity
		Existing	Proposed	Existing	Proposed	
B-2 - STA 0+00 to 13+05	17.3 ac	6"	8"	0.24	0.81	0.6 cfs

3.4.2 HYDROLOGIC AND HYDRAULIC CONDITIONS AT CR-59

Branches A and B of the CD 1 public tile system outlet into a drop structure located adjacent to County Road 59 and then flow to a 36-inch culvert that discharges at the upstream end of the open channel portion of CD 1. Flow from the tile discharges under County Road 59 through 36-inch reinforced concrete culvert with a headwall and into the upstream end of the CD 1 open channel. The open channel portion of CD 1 ultimately discharges to the Zumbro River, Middle Fork. Per the original Engineer's Report for the CD 1 system, the typical section of the upstream reach of CD 1 has a 4-foot bottom, 2:1 horizontal to vertical side slopes, and a depth of approximately 5 feet.

The USGS regression equation obtained from the StreamStats program was used to model peak stormflows through the 36-inch culvert and at upstream end of the CD 1 open channel. Peak flows were modeled for the 2-, 5-, 10-, 25-, 50-, and 100-year stormflow events.

Increases in flow to the culvert and ditch due to increased capacity in the drain tile were calculated based on the proposed pipe sizes, slopes, and Manning's roughness values.

For this analysis, the impacts on both the County Road 59 culvert and the open channel of CD 1 were assessed. The modeling shows the proposed improvements will increase the flow rate to both the culvert and the CD 1 open channel, as the increased capacity of the tile will decrease flooding durations on the field surface but increase the total flow to the culvert and channel. **Table 4** shows the existing and post-improvement elevations and flows for the 36-inch culvert, and **Table 5** shows the existing and post-improvement conditions for the CD 1 open channel.

Table 4 – County Road 59 36-Inch Culvert Hydraulic Calculations

Flood Frequency	Flow (cfs)		Water Surface Elevation (ft)		
	Existing	Post-Improvement	Existing	Post-Improvement	Change in WSEL
2-Year	34	38.1	1237.5	1237.7	0.2
5-Year	64	68.1	1239.6	1240.0	0.4
10-Year	89	93.1	1242.7	1243.3	0.6
25-Year	126	130.1	1243.6	1243.6	0.0
50-Year	158	162.1	1243.6	1243.6	0.0
100-Year	195	199.1	1243.7	1243.7	0.0

Table 5 – CD 1 Open Channel Hydraulic Calculations

Flood Frequency	Flow (cfs)		Channel Velocity (ft/s)		
	Existing	Post-Improvement	Existing	Post-Improvement	Change in Velocity
2-Year	34	38.4	2.2	2.3	0.1
5-Year	64	68.4	2.7	2.8	0.1
10-Year	89	93.4	3.0	3.0	0.0
25-Year	126	130.4	3.3	3.4	0.1
50-Year	158	162.4	3.6	3.6	0.0
100-Year	195	199.4	3.8	3.8	0.0

The hydraulic model for the 36-inch culvert shows increases in upstream elevations of 0.2 to 0.6 feet for the 2-, 5-, and 10-year flood events. The existing conditions model shows the road overtops at a discharge of approximately 95 cfs, and thus the proposed improvements will not cause the road to overtop where it did not in the existing conditions.

The model of the CD 1 open channel shows the proposed improvements are projected to increase the peak flow to CD 1 by 4.4 cfs for the design events, which correlates to a maximum channel velocity increase of 0.1 feet per second for the design events. This increase is not projected to cause any adverse impacts to the public drainage system or its ability to serve its designed function.

Given the small potential impact on overtopping of County Road 59 and downstream peak flood elevations in the CD 1 open channel, the proposed improvement of CD 1 is considered to have an adequate outlet.

3.5 WETLANDS

Minn. Stat. § 103E.015, Subd 1(5) requires the drainage authority to consider the effects on wetlands. The National Wetland Inventory (NWI) database shows a Type 1 wetland in the CD 1 open channel east of County Road 59 (see **Figure 1**). The proposed project does not discharge directly to the wetland, and no work is being proposed within the mapped wetland boundaries. The modeling done for Section 3.4 shows minimal elevation increases for design events that are not expected to significantly affect the hydroperiod of the wetland.

3.6 WATER QUALITY

Minn. Stat. § 103E.015, Subd 1(6) requires that the drainage authority consider the effects of the proposed drainage project on water quality. The occurrence of an extreme runoff condition during project construction could cause an increased sediment load into the downstream channel system. However, a Stormwater Pollution Prevention Plan will be prepared for the project, which will minimize the likelihood of a substantial sediment discharge following rainfall events. The downstream water quality following completion of the project will change little from the current condition. The improved tile will be clean and free of sediment blockages. Cleaning and inspection ports will be incorporated into the project design. The project will not drain new lands downstream, and thus the discharge of nutrients will remain similar or

decrease in volume from an increase of infiltration potential but will arrive in downstream watercourses earlier in the hydrograph following a rainfall event.

3.7 FISH AND WILDLIFE RESOURCES

Minn. Stat. § 103E.015, Subd 1(7) requires the drainage authority to consider the effects of the proposed project on fish and wildlife resources. The proposed improvement project does not contemplate any major excavation in any existing natural watercourse or lakes, and as a result will have insignificant effects on fish resources. The proposed work will occur on fields currently used for agricultural practices, so there is no proposed destruction of prairie or wooded wildlife habitat. The project incorporates replacement of deteriorating drain tile, new tile intakes, and other project components that are consistent with current BMPs. Therefore, the quality of the water exiting Branch B into CD 1 will be improved and have a net positive affect on fish and wildlife resources.

3.8 GROUNDWATER

Minn. Stat. § 103E.015, Subd 1(8) requires the drainage authority to consider the effects of the proposed drainage project on shallow groundwater availability, distribution and use. Review of the SSURGO soil database indicates the presence of soils susceptible to poorly drained conditions. The existing drain tile was installed to draw down saturated soils following rainfall events and thus allow the soil to function in a “drained” condition for cultivation. The proposed improvement will install perforated tile at a depth similar to existing conditions, and thus the improvement will not substantively affect the seasonal groundwater table or shallow groundwater resources in the project area.

3.9 ENVIRONMENTAL IMPACT

Minn. Stat. § 103E.015, Subd 1(9) requires the drainage authority to consider the effects on the overall environmental impact of the proposed drainage project. The project engineer and project sponsors for this project envision that the overall impact of the project will contain no long-term adverse effects on the environment beyond the potential for wetland drainage. While construction operations have an inherent adverse effect on the environment, these effects are temporary in comparison to the long-term benefits anticipated from the project operation.

3.10 EXTERNAL FUNDING

In accordance with Minn. Stat. § 103E.015, Subd. 1a., the Engineer on behalf of Goodhue County investigated the potential use of external sources of funding to facilitate the purposes of Minn. Stat. § 103E.011, Subd. 5., which are for wetland preservation or restoration or creation of water quality improvements or flood control. The Goodhue County SWCD was not aware of any available external sources of funding for the project and thought it unlikely that the project would apply for grant funding from the Clean Water Fund grant program administered by the MN Board of Water and Soil Resources. The types of projects that meet the Minn. Stat. § 103E.011, Subd. 5, purposes of wetland, water quality or flood control improvements include wetland restoration, grass waterways, water and sediment control basins, alternative tile intakes, denitrifying bioreactors, drainage water management, and several other types.

4 PUBLIC UTILITY, BENEFIT OR WELFARE

In accordance with Minn. Stat. § 103E.015, Subd 2, consideration was given to the conservation of soil, water, forests, wild animals, and related natural resources, and to other public interests affected, together with other material matters as provided by law in determining whether the project will be of public utility, benefit, or welfare, the project engineers provide the following observations.

- The area drained by Branch B consists of private property, and none of the land is used for public purposes. Significant changes in land use are not anticipated in the foreseeable future, with or without the proposed improvements.
- Recreational activities are currently limited within the project area. There is no anticipated adverse effect on recreation in this area.
- Since the drainage system improvement project consists entirely of drain tile, there is no anticipated public navigation potential.
- The project elements as proposed in this report include no drainage opportunities of existing lakes, wetlands, or other protected water environments. Therefore, the proposed project will have little or no effect on fish resources. All new tiles will be solid with no perforations.
- There do not appear to be any cultural or archaeological resources which would be affected by the proposed project.
- Regarding the federally listed threatened Northern Long-Eared Bat, there are no known roost trees or hibernacula located within the project area. Additionally, no tree removals are proposed, therefore the project will not result in a taking of this federally listed species.

The proposed improvement will be of public utility and benefit and will promote the public health and welfare. Public utility and benefit are achieved by providing more efficient drainage to agricultural properties within the drainage area. The improvement will protect property values and improve the economy of agricultural production. Public health and welfare are achieved by reducing the frequency of wet and overflowed land which, will improve the general sanitary condition of the community, relieve low wet or stagnant and unhealthful conditions, and protect the overflowed property, all of which were goals of the original proceedings to establish the CD 1 public drainage system.

5 OPINION OF PROBABLE CONSTRUCTION COST

The estimated total project costs for the improvement described in this report are as follows:

Table 6 – Opinion of Probable Construction Cost Summary

Category	Cost
Construction Costs*	\$253,600
Engineering and Viewing**	\$42,900
Legal and Administrative	\$15,000
Total Improvement Project Cost	\$311,500

*Includes 20% construction contingency.

**Engineering based on 20% of construction cost and Viewing estimated at \$2.50/acre

A detailed breakdown of the project costs is included as **Exhibit D** of this report. These costs assume the improvement will generally follow the existing tile alignment and include costs for materials, labor, engineering, and project management.

6 SEPERABLE MAINTENANCE

In its order initiating proceedings and appointing the engineer to prepare a preliminary survey report, Goodhue County instructed the engineer to include in this preliminary survey report an investigation of the current condition of the portion of the drainage system proposed to be improved and provide a recommendation on the propriety of a separable maintenance allocation of project costs.

A repair report prepared by HEI dated January 15, 2021 found the existing tile is in poor condition and given the system has not undergone any major repairs since it was established in 1954, the report recommended the existing tile be repaired, independent of an improvement proceedings. The cost to repair the existing Branch B tile by replacement at its current sizing was estimated separately from the improvement cost, and the cost was found to be **\$272,060** (See **Exhibit D**). It is recommended the Viewers consider these as separable maintenance costs relative to the improvement in further ditch proceedings.

7 RECOMMENDATIONS

In the opinion of the Project Engineer, the proposed project outlined herein is necessary, feasible, and practical. It is recommended that the County Board continue with the proceedings for the Improvement of the Goodhue County Branch B drain tile, including ordering the Engineer to prepare a Final Engineer's Report and assigning viewers. This improvement sizing is feasible and will not result in substantive environmental impacts.



EXHIBIT A – IMPROVEMENT PETITION



STATE OF MINNESOTA
Before the
GOODHUE COUNTY BOARD
SITTING AS THE DRAINAGE AUTHORITY FOR
GOODHUE COUNTY DITCH 1

<p>In the Matter of:</p> <p>The Petition for Improvement to Goodhue County Ditch 1 Branch B</p>	<p>PETITION FOR IMPROVEMENT TO Goodhue County Ditch 1 Branch B</p>
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Pursuant to Minn. Stat. § 103E.215, Petitioners seek an improvement of Goodhue County Ditch 1. For their Petition, the undersigned Petitioners state and allege the following:

1. Petitioners seek the improvement of Goodhue County Ditch 1 Branch B located in Kenyon Township – Goodhue County.
2. Goodhue County Ditch 1 Branch B provides beneficial drainage to agricultural properties, public roadways, and other lands located in Section(s) <28, 29, 30, 31, 32, & 33 Township 109N, Range 18W, Goodhue County, Minnesota.
3. County Ditch 1, including Branch B is in need of repair. Branch B has remained in service since its original construction. Other than minor repairs, no major repairs have been made to Branch B since it was constructed.
4. Even in a repaired state, Goodhue County Ditch 1 Branch B is inadequate to support beneficial drainage for current farming and drainage practices. Goodhue County Ditch 1 Branch B has insufficient capacity and needs enlarging to furnish sufficient capacity.
5. The proposed improvements include: enlarging the existing tile on Branch B of Goodhue County Ditch 1 to meet modern drainage requirements.
6. The following is a description of a starting point, general course, and terminus of the proposed improvement:

Main

Commencing at a point in the SE 1/4, Section 30, Township 109, Range 18W, Kenyon Township , Goodhue County , Minnesota; thence northwest to the border between the SE and NE ¼ of Section 30, thence west approximately 925 feet

before terminating at the center of Section 30, Township 109N, Range 18 W, Kenyon Township, Goodhue County, Minnesota.

Lateral B-1

Commencing at a point in the SE 1/4, Section 30, Township 109, Range 18W, Kenyon Township, Goodhue County, Minnesota; thence <northwest approximately 1300 feet; terminating at the border of the NE and NW 1/4, Section 30, Township 109N, Range 18W, Kenyon Township, Goodhue County, Minnesota.

Lateral B-2


Commencing at a point in the NE 1/4, Section 30, Township 109N, Range 18W, Kenyon Township, Goodhue County, Minnesota; thence west approximately 650 feet; terminating at a point located in the SE 1/4, Section 30, Township 109N, Range 18W, Kenyon Township, Goodhue County, Minnesota.

The 40-acre tracts or government lots and property where the proposed improvement passes over, including the names and addresses of the property owners from the records in the county assessor's office, is as follows:

Property Description	Property Owners	Address
1.NE 1/4 SE1/4 Section 30 T109N, R18W	Jeffrey Solberg	50851 County 59 Blvd. Kenyon, MN. 55946
2.SE 1/4 SE 1/4 Section 30 T109N, R18W	Jeffrey Solberg	50851 County 59 Blvd. Kenyon, MN. 55946
3.NW 1/4 SE 1/4 Section 30 T109N, R18W	Jon Houglum	50243 County 59 Blvd. Kenyon, MN. 55946
4. SW 1/4 NE 1/4 Section 30 T109N, R18W	Jon Houglum	50243 County 59 Blvd. Kenyon, MN. 55946

7. The proposed improvement will be of public utility and promote the public health.
8. Petitioners will pay all costs of the proceedings if the proceedings are dismissed or the contract for construction of the proposed drainage system is not awarded.
9. A bond in the amount of \$10,000 is attached hereto, payable to Goodhue County conditioned to pay the costs incurred if these proceedings are dismissed or a contract is not awarded to construct the improvement proposed in the petition. Petitioners acknowledge and agree that additional bonds may be required as additional costs are incurred in the proceedings.
10. Petitioners are the owners of 4 of the 4 40-acre tracts or government lots and property, at least twenty-six percent of the owners of property that the proposed improvement passes over.

11. Because Branch B of CD 1 is in need of repair, Petitioners request, to the extent practicable, that the drainage authority consider, under Minn. Stat. § 103E.215, subd. 6, the separable maintenance portion of the work when determining benefits and assessing costs of the improvement.
12. This Petition may be signed in counterparts.

Respectfully submitted this 16th day of February, 2021 by: 

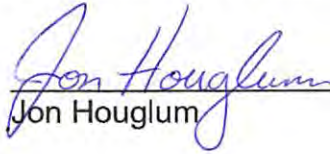
[Note: All signatories to the Petition must indicate the capacity in which they sign, i.e. owner, co-owner, corporate official, or government lot. In the case of a partnership, only one general partner needs sign. In the case of a corporation, only one corporate official need sign. In the case of co-ownership, all co-owners must sign. In the case of a trust, all trustees must sign. Be sure all signature blocks are fully completed. If you are unsure of whom must sign please contact the petitioner's attorney.]

OWNER SIGNATURE

PROPERTY OWNED

MAILING ADDRESS

DATE


Jon Hougum

Sect-30 Twp – 109
Range 018 NE ¼
SEC 30 109 18

50243 County 59 Blvd
Kenyon MN 55946

2-13-21

Sect-30 Twp 109
Range 018 W ½ of SE ¼
SEC 30 109 18


Larry Lurken

Sect-30 Twp 109
Range 018 NW ¼
SEC 30 109 18

420 500th St
Kenyon MN 55946

2-13-21

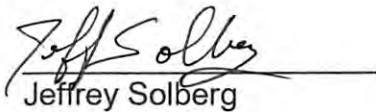

LyTana Derscheid

Sect-30 Twp 109
Range 018 S ½ of SW ¼
SEC 30 109 18

159 510th St
Kenyon MN 55946

2-13-21

Sect 30 Twp 109
Range 108 N ½ of SW ¼
SEC 30 109 18


Jeffrey Solberg

Sect-30 Twp 109
Range 108 NE ½ of SE
¼ SEC 30 109 18

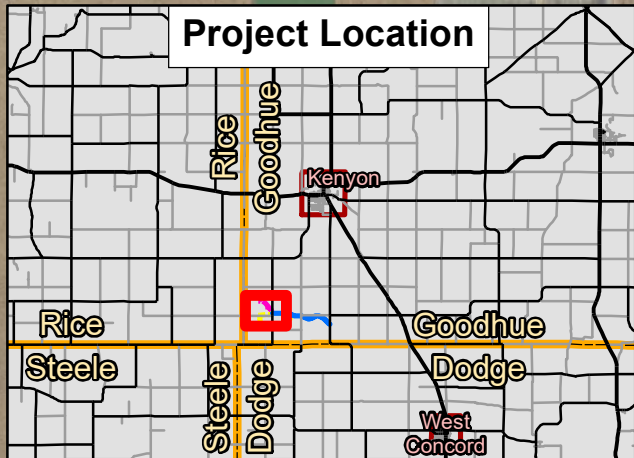
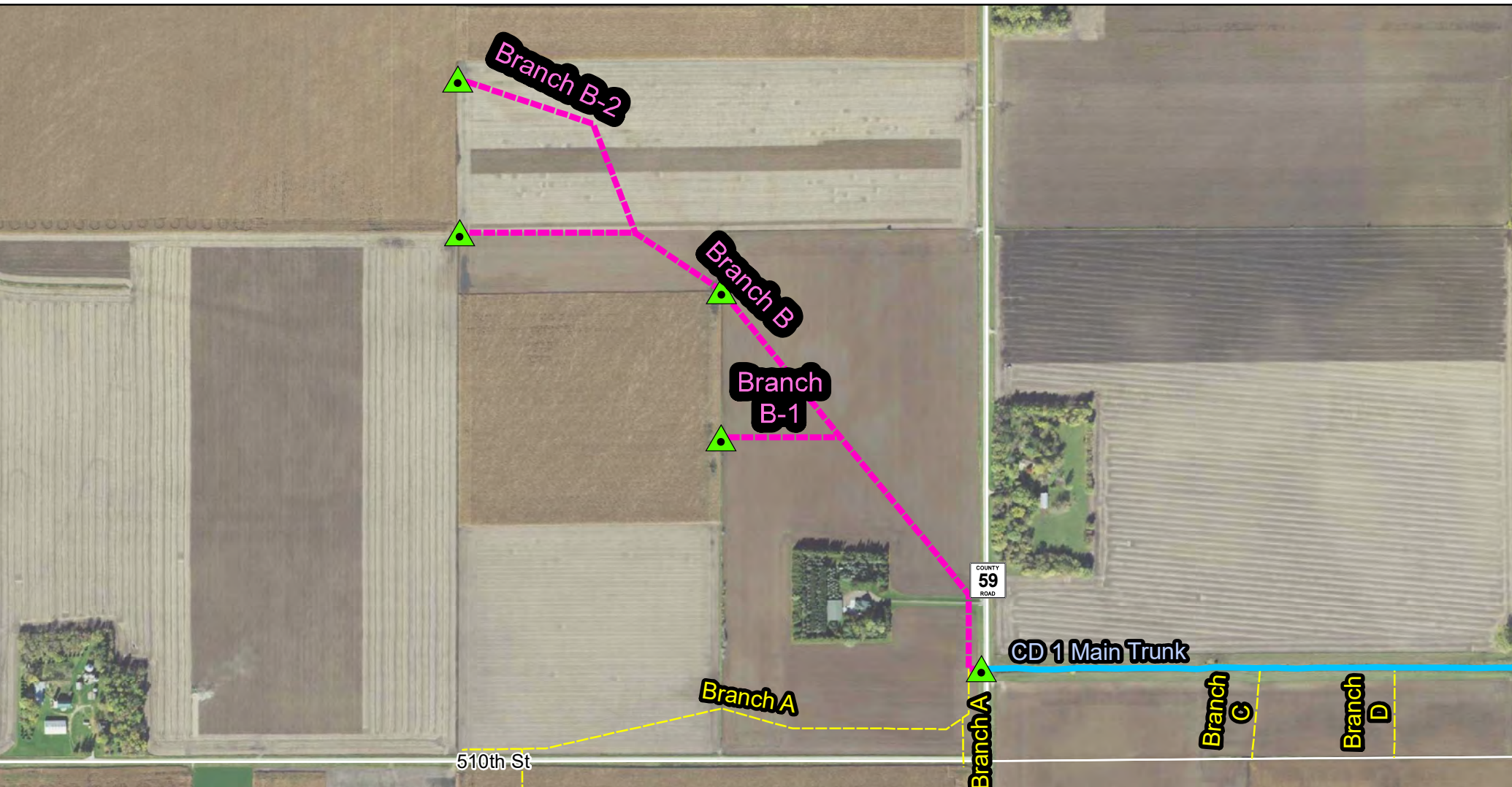
50581 County 59 Blvd
Kenyon MN 55946





2-15-21



EXHIBIT B – SITE SURVEY





-  Surveyed Inlets / Outlets
-  Branch B Tile
-  CD 1 Open Channel Alignment
-  Branches A,C,D,E Tile

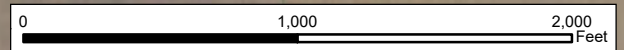


Exhibit B - Site Survey

Scale: AS SHOWN	Drawn by: ZTS	Checked by:	Project No.: 6400-0005	Date: 4/26/2021	Sheet:
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N



**Houston
Engineering Inc.**

Maple Grove

P: 763.493.4522
F: 763.493.5572



EXHIBIT C – DESIGN PLAN / PROFILE



GOODHUE COUNTY DITCH 1 BRANCH B IMPROVEMENT

GOODHUE COUNTY KENYON TOWNSHIP APRIL 2021

DRAWING INDEX	
SHEET NUMBER	SHEET TITLE
1	TITLE SHEET
2	BRANCH B
3	BRANCH B
4	BRANCH B-1
5	BRANCH B-2

NOTES:

1. GEODETIC CONTROL

HORIZONTAL: NAD83 MINNESOTA DOT: GOODHUE COUNTY, US FOOT

VERTICAL: NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88)

BENCH MARK: EPSOM MNDOT, NE QUARTER, SECTION 1, TOWNSHIP 109N, RANGE 19W

2.5 MILES WEST-NORTHWEST OF KENYON, 2.8 MILES WEST ALONG TRUNK HIGHWAY 60 FROM THE JUNCTION OF TRUNK HIGHWAY 60 AND TRUNK HIGHWAY 56 IN KENYON TO TRUNK HIGHWAY 60 MILEPOINT 160.90, THEN 0.7 MILE NORTH ON GOODHUE AVENUE, THEN 0.3 MILE WEST ON 210TH STREET, 27.5 FEET SOUTH OF 210TH STREET, 60.0 FEET SOUTH-SOUTHEAST OF A POWER POLE, 58.2 FEET SOUTH-SOUTHEAST OF A WITNESS POST, 59.19 FEET SOUTH-SOUTHEAST OF EPSON MNDT 1, 39.98 FEET WEST-NORTHWEST OF EPSON MNDT 2, 11.0 FEET EAST OF AN ENTRANCE, 2.4 FEET WEST OF A WITNESS POST.

2. UTILITY

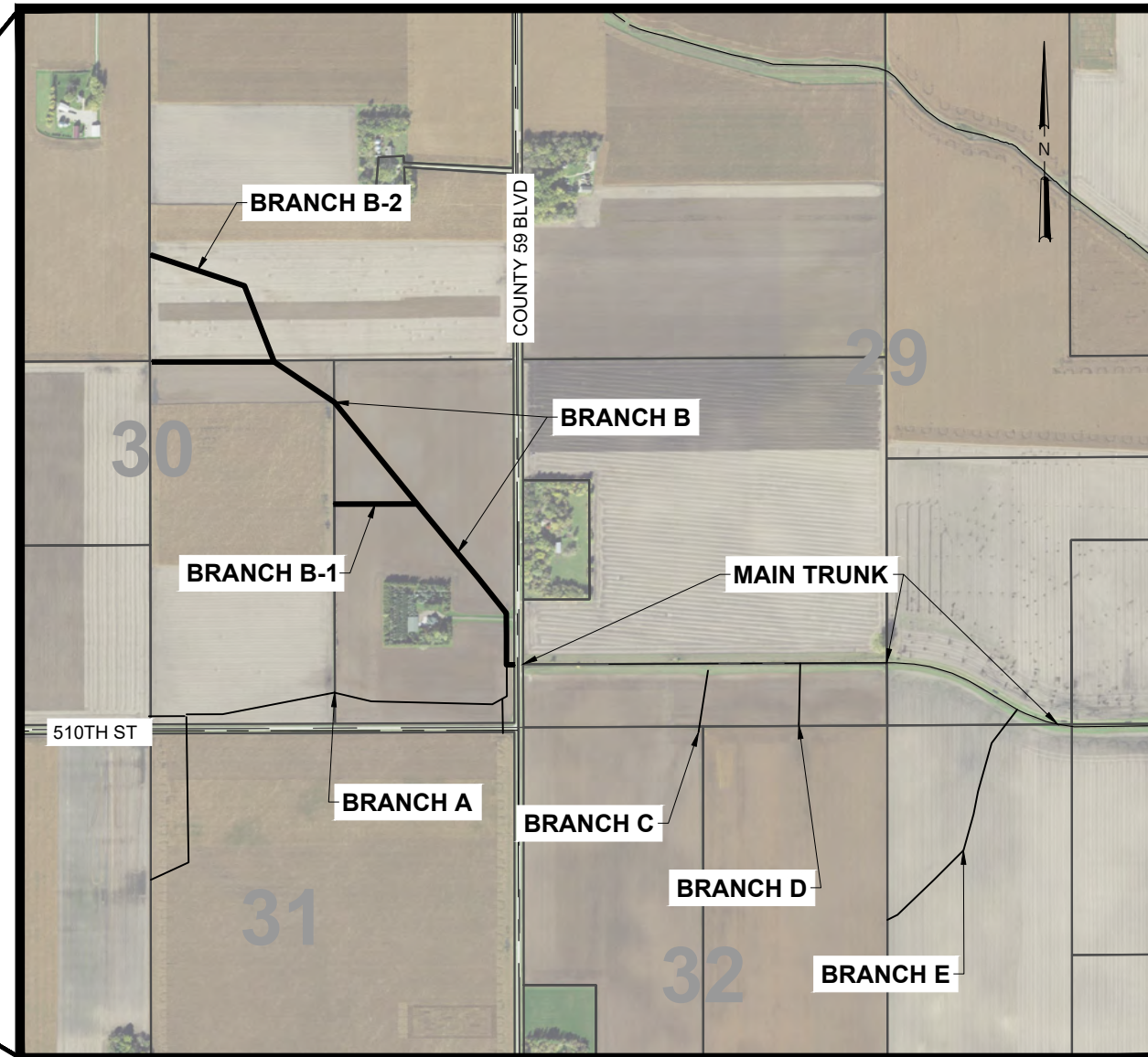
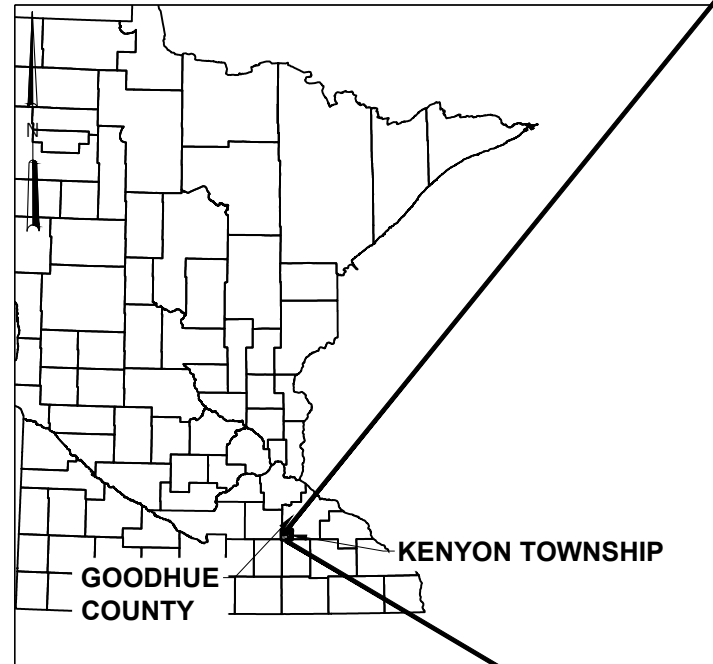
PRIOR TO ANY EXCAVATION WORK, THE CONTRACTOR IS RESPONSIBLE UNDER MINNESOTA STATE STATUTE 216D AND MINNESOTA RULES CHAPTER 7560 TO CONTACT GOPHER STATE ONE CALL FOR THE LOCATION OF UNDERGROUND UTILITY FACILITIES IN PROXIMITY TO THE EXCAVATION SITE.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINE FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".

CONTACT "GOPHER STATE ONE CALL" FOR LOCATIONS OF BURIED UTILITIES. CALL (651) 454-0002 OR (800) 252-1166. ALSO CONTACT AT www.gopherstateonecall.org

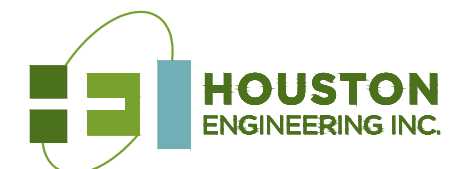
3. SOURCE OF SURVEY

GOODHUE COUNTY, SOIL AND WATER CONSERVATION DISTRICT, OBSERVED OCTOBER 2020, APRIL 2021

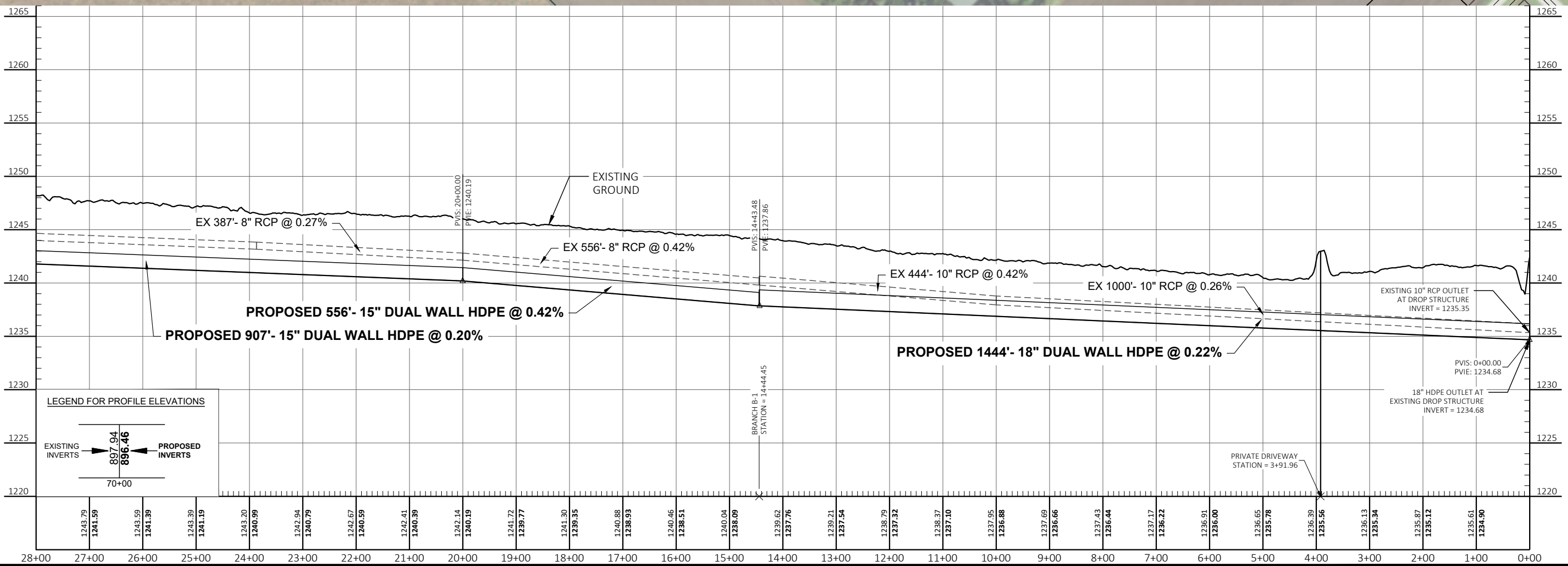
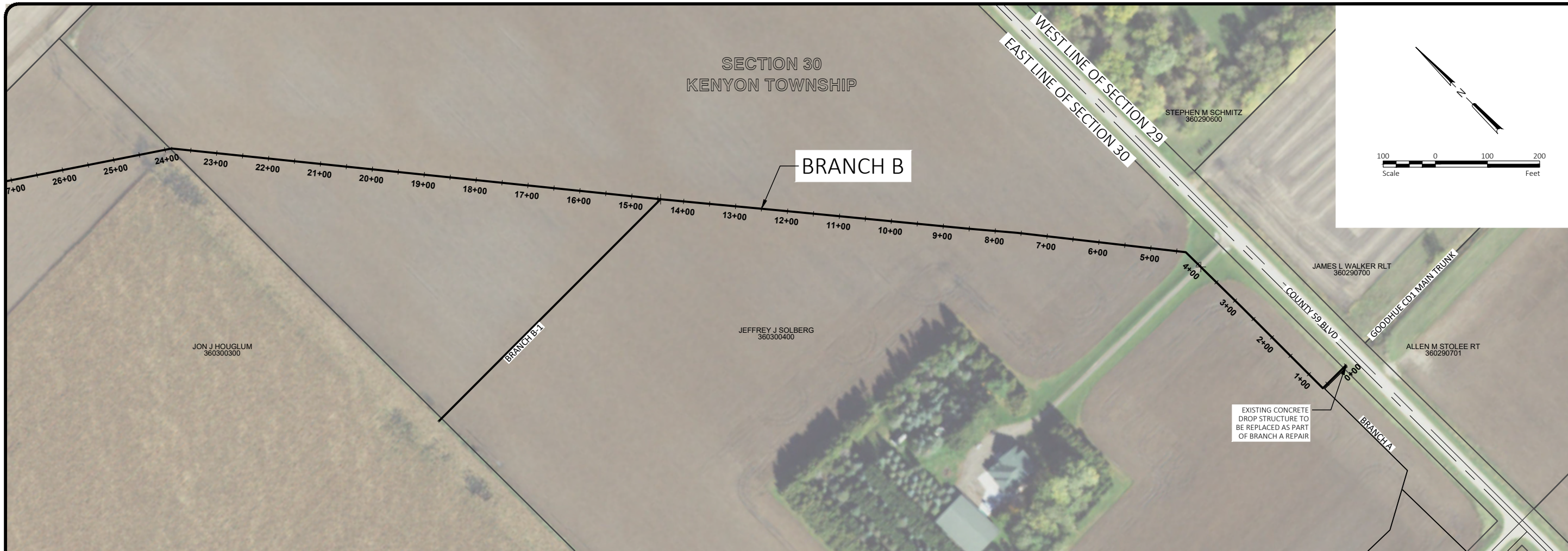


PRELIMINARY
Not for Construction

PREPARED BY:



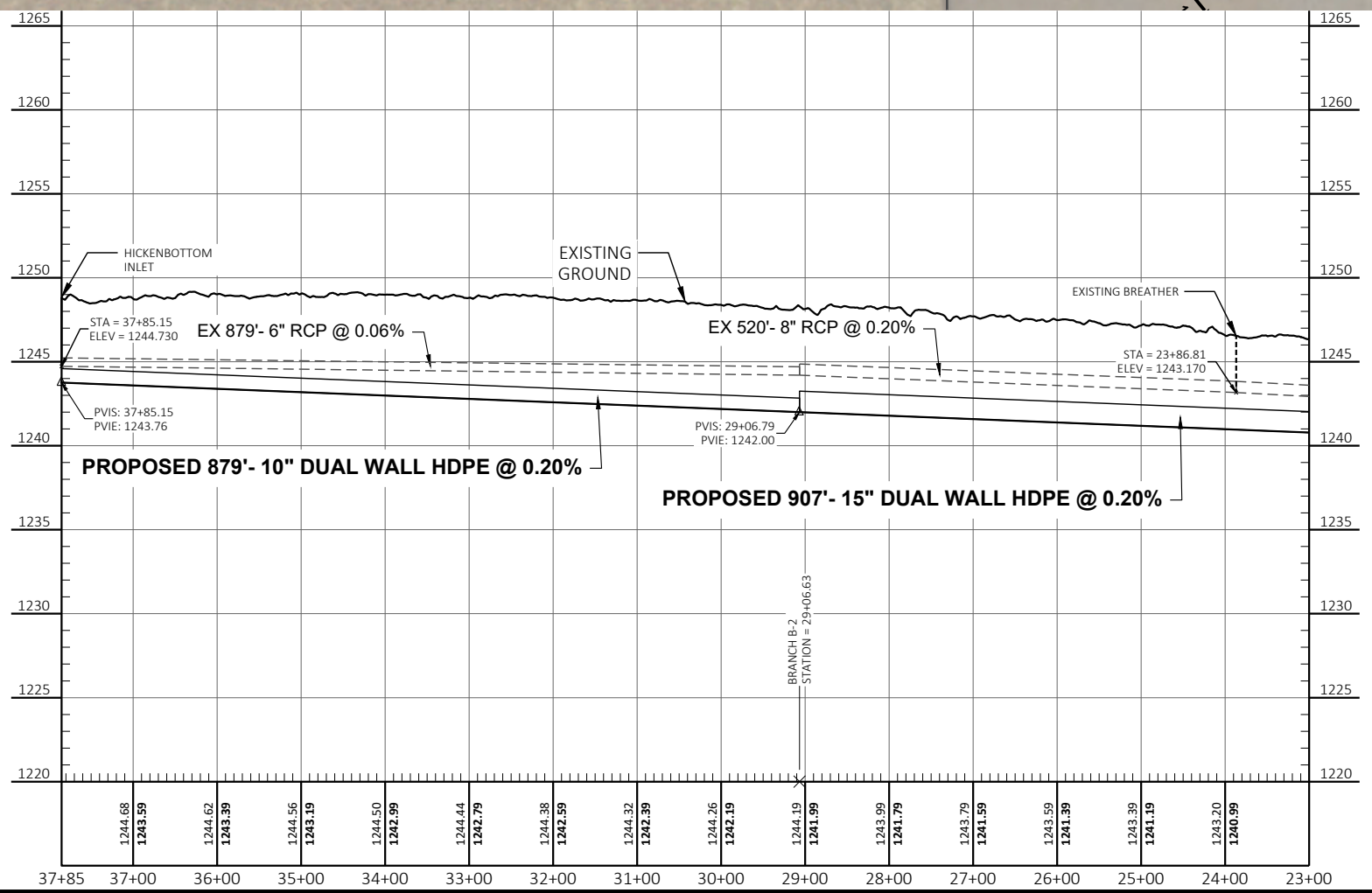
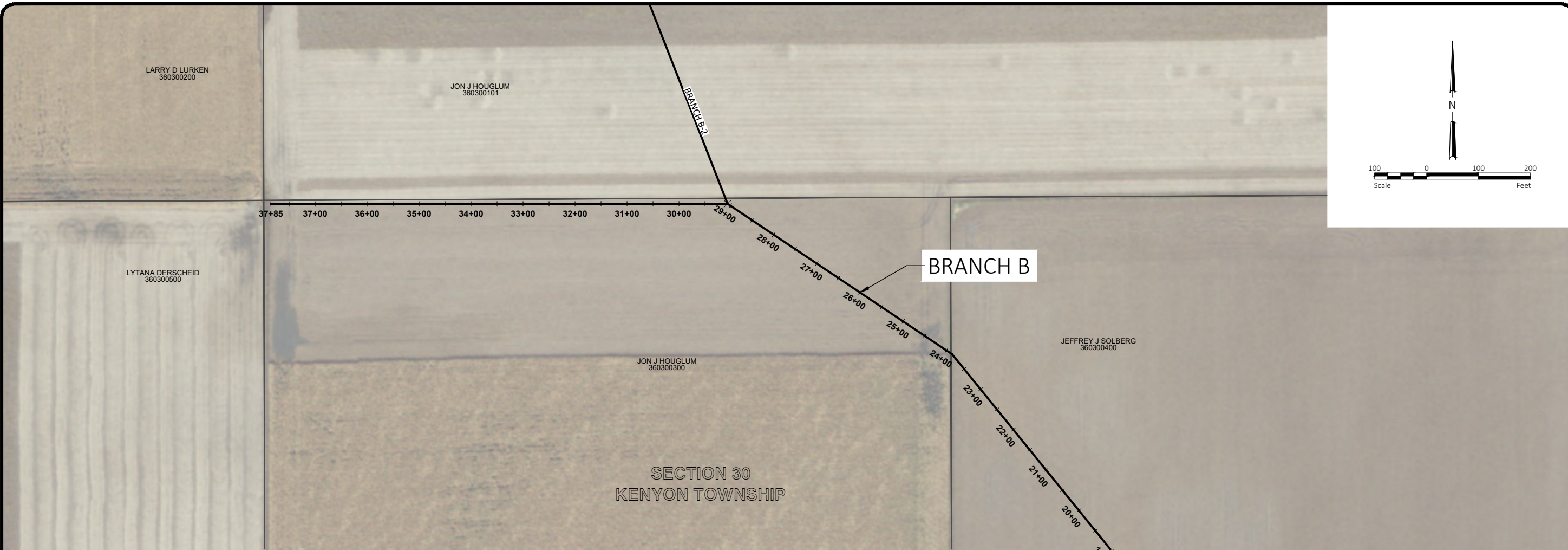
MAPLE GROVE, MINNESOTA



H:\Maple Grove\JBN\6400\6400\CAD\Plans\6400-0005_Plan&Profile.dwg-Branch B_STA 0+00 TO 25+00_11:25 AM-(earpin)

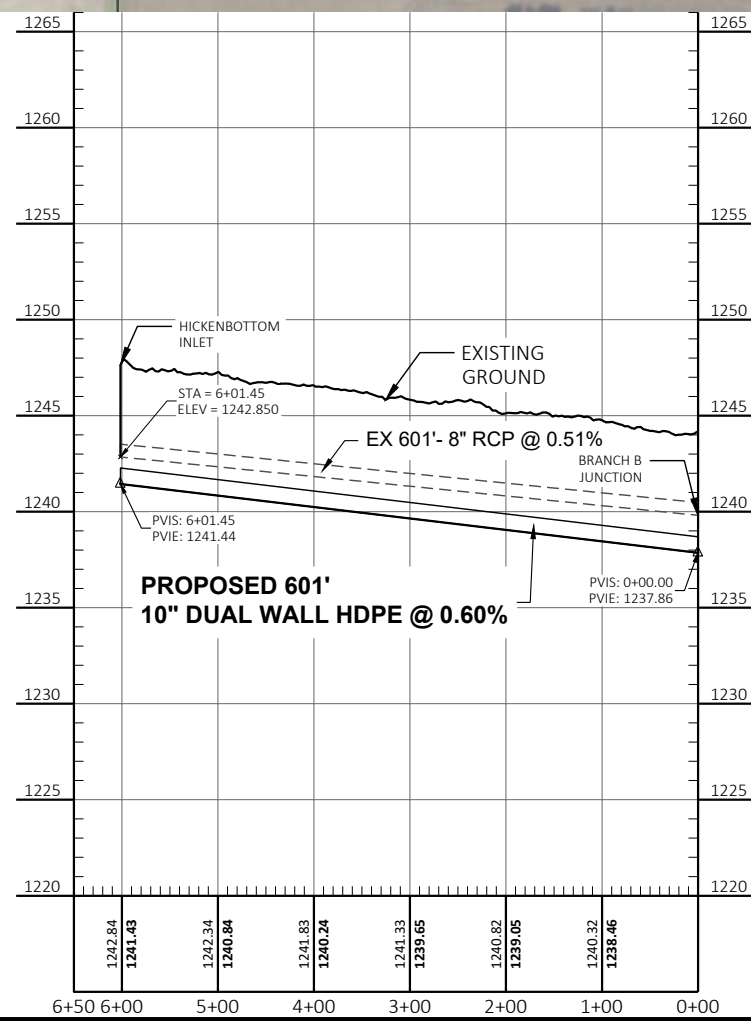
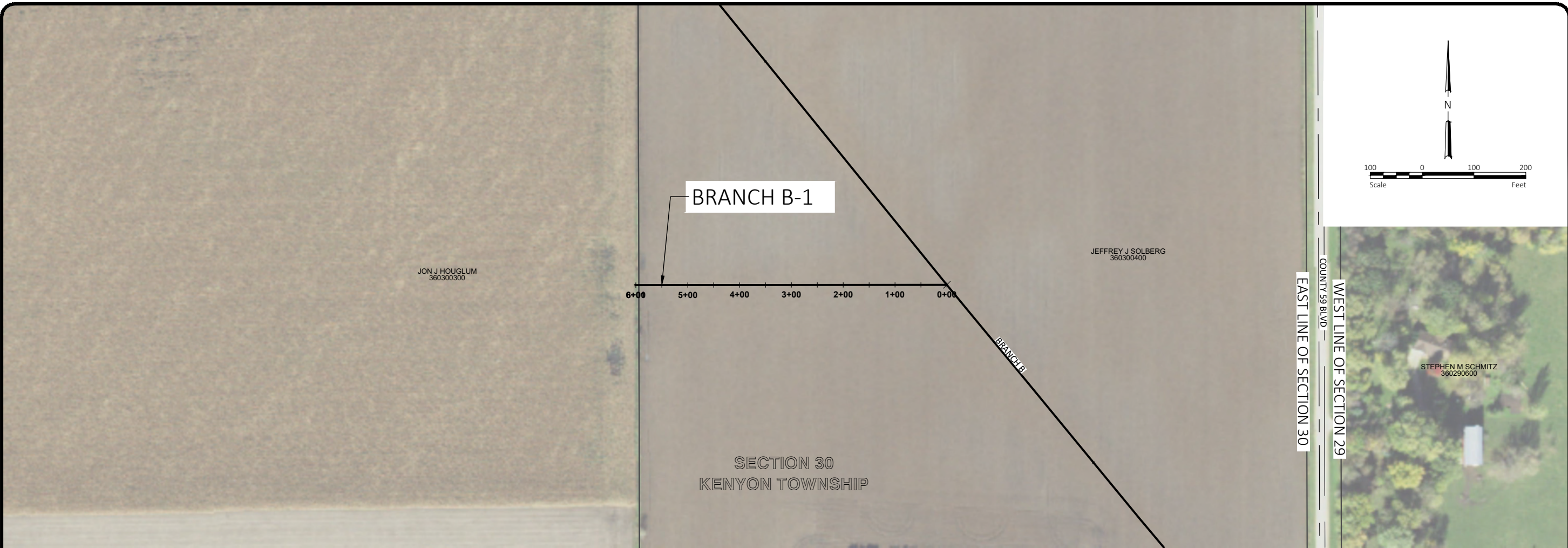
By	
Date	
Revision	
No.	
PRELIMINARY NOT FOR CONSTRUCTION	
GOODHUE CD1 BRANCH B IMPROVEMENT GOODHUE COUNTY KENYON TOWNSHIP BRANCH B STA 0+00 TO 25+00	
Drawn By	EJA
Checked By	CO
Date	04-15-2021
Scale	As Shown
Project No.	6400-0005
SHEET 2 OF 5	


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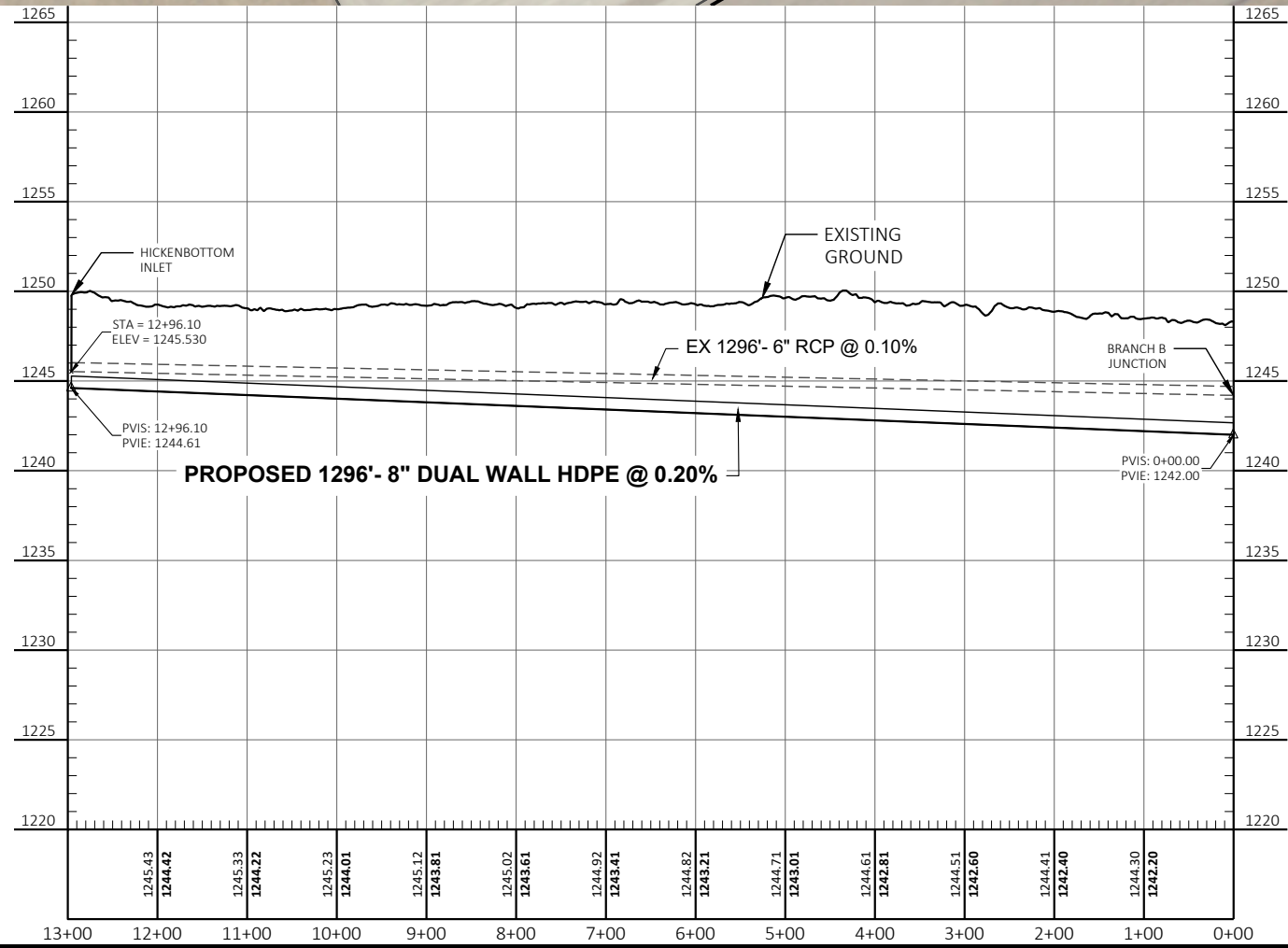
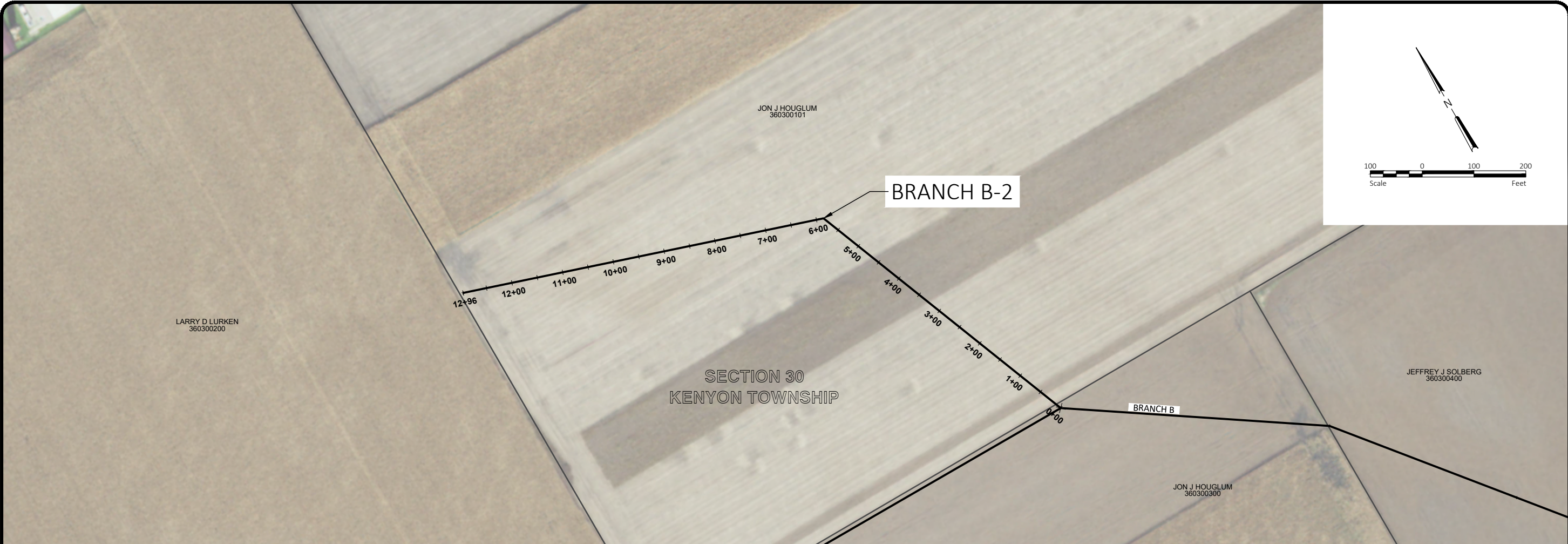


By	Date	Revision	No.
PRELIMINARY NOT FOR CONSTRUCTION			
GOODHUE CD1 BRANCH B IMPROVEMENT GOODHUE COUNTY KENYON TOWNSHIP BRANCH B STA 25+00 TO 37+85			
Drawn By	EJA	Checked By	CO
Date	04-15-2021	Scale	As Shown
Project No.	6400-0005	SHEET 3 OF 5	

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By	Date	Revision	No.
PRELIMINARY NOT FOR CONSTRUCTION			
GOODHUE CD1 BRANCH B IMPROVEMENT GOODHUE COUNTY KENYON TOWNSHIP BRANCH B-1			
 HOUSTON engineering, inc.			
Drawn By	EJA		
Checked By	CO		
Date	04-15-2021		
Scale	As Shown		
Project No.	6400-0005		
SHEET 4 OF 5			



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By	
Date	
Revision	
No.	
PRELIMINARY NOT FOR CONSTRUCTION	
GOODHUE CDD1 BRANCH B IMPROVEMENT GOODHUE COUNTY KENYON TOWNSHIP BRANCH B-2	
 HOUSTON engineering, inc.	
Drawn By	EJA
Checked By	CO
Date	04-15-2021
Scale	As Shown
Project No.	6400-0005
SHEET 5 OF 5	

EXHIBIT D – OPINION OF PROBABLE COST

IMPROVEMENT COST – BRANCH B

Item	Item Description	Unit	Quantity	Unit Cost	Extension
1	Mobilization	LUMP SUM	1	\$25,000	\$25,000
2	Traffic Control	LUMP SUM	1	\$5,000	\$5,000
3	Crush Tile and Leave in Place	LIN FT	400	\$2	\$800
4	Water Control	LUMP SUM	1	\$10,000	\$10,000
5	Connect to Existing Lateral	EACH	10	\$1,200	\$12,000
6	Remove Existing Breather	EACH	1	\$500	\$500
7	8" Hickenbottom Inlet	EACH	4	\$1,200	\$4,800
8	8" Perforated HDPE Tile	LIN FT	1296	\$22	\$28,512
9	10" Perforated HDPE Tile	LIN FT	601	\$24	\$14,424
10	12" Perforated HPDE Tile	LIN FT	879	\$26	\$22,854
11	15" Perforated HDPE Tile	LIN FT	1463	\$28	\$40,964
12	18" Perforated HDPE Tile	LIN FT	1444	\$32	\$46,208
13	Gravel Driveway Repair	EACH	1	\$2,000	\$2,000
				Construction Total	\$213,062
				Contingency	20%
				Engineering + Viewing	20%
				Legal	
				Total	\$313,862



REPAIR COST – BRANCH B

Item	Item Description	Unit	Quantity	Unit Cost	Extension	
1	Mobilization	LUMP SUM	1	\$25,000	\$25,000	
2	Traffic Control	LUMP SUM	1	\$5,000	\$5,000	
3	Crush Tile and Leave in Place	LIN FT	400	\$2	\$800	
4	Water Control	LUMP SUM	1	\$10,000	\$10,000	
5	Connect to Existing Lateral	EACH	10	\$1,200	\$12,000	
6	Remove Existing Breather	EACH	1	\$500	\$500	
7	8" Hickenbottom Inlet	EACH	4	\$1,200	\$4,800	
8	6" Perforated HDPE Tile	LIN FT	2175	\$20	\$43,500	
9	8" Perforated HDPE Tile	LIN FT	2064	\$22	\$45,408	
10	10" Perforated HDPE Tile	LIN FT	1444	\$24	\$34,656	
11	Gravel Driveway Repair	EACH	1	\$2,000	\$2,000	
				Construction Total	\$183,664	
				Contingency	20%	\$36,700
				Engineering	20%	\$36,700
				Legal		\$15,000
				Total		\$272,064





EXHIBIT E – SUBCATCHMENT BOUNDARIES



500th St

Rice Goodhue Ave Goodhue

Branch B
6"
45 ac

Branch B-2
6"
61 ac

Branch B
8"
128 ac

Branch B-2

Branch B

Branch B
10"
246 ac

Branch B-1
8"
61 ac

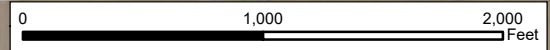
Branch B-1

COUNTY
59
ROAD

CD 1 Main Trunk

260th St E

510th St



- Branch B Tile
- CD 1 Open Channel Alignment
- Tile Subwatersheds

Exhibit E - Tile Subcatchments

Scale: AS SHOWN	Drawn by: ZTS	Checked by:	Project No.: 6400-0005	Date: 5/3/2021	Sheet:
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N

Houston Engineering Inc.

Maple Grove

P: 763.493.4522
F: 763.493.5572

Goodhue County Land Use Management

Goodhue County Government Center | 509 West Fifth Street | Red Wing, Minnesota 55066



Building | Planning | Zoning
Telephone: 651.385.3104
Fax: 651.385.3106

Environmental Health | Land Surveying | GIS
Telephone: 651.385.3223
Fax: 651.385.3098

TO: Goodhue County Board of Commissioners
FROM: Lisa M. Hanni, Director / County Surveyor / County Recorder
DATE: May 18, 2021 County Board Meeting
RE: Curly leaf Pondweed Mitigation Project on Lake Byllesby

Summary:

Review a request from the Lake Byllesby Improvement Association (LBIA) to participate in funding mitigation of Curly Leaf Pondweed in Lake Byllesby.

Background:

The Aquatic Invasive Species (AIS) committee received a request from the LBIA to financially participate in the mitigation of Curly Leaf Pondweed that has recently appeared in the Lake. The majority of the infestation appears to be on the Goodhue County side of the Lake. There have been numerous verbal discussions with one of their representatives, Robert Koch, but the committee just received this written request on May 11, 2021.

The LBIA has received commitments from the DNR (\$2,497.50), Dakota County (\$7,500), and their members (\$1610). They are requesting \$7500 from Goodhue County AIS funds. The cost for the treatment and area delineation is \$12,107.42. The remainder of the \$7000 in their budget is for a future Management Plan and mechanical harvesting of heavy weed removal later this summer.

The AIS committee discussed the proposal and felt that the urgent need was for the chemical treatment prior to the June 1 DNR deadline. We did not have enough information about the benefits of the mechanical harvesting and concerns with that type of activity spreading the problem. We also want to see the proposals for the Management plan prior to committing resources for the plan and the continued support.

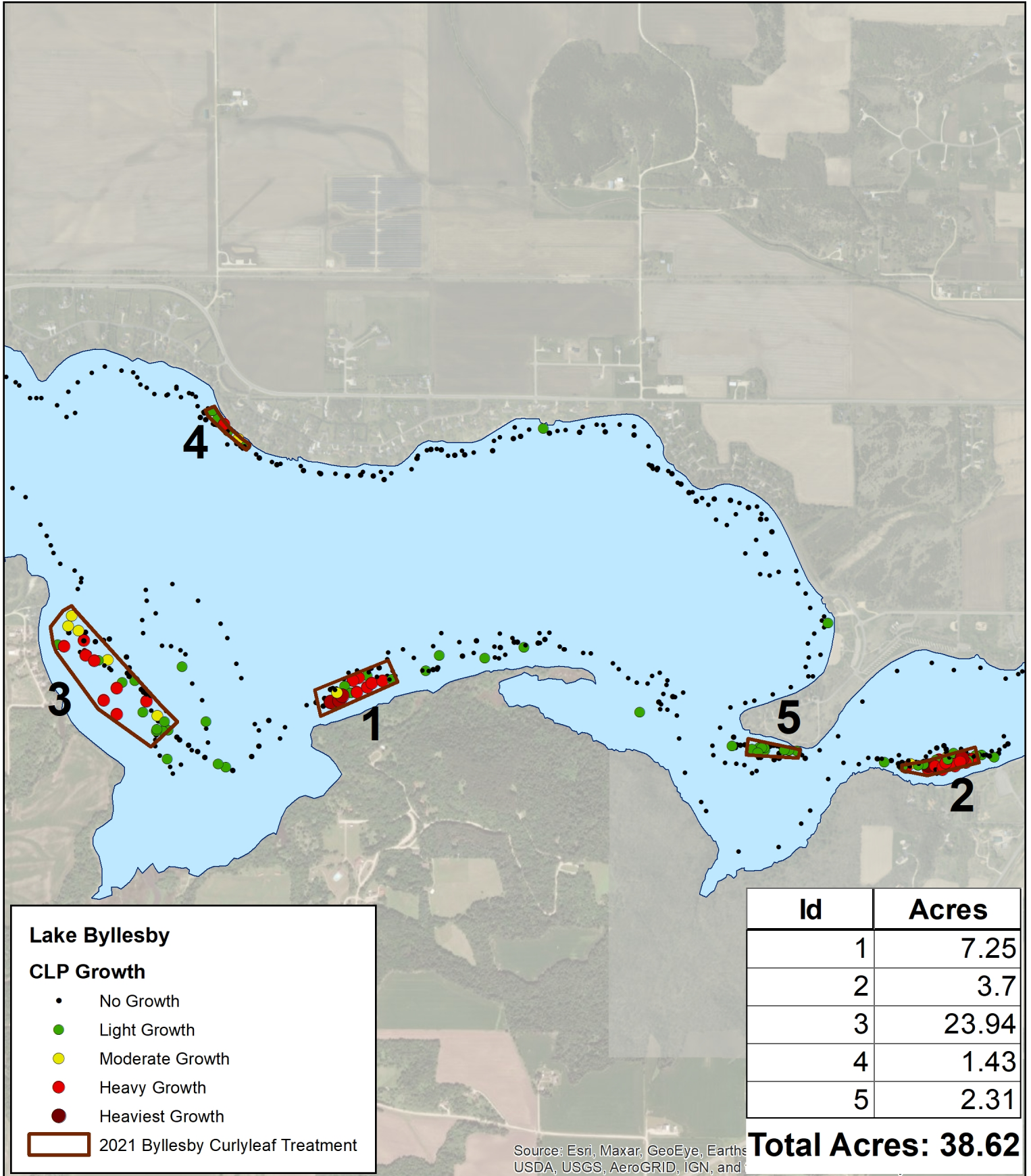
An AIS sub-committee met with Mr. Koch and discussed the proposal. We suggested that the LBIA request additional funding at a later date when the AIS committee has an opportunity to review the Management Plan proposals.

Recommendation:

The AIS committee recommends that the County agree to use up to \$3000 from the AIS funds to assist in the cost share of the chemical treatment for the Curly Leaf Pondweed in Lake Byllesby prior to June 1, 2021.

Lake Byllesby Curlyleaf Pondweed Delineation Sites

Data Collected April 15, 2021 and May 4, 2021



0 262.5 525 1,050 Meters



UTM NAD 1983
Blue Water Science
Byllesby ID: 19000600

Data Collected: April 15 and May 4
Map Made May 6, 2021



PO Box 102
 Cannon Falls, MN 55009-0102
lbia_email@gmail.com

11 May 2021

To: Goodhue County Commissioners Brad Anderson and Paul Drotos

From: Bob Koch, LBIA President

Re: Curlyleaf Pondweed mitigation project on Lake Byllesby

Dear Brad and Paul,

Further to my request last month for your help in mitigating the invasive Curlyleaf Pondweed (CLP) infestation on Lake Byllesby, I am herewith submitting a formal request for funding from the Goodhue County AIS fund in the amount of \$7500 for the LBIA's 2021 CLP mitigation project. Below is a breakdown of the entire project's anticipated expenses and expected sources of funding. Total project cost is expected to be ~\$19,100 consisting of four main components: 1. Early season CLP mapping; 2. DNR-approved chemical treatment of the most heavily infested areas; 3. A complete mid-summer lake vegetation mapping project per DNR guidelines and development of a multi-year Lake Vegetation Management Plan; 4. Mechanical harvesting of problematic aquatic weeds in selected high-usage areas during mid-late season.

Lake Byllesby Improvement Association 2021 Curlyleaf Pondweed Mitigation Project			
Planned Project Expenditures			
Main project components	Minimum Funds Required	Expected provider	Remarks
Early season CLP mapping and treatment area delineation	\$2,800.00	Blue Water Science	Surveys completed on April 15 and May 4, 2021
Chemical Treatment of 38.62 acres with Diquat @ \$241/acre	\$9,307.42	Lake Restoration Inc	Application to be completed before June 1, per DNR guidelines
Lake Vegetation Management Plan	\$5,000.00	TBD: (probably Blue Water Science or LimnoPro)	All lake vegetation to be mapped via grid intercept system during mid-summer; multi-year management plan to be devised
Mechanical harvesting	\$2,000.00	TBD: (probably R&T Aquatic Weed Removal)	Mid-season weed removal in heavily-infested key usage areas, as necessary (to the extent of funding availability)
	\$19,107.42		
Anticipated Funding Sources			
Source Organization	Amount	Date Committed	Remarks
MN Dept. of Natural Resources (DNR)	\$2,497.50	22-Mar-21	DNR grant notice sent via Jake Walsh, MN DNR

Dakota County AIS Grant Program	\$7,500.00	12-Apr-21	Dakota County grant notice sent via Emily Gable, Environmental Rsrcs
Goodhue County AIS mitigation fund	\$7,500.00	pending	Awaiting decision by Goodhue County Board of Supervisors
LBIA membership funds	\$1,610.00	apprvd March 2021	exiting treasury funds
	\$19,107.50		

As you can see, we have already received grant commitments of \$2497.50 and \$7500 from MN DNR and Dakota County respectively, and the LBIA Board has approved to contribute up to \$1610 from our own membership funds. We respectfully request that Goodhue County match the Dakota County grant of \$7500, which together would provide adequate funding for chemically treating the 38.62 acres currently identified by Blue Water Science as the most heavily infested areas so far this year (the majority of which is on the Goodhue side of the lake) along with the remainder of the program. This CLP infestation is a relatively new problem to Lake Byllesby....it first manifested itself only ~ two years ago....and if we're similar to most other lakes, it will require an ongoing multi-year lake vegetation management commitment in order to control it.

Please feel free to contact me with any questions. We'll look forward to hearing back from you as soon as possible.

With best regards,



Bob Koch, President, LBIA
(507) 301-2668

GOODHUE COUNTY COURT SERVICES

May 14, 2021

Justice Center
454 West 6th Street
Red Wing, MN 55066
651-267-4900
Fax: 651-267-4921

Goodhue County Board of Commissioners,

As a follow up to the discussion at the Committee of the Whole meeting on May 4, 2021,
Court Services is seeking direction from the Board.

Sincerely,

/s/Mark Jaeger
Director



Central Office
1450 Energy Park Drive, Suite 200, St. Paul, MN 55108
Main: 651.361.7200 | Fax: 651.642.0223 | TTY: 800.627.3529
www.mn.gov/DOC

August 4, 2020

Scott Arneson
Goodhue County Administrator
Goodhue County

509 West 5th Street

Red Wing, MN, 55066

Re: Goodhue County billing under Minnesota Statute 244.19

Dear Mr. Arneson,

Thank you for meeting on March 26, 2020, describing Goodhue County's point of view on the financial responsibility for supervising sentenced gross and misdemeanor offenders in your county. I apologize for my delayed response – as you have indicated, COVID-19 has required focus in many new areas.

At the March 26th meeting, I brought your attention to the fact the Minnesota Department of Corrections had been failing to invoice Goodhue County for several years for the work currently being done to supervise misdemeanor classified offenders in the county. As we discussed, this failure to invoice is not in line with state law and is contrary to the experience of 29 other Minnesota counties who receive these services from the DOC.

We will continue to work with you to determine the best path forward but given the budget concerns you have pointed out in our conversation, it seems prudent for us to set a date by which we have resolution to this matter. To allow time for Goodhue County to set next year's fiscal budget and to request any additional funding needed through the legislative process, we have determined the DOC will initiate invoicing on July 1, 2021. This additional time will also provide an opportunity for both of us to address judicial policy if Goodhue County chooses to assume probation supervision of all newly sentenced gross and misdemeanor classified offenders on an agreed upon date.

Our initiating of invoicing for these services is not the result of a new interpretation of statute, but rather it is rectifying an oversight on our part that resulted in inequitable treatment of other counties.

State law requires counties to reimburse the state for gross and misdemeanor probation services, if the state provides those services. Specifically, Minnesota Statute § 244.19, subd. 5, provides that

“[e]ach county receiving probation services from the commissioner of corrections shall reimburse the department of corrections for the total cost and expenses of such services as incurred by the commissioner of corrections” (emphasis added). When the Legislature uses the term “shall” in state statutes, the term indicates the language is mandatory.

Minnesota Statute § 244.19, subd. 6, does provide for some payment to some counties to offset a portion of this expense. The statute provides “the commissioner of corrections shall annually, from funds appropriated for that purpose, pay 50 percent of the costs of probation officers' salaries to all counties of not more than 200,000 population.” However, that subdivision further clarifies that “Reimbursement shall be prorated if the appropriation is insufficient.” The amount of funds appropriated for this reimbursement from the state to counties is set by the legislature, and not the Minnesota Department of Corrections.

The Minnesota Department of Corrections provides juvenile, misdemeanor, and gross misdemeanor probation services in 29 other counties. Those counties are invoiced per Minnesota Statute § 244.19, subd. 5, and receive reimbursement under Subd. 6. The practice of invoicing counties for these services is simply about executing our responsibilities under state law.

As outlined in our meeting on March 26, 2020, one option to rectify our oversight is to simply begin invoicing Goodhue County similar to the other 29 counties. As mentioned above, we will begin this practice July 1, 2021, unless Goodhue County decides on a different path forward.

The other option, as discussed, is for the county to assume supervision of all new gross and misdemeanor offenders exclusively placed under supervision for a non-felony offense. According to the Probation Survey, the number of juvenile offenders under supervision in Goodhue County has dropped from 74 in 2010 to 68 in 2019. The number of adult misdemeanor offenders under supervision also dropped – from 408 in 2010 to 221 in 2019. The Probation Survey provides information on both probation and supervised release caseloads based on a one-day snapshot that occurs annually on December 31 and is posted on the DOC website.

If Goodhue County supervises all the gross misdemeanor and misdemeanor sentenced offenders, including those currently under supervision by the Minnesota Department of Corrections, the caseload sizes in Goodhue County would still be below the statewide average compared to the other 25 County Probation Office (CPO) Counties. With the drop in sentenced offenders over the past decade and given Goodhue County Probation is below the statewide average for caseloads, this suggests the current staffing complement is sufficient to supervise all gross and misdemeanor offenders.

Thank you for your time and attention to this issue. I know we share a commitment to quality, evidenced-based probation services, and I am certain we will work through this issue.

Sincerely,

A handwritten signature in cursive script that reads "Allen Godfrey".

Allen Godfrey
Field Services Director

CC: Curtis Shanklin, Deputy Commissioner
Jenny McMahon, Red Wing District Supervisor

GOODHUE COUNTY COURT SERVICES

December 29, 2020

Allen Godfrey

Field Services Director, Minnesota Department of Corrections

Justice Center
454 West 6th Street
Red Wing, MN 55066
651-267-4900
Fax: 651-267-4921

Dear Mr. Godfrey,

Thank you for providing gross misdemeanor caseload numbers and cost analysis if Goodhue County were to assume supervision of the Department of Corrections gross misdemeanor cases amended from felony charges. We also appreciate the DOC postponing their intention to begin invoicing the county until July 1, 2021 in respect of budget planning.

As you know, Goodhue County Court Services has been supervising all cases charged as gross misdemeanor since the mid 1990's when county court and district court merged. 1st Judicial District Court Chief Judge Hoey at that time issued a decision that Court Services would supervise all cases charged as gross misdemeanor and the Department of Corrections would supervise all cases charged as felony whether or not amended to a misdemeanor or gross misdemeanor level. This local judicial assignment of case responsibility has been in place since that time.

We continue to question the DOC's authority to initiate invoicing for those amended felony cases in the 1st Judicial District as it does not acknowledge the above referenced judicial policy, nor is it consistent with the intent of Minnesota Statute 244.19. We believe the "29 other Minnesota counties who receive these services from the DOC" that you referenced in your August 4, 2020 letter are DOC Contract counties and not County Probation office counties. DOC Contract counties, by definition, have a completely different operational arrangement than County Probation offices in that probation officer salaries, secretarial services, supplies, phones, postage, etc. are all provided by the Commissioner of Corrections. Contract Counties then reimburse the DOC for the costs of such services under this unique arrangement. By contrast, County Probation offices have these services provided by the county commissioners (county) as requested by the judge with no expectation of any reimbursement to the DOC. This sudden

new inclusion of County Probation offices in reimbursement or invoicing practice would in fact be a new interpretation of statute, contrary to your claim that it is not. It is inconceivable that the DOC would have overlooked this interpretation of statute after so many years of discussion and debate between delivery systems over equitable probation funding. The DOC is *not* doing any work for Goodhue County Court Services.

While Minnesota Statute 244.20 identifies DOC as having exclusive responsibility for providing probation services for adult felons, it also establishes that “probation services for individuals convicted of gross misdemeanor offenses shall be discharged according to local judicial policy”. Our local DOC office would agree it has been the longstanding local practice for 25 plus years that the DOC is responsible for supervising cases that were charged as felonies but resolved as gross misdemeanors. There has never been an expectation that the county pay for that assignment of responsibility nor does Minn. Stat. Secs. 244.19 or 244.20 contemplate it. We do not agree with your new interpretation of these statutes and question your authority to unilaterally change long established local judicial policy in this regard.

The idea of now invoicing Goodhue County for DOC supervising these cases according to judicial policy seems misconceived and would create an undue financial burden for our county, especially in light of the consistent lack of 50% reimbursement from the commissioner of corrections for county probation services. The 2019 reimbursement rate of 29% translates to Goodhue County receiving \$157,000 less than the full 50% would have provided. And to take on these cases without the prospect of funding for an additional probation officer would strain existing probation staff.

Thank you for your consideration of our position.

Sincerely,

Mark Jaeger

Court Services Director

Scott Arneson

County Administrator



Central Office
1450 Energy Park Drive, Suite 200, St. Paul, MN 55108
Main: 651.361.7200 | Fax: 651.642.0223 | TTY: 800.627.3529
www.mn.gov/DOC

February 23, 2021

Mark Jaeger
Goodhue Court Services Director

454 West 6th Street

Red Wing, MN, 55066

Re: Goodhue County billing under Minnesota Statute 244.19

Dear Mr. Jaeger,

Thank you for your response dated December 29, 2020. The Minnesota Department of Corrections stands by its interpretation and obligation for reimbursement if required to provide supervision for persons exclusively sentenced for adult misdemeanor and gross misdemeanor offenses. Minnesota Statute 244.19, Subd 5, specifically stipulates counties shall reimburse the Department of Corrections for the total cost and expense for services provided by the Commissioner of Corrections.

Minnesota State Statute 244.20 does allow the court to determine supervision agency for gross misdemeanor cases, according to local policy. If the legislators intended to limit the Department of Corrections authority to seek reimbursement from counties for services rendered under 244.20, it could have adopted language under the statute. They did not, and thus Minnesota State Statute 244.19 provides direction on reimbursement.

If the DOC is required to provide supervision for adult persons exclusively sentenced for a misdemeanor and gross misdemeanor offense, we will initiate invoicing for cost of services on July 1, 2021.

If Goodhue County starts to supervise persons exclusively sentenced after July 1, 2021, for a new misdemeanor and gross misdemeanor offense, the DOC will not seek reimbursement for sentenced cases prior to that date and under supervision.

As requested, I will provide you updated data on number of current case numbers and offense type.

The Department of Corrections along with CPO and CCA agencies are continuing to also look at equitable funding across all three delivery types.

Thank you for your time and attention to this issue as we work through this.

Sincerely,

A handwritten signature in cursive script that reads "Allen Godfrey".

Allen Godfrey
Field Services Director

CC: Curtis Shanklin, Deputy Commissioner
Jenny McMahon, Red Wing District Supervisor

GOODHUE COUNTY COURT SERVICES

PROBATION SUPERVISION OF GROSS MISDEMEANOR CASES

GROSS MISDEMEANOR BACKGROUND

There are three probation delivery systems in Minnesota:

- Community Corrections Act
- Department of Corrections contract
- County Probation Offices

Goodhue County Court Services is a County Probation Office

GOODHUE COUNTY COURT AND DISTRICT COURT UNIFIED IN THE MID 1990'S.

More gross misdemeanor level offenses began to be put into law.

Minnesota Statute 244.20 states “the Department of Corrections shall have exclusive responsibility for providing probation services for adult felons in counties that do not take part in the Community Corrections Act. In counties that do not take part in the Community Corrections Act, the responsibility for providing probation services for individuals convicted of gross misdemeanor offenses shall be discharged according to local judicial policy.” First Judicial District Chief Judge Hoey at that time decided that Court Services would supervise all cases charged as gross misdemeanor and the Department of Corrections probation office would supervise all cases charged as felony whether or not amended to a lesser misdemeanor or gross misdemeanor. This has been the agreement and practice in Goodhue County since the mid 1990's.

CORRESPONDENCE

February 2020 - The local Department of Corrections Supervisor contacted the Court Services Director requesting a meeting to discuss taking on DOC cases charged as felonies, but reduced to gross misdemeanors.

March 26, 2020 - Telephone conference with Department of Corrections (DOC) Field Services Director Allen Godfrey, County Administrator Scott Arneson, County Attorney Stephen O'Keefe and Court Services Director Mark Jaeger. Goodhue County was informed the Department of Corrections would begin invoicing the county effective July 1, 2021 for supervising those misdemeanor and gross misdemeanor cases reduced from felony charges stating it was not a new interpretation of statute, but rather an oversight by the DOC these many years.

CORRESPONDENCE

- August 4, 2020 - Letter from DOC Field Services Director restating the DOC intention to initiate invoicing July 1, 2021.
- December 29, 2020 - Reply letter sent to DOC Field Services Director questioning the DOC's authority to initiate invoicing for these cases. Cost estimate to Goodhue County for current number of cases being supervised by DOC is approximately \$50,000, this is a recurring yearly cost.
- February 23, 2021 - Letter from DOC Field Services Director again reiterating the DOC intention to begin invoicing July 1, 2021.

SALARY REIMBURSEMENT BACKGROUND

MN Statute 244.19 further states “the Commissioner of Corrections shall annually, from funds appropriated for that purpose, pay 50 percent of the costs of probation officers’ salaries to all counties of not more than 200,000 population”.

The last year of 50% full funding for county probation offices was 1996. The 2019 reimbursement rate of 29% translated to Goodhue County receiving \$157,000 less than the full 50% would have provided. The 2020 reimbursement rate was 28%.

OPTIONS MOVING FORWARD

- Goodhue County reimburses the Department of Corrections for continuing to supervise the misdemeanor and gross misdemeanor cases reduced from felony charges.
- Goodhue County reimburses the Department of Corrections at 28%, or the current rate counties are reimbursed for probation officer salaries.
- Goodhue County Court Services assumes supervision of all misdemeanor and gross misdemeanor cases even if reduced from a felony charge effective July 1, 2021.



Brian J. Anderson
Goodhue County Auditor/Treasurer
Goodhue County Finance & Taxpayer Services

Brian.anderson@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066
Phone (651) 385-3032

TO: County Board of Commissioners
FROM: Brian J. Anderson, Goodhue County Auditor/Treasurer
SUBJECT: American Rescue Plan Act – Acceptance of Funds
DATE: May 18th, 2021

Background:

On May 11, 2021, President Joseph Biden signed into law the American Rescue Plan Act (ARP) which provides \$1.9 trillion in mandatory funding, program changes, and tax policies at mitigating the continuing effects of the pandemic. Goodhue County appears to be set to receive \$9,001,002. with 50% of the Funds to be received in May and the remainder to be received approximately 12 months after the receipt of the first half. Although staff is still seeking guidance on how these funds can be appropriated, staff is proposing the following resolution authorizing the Finance Director to submit for receipt of these funds.

Discussion:

The American Rescue Plan Act provides \$350 billion to help states, counties, cities, and tribal governments to be expended in the following areas:

- **Support public health expenditures**, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic
- **Provide premium pay for essential workers**, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet

At this time there are many unknowns regarding the ARP including:

- Reporting processes for state and local governments,
- Eligibility guidance outside the bill language
 - Payroll replacement costs
- Disbursement process

With upcoming clarification and guidance, staff will bring back a plan for the County Board discussion and approve prior to expending the use of these funds.

Recommendation:

Staff recommends the approval of the following resolution authorizing the Goodhue County Finance Director to submit for American Rescue Plan Act Funds in the amount \$9,001,002.

**BOARD OF COUNTY COMMISSIONERS
GOODHUE COUNTY, MINNESOTA**

AMERICAN RESCUE PLAN ACT ACCEPTANCE OF FUNDS RESOLUTION

Date: May 18, 2021

WHEREAS On March 11, 2021, President Joseph Biden signed into law the American Rescue Plan Act; and

WHEREAS The American Rescue Plan Act provides \$1.9 trillion in mandatory funding, program changes, and tax policies at mitigating the continuing effects of the pandemic; and

WHEREAS The American Rescue Plan Act provides \$350 billion to help states, counties, cities, and tribal governments support public health expenditures, address negative economic impacts caused by the public health emergency, replace lost public sector revenue, provide premium pay for essential workers, invest in water, sewer, and broadband infrastructure; and

WHEREAS The State of Minnesota shall receive \$2,833,294,345., Metro Cities shall receive \$595,469,892., Counties shall receive \$1,109,493,613., Other Non-Counties shall receive \$420,231,455.; and

WHEREAS With approval of this Resolution, Goodhue County is set to receive \$9,001,002. with 50% of the Funds to be received in May 2021 and the remainder to be received approximately 12 months after the receipt of the first half; and

WHEREAS Goodhue County will have approximately three years by which to expend said funds; and

WHEREAS Goodhue County understands that these funds are subject to the requirements under the Single Audit Act (31 U.S.C. 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. 200.303 regarding internal controls, 200.330 through 200.332 regarding sub-recipient monitoring and management, and subpart F regarding audit requirements.

NOW THEREFORE LET IT BE RESOLVED THAT, Goodhue County approves for the Goodhue County Finance Director to submit for American Rescue Plan Act Funds in the amount \$9,001,002.

BE IT FURTHER RESOLVED, With upcoming clarification and guidance, staff will bring back a plan for the County Board to discuss and approve prior to expending the use of these funds and will abide by all Federal, State, and County rules and laws for the use and disbursement of these funds.

State of Minnesota
County of Goodhue

Anderson	Yes	___	No	___
Drotos	Yes	___	No	___
Flanders	Yes	___	No	___
Greseth	Yes	___	No	___
Majerus	Yes	___	No	___

I, Scott Arneson, duly appointed, qualified and County Administrator of the County of Goodhue, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Goodhue County, Minnesota at their session held on the 18th day of May 2021, no on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Red Wing, Minnesota, this 18th day of May 2021.

Scott Arneson
Goodhue County Administrator



Brian J. Anderson
Goodhue County Auditor/Treasurer
Goodhue County Finance & Taxpayer Services

Brian.anderson@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066

TO: County Board of Commissioners
FROM: Brian J. Anderson, Goodhue County Auditor/Treasurer
SUBJECT: Tax & CAMA Software Proposal
DATE: May 18, 2021

Background

Since 2003, Goodhue County has used Avenu Tax software to manage all its property tax records for the County. Over the past eight years the County was notified that Avenu, which has changed ownership several times, would no longer be supporting its software product, forcing the County to purchase a new product. Since that time, the County has been actively participating with Minnesota Counties Computer Cooperative (MnCCC) in an effort to find a new tax software package. After several leads and numerous demos, the selection has been narrowed to one software package that can administer both the property Tax and Computer Assisted Mass Appraisal (CAMA) software.

At the County Board's April 6th Committee of the Whole, the Board was presented with a presentation on Tyler iasWorld and had no questions at that time. At this time, staff has had time to address any concerns with the Agreement and implementation plan and is recommending that the County purchase **Tyler iasWorld** software for both Tax and CAMA administration.

Discussion

Over the past several years, staff has worked with MnCCC to secure a new software package for its property tax administration of the county's 32,000 parcels. Over the course of that time, the County has viewed demos from other software companies such as Aumentum and MNCIS. Although some of these companies and groups showed promising results, they either did not offer CAMA as an option, were not operating in our region, or came in at double the cost as the proposed recommendation. Therefore, Tyler iasWorld became the clear choice for counties such as Goodhue to recommend to the County Board for approval as it provides integrated software and services for fair and equitable property assessment and taxation and tax billing and collection.

Tyler iasWorld

Tyler iasWorld has been around for nearly 25 years and currently serves more than 30% of the population throughout the United States. Although Tyler offers a number of different software modules that municipalities can utilize, Goodhue County is primarily interested in purchasing their Tax, CAMA, and Cashiering modules at this time. In addition, Tyler also serves numerous Minnesota municipalities with their Tax and CAMA software including:

- Dakota County
- Olmsted County
- Anoka County
- Scott County
- Blue Earth County
- Ramsey County
- Crow Wing County
- Brown County
- Beltrami County
- Martin County
- Wright County
- Watonwan County
- City of Minneapolis

After reviewing both the Tax and CAMA demos, staff would not only like to purchase the Tax module but also purchase the CAMA and Cashiering modules as well. The County currently uses Vanguard for its CAMA administration, which works well but staff believes that having one company with the ability to operate both Tax and CAMA will provide significant time savings in transferring over data from one part of the system to the other. In addition, it will be less likely to lose any of that information in the transfer process, which allows for a more reliable system with less down time. The Cashiering module will also save significant time in processing property tax records over our current system, which has been included in the proposed price. Finally, Tyler is in the final stage of completing its Tyler Payments that will allow residents to go online and pay their property taxes, allowing the County to get rid of its third party vendor, VisualGov. This may be an additional cost staff that will come back to the County Board and ask for approval.

Implementation Plan

The implementation plan is a key factor in receiving a new software package as there are numerous State deadlines the County must meet in order to be compliant. However, Tyler stated they would be able to begin implementation of the Tax and CAMA modules simultaneously in the third quarter of 2021, which should be completed in the second quarter of 2022. This is critical for the following reasons:

1. The same staff involved in this implementation will also be heavily involved in elections next year and this plan will help complete this project before the summer months.
2. There are still a number of other counties currently using Avenu. If Goodhue waits, then we may not be able to begin this project for at least 18 months.
3. The timing of this Agreement also works well with the timing of the extension the Board recently approved for Avenu, which runs through 2023.

Software Implementation & Annual Maintenance Costs

On-Time Implementation Costs:

- The one-time costs for Property Tax, CAMA, and Cashiering are proposed at **\$340,000**.
- Staff has budgeted \$100,000 in 2021 in the Capital Plan and \$103,734 in 2023 for a total of \$203,734.
- Staff is proposing to use \$203,635 from General Reserves to fund the rest of the project along with a portion of the initial annual maintenance costs.
 - Although staff budgeted funds in previous years, it did not carry over any funds as we did not know when this project would actually happen. However, by default, those budgeted funds then went into the General Reserve.

Annual Maintenance Costs:

- Annual Maintenance costs for Tyler will start out at **\$98,438** and staff included annual inflation to show the slight increases.
- Through the year 2023 there will be some duplication of annual maintenance costs between the three systems, as there should be during this type of data transfer.
- Going forward starting in 2024, the annual maintenance costs for Tax and CAMA will be back down to approximately \$103,421.

EXPENDITURES	Implementation Years				TOTAL
	2021	2022	2023	2024	
Avenue (Tax)	34,776	35,820	36,896	ends 12-23	\$ 107,492
Vanguard (CAMA)	18,513	18,883	19,261		56,657
Tyler (Tax & CAMA)	225,669	280,138	100,899	103,421	710,127
Software & Imp.	170,000	170,000			340,000
Annual Maint. Costs	43,969	98,438	100,899	103,421	346,727
Travel Expenses	11,700	11,700			23,400
TOTAL	278,958	334,841	157,056	103,421	874,277

REVENUE	2021	2022	2023	2024	TOTAL
Operating	53,289	153,141	157,056	103,421	466,908
Capital Plan	100,000		103,734		203,734
Capital Reserves	125,669	181,700	(103,734)		203,635
TOTAL	278,958	334,841	157,056	103,421	874,277

Software As A Service Agreement

Tyler is proposing a three-year term within the *Software As A Service* Agreement (SaaS), which is standard. Currently, Goodhue County stores all the property records data onsite but with the new Tyler system, they will host the data for us. However, we retain all ownership and intellectual property rights to the data. We are also granted the non-exclusive, non-assignable limited right to use the SaaS Services solely for our internal business purposes.

Tyler tests its disaster recovery plan on an annual basis and conducts annual penetration testing of either the production network and/or web application (security audit). In addition, Goodhue County has recently taken out an additional \$1m Cyber Suite Coverage through MCIT for third party service provider claims. We will also request a certificate of liability insurance so Tyler is insured to the MCIT recommendation.

Recommendation

With review by the County Attorney's Office and IT Director, staff is recommending approval of the Software As a Service Agreement.

Please find attached a copy of the SaaS and its supporting exhibits that you will find attached.



SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **“Agreement”** means this Software as a Services Agreement.
- **“Business Travel Policy”** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **“Client”** means Goodhue County, Minnesota.
- **“Data”** means your data necessary to utilize the Tyler Software.
- **“Data Storage Capacity”** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **“Defect”** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **“Developer”** means a third party who owns the intellectual property rights to Third Party Software.
- **“Documentation”** means, as applicable, any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **“Effective Date”** means the date by which both your and our authorized representatives have signed the Agreement.
- **“Force Majeure”** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, extreme inflation (eight percent or greater per year), or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **“Investment Summary”** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **“Invoicing and Payment Policy”** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **“Project Initiation Date”** means the date on which a kickoff meeting is held, a project calendar is established, and Tyler personnel begin work.



- **“SaaS Fees”** means the fees for the SaaS Services identified in the Investment Summary.
- **“SaaS Services”** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.
- **“SLA”** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **“Statement of Work”** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit D.
- **“Support Call Process”** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **“Third Party Hardware”** means the third party hardware, if any, identified in the Investment Summary.
- **“Third Party Products”** means the Third Party Software and Third Party Hardware.
- **“Third Party Services”** means the third party services, if any, identified in the Investment Summary.
- **“Third Party Software”** means the third party software, if any, identified in the Investment Summary.
- **“Third Party Terms”** means, if any, the end user license agreement(s) or similar terms for the Third Party Software, as applicable and attached as applicable.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **“we”, “us”, “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

SECTION B – SAAS SERVICES

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(9). The foregoing notwithstanding, to the extent we have sold you perpetual licenses for Tyler Software, if and listed in the Investment Summary, for which you are receiving SaaS Services, your rights to use such Tyler Software are perpetual, subject to the terms and conditions of this Agreement including, without limitation, Section B(4). We will make any such software available to you for download.
2. SaaS Fees. You agree to pay us the SaaS Fees. Those amounts are payable in accordance with our Invoicing and Payment Policy. The SaaS Fees are based on the amount of Data Storage Capacity. You may add additional data storage capacity on the terms set forth in Section H(1). In the event you

regularly and/or meaningfully exceed the Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s).

3. Ownership.

3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.

3.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

3.3 You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to carry out our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services. All Client Data will reside in the United States.

3.4 In the event of termination or non-renewal of this Agreement, Tyler will return all Client Data in a mutually agreed upon, machine readable format.

4. Restrictions. You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.

5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process set forth in Section C(9), below, the SLA and our then current Support Call Process.

6. SaaS Services.

6.1 Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 18. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for so long as you are timely paying for SaaS Services. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our compliance report(s) or its equivalent. Every year thereafter, for so long as the NDA is in effect and in which you make a written request, we will provide that same information.

6.2 You will be hosted on shared hardware in a Tyler data center or in a third-party data center. In either event, databases containing your Data will be dedicated to you and inaccessible to our other customers.

- 6.3 Our Tyler data centers have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event any of your Data has been lost or damaged due to an act or omission of Tyler or its subcontractors or due to a defect in Tyler's software, we will use best commercial efforts to restore all the Data on servers in accordance with the architectural design's capabilities and with the goal of minimizing any Data loss as greatly as possible. In no case shall the recovery point objective ("RPO") exceed a maximum of twenty-four (24) hours from declaration of disaster. For purposes of this subsection, RPO represents the maximum tolerable period during which your Data may be lost, measured in relation to a disaster we declare, said declaration will not be unreasonably withheld.
- 6.4 In the event we declare a disaster, our Recovery Time Objective ("RTO") is twenty-four (24) hours. For purposes of this subsection, RTO represents the amount of time, after we declare a disaster, within which your access to the Tyler Software must be restored.
- 6.5 We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.
- 6.6 We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will work with you to schedule and execute such a test on a mutually agreeable schedule. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.
- 6.7 We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned Data.
- 6.8 We provide secure Data transmission paths between each of your workstations and our servers.
- 6.9 Tyler data centers are accessible only by authorized personnel with a unique key entry. All other visitors to Tyler data centers must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.
- 6.10 Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and

have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance>, and in the event of any change in our status, will comply with applicable notice requirements.

SECTION C – OTHER PROFESSIONAL SERVICES

1. Other Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.
2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy, subject to Section C(3) below.
3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied and our assumption that each party timely meets its obligations pursuant to the project schedule as mutually developed and managed by the parties pursuant to the Statement of Work. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. Cancellation. If travel is required, we will make all reasonable efforts to schedule travel for our personnel, including arranging travel reservations, at least two (2) weeks in advance of commitments. Therefore, if you cancel services less than two (2) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) non-refundable expenses incurred by us on your behalf, and (b) daily fees associated with cancelled professional services if we are unable to reassign our personnel. We will make all reasonable efforts to reassign personnel in the event you cancel within two (2) weeks of scheduled commitments.
5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.
7. Background Checks. For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.
8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project

deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).

9. Maintenance and Support. For so long as you timely pay your SaaS Fees according to the Invoicing and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, we will:

9.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);

9.2 provide support during our established support hours;

9.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;

9.4 make available to you all releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and

9.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with any applicable release life cycle policy.

We will use all reasonable efforts to perform support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain your VPN for backup connectivity purposes.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (b) application design; (c) other consulting services; or (d) support outside our normal business hours as listed in our then-current Support Call Process. Requested services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.

SECTION D – THIRD PARTY PRODUCTS

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
2. Third Party Software. As part of the SaaS Services, you will receive access to the Third Party Software and related documentation for internal business purposes only. Your rights to the Third Party Software will be governed by the Third Party Terms.
3. Third Party Products Warranties.
 - 3.1 We are authorized by each Developer to grant access to the Third Party Software.
 - 3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.
 - 3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.
4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.

SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per our Invoicing and Payment Policy, subject to Section E(2).
2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within fifteen (15) days of notice of our intent to do so.

SECTION F – TERM AND TERMINATION

1. Term. The initial term of this Agreement is three (3) years from the first day of the first month

following the Project Initiation Date, unless earlier terminated as set forth below. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.

2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section E(2).
 - 2.1 Failure to Pay SaaS Fees. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.
 - 2.2 For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section H(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section H(3).
 - 2.3 Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.
 - 2.4 Lack of Appropriations. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.
 - 2.5 Transfer to a Minnesota Counties Computer Cooperative Contract. To the extent Tyler enters into an agreement with Minnesota Counties Computer Cooperative for the Tyler Software set forth in this Agreement (the "MnCCC Agreement") and you are eligible to join the MnCCC Agreement, you may terminate this Agreement upon sixty (60) days written notice to Tyler and elect to participate in the MnCCC Agreement under the terms set forth therein.
 - 2.6 Fees for Termination without Cause during Initial Term. If you terminate this Agreement during the initial term for any reason other than cause, Force Majeure, or lack of appropriations, or if we terminate this Agreement during the initial term for your failure to pay SaaS Fees, you shall pay us the following early termination fees:
 - a. if you terminate during the first year of the initial term, 100% of the SaaS Fees through the date of termination plus 25% of the SaaS Fees then due for the remainder of the initial term;
 - b. if you terminate during the second year of the initial term, 100% of the SaaS Fees

through the date of termination plus 15% of the SaaS Fees then due for the remainder of the initial term; and

- c. if you terminate after the second year of the initial term, 100% of the SaaS Fees through the date of termination plus 10% of the SaaS Fees then due for the remainder of the initial term.

SECTION G – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.

- 1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or your willful infringement.
- 1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.
- 1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

- 2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of PCI-DSS requirements or a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. **DISCLAIMER.** EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
4. **LIMITATION OF LIABILITY.** EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) DURING THE INITIAL TERM, AS SET FORTH IN SECTION F(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (B) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS G(1) AND G(2).
5. **EXCLUSION OF CERTAIN DAMAGES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
6. **Insurance.** During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least \$1,000,000; (b) Automobile Liability of at least \$1,000,000; (c) Professional Liability of at least \$1,000,000; (d) Workers Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella Liability of at least \$5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION H – GENERAL TERMS AND CONDITIONS

1. **Additional Products and Services.** You may purchase additional products and services at our then-current list price, by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.

2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.
3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.
4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.
8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the

party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.

10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.
11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.
12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.
16. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials, unless otherwise notified by the Client.
17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will

not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:

- (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
- (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
- (c) a party receives from a third party who has a right to disclose it to the receiving party; or
- (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

18. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.

19. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.

20. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.

22. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.

23. Contract Documents. This Agreement includes the following exhibits:

- | | |
|-----------|--|
| Exhibit A | Investment Summary |
| Exhibit B | Invoicing and Payment Policy
Schedule 1: Business Travel Policy |
| Exhibit C | Service Level Agreement
Schedule 1: Support Call Process |
| Exhibit D | Statement of Work |

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

Goodhue County, Minnesota

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Address for Notices:

Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

Address for Notices:

Goodhue County
509 W 5th Street
Red Wing, MN 55066

Attention: _____



Exhibit A Investment Summary

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

iasWorld CAMA and Tax Billing & Collection	Cost
Annual SaaS Fees – Initial Term	\$87,938
Implementation Services	\$310,500
Estimated Travel Expenses	\$23,400

Notes:

1. iasWorld Tyler Software included in the SaaS Fees above are:
 - iasWorld CAMA
 - iasWorld Tax Billing & Collection
 - iasWorld Public Access
 - iasWorld Assessment Administration
 - iasWorld Delinquent Tax
2. The SaaS Fees include the cost of the Tyler VPN.
3. The SaaS Fees include up to 2.5TB of Data Storage Capacity.



Exhibit B Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. SaaS Fees. SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Section F(1) of this Agreement. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.
2. Other Tyler Software and Services.
 - 2.1 *VPN Device:* The fee for the VPN device is included in the SaaS Fees and will be invoiced as set forth above in Section 1.
 - 2.2 *Implementation and Other Professional Services (including training):* Implementation and other professional services (including training) are billed and invoiced as delivered based on a percentage of completion each month, at the rates set forth in the Investment Summary.
3. Third Party Products.
 - 3.1 *Third Party Software License Fees:* License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.
 - 3.2 *Third Party Software Maintenance:* The first year maintenance for the Third Party Software is included in the cost of the Third Party Software License Fees. Future year's Third Party Software Maintenance fees will be invoiced annually in advance on each anniversary of the Project Initiation Date.
 - 3.3 *Third Party Hardware:* Third Party Hardware costs, if any, are invoiced upon delivery.
 - 3.4 *Third Party Services:* Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.
4. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B at Schedule 1. Copies of receipts will be

provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.



**Exhibit B
Schedule 1
Business Travel Policy**

1. Air Travel

A. Reservations & Tickets

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at



the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be

reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



Exhibit C Service Level Agreement

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in the Support Call Process.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Attainment: The percentage of time the Tyler Software is available during a calendar quarter, with percentages rounded to the nearest whole number.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during which the Tyler Software is not available for your use. Downtime does not include those instances in which only a Defect is present.

Service Availability: The total number of minutes in a calendar quarter that the Tyler Software is capable of receiving, processing, and responding to requests, excluding maintenance windows, Client Error Incidents and Force Majeure.

III. Service Availability

The Service Availability of the Tyler Software is intended to be 24/7/365. We set Service Availability goals and measures whether we have met those goals by tracking Attainment.

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support incident number.

You must document, in writing, all Downtime that you have experienced during a calendar quarter. You must deliver such documentation to us within 30 days of a quarter's end.

The documentation you provide must evidence the Downtime clearly and convincingly. It must include, for example, the support incident number(s) and the date, time and duration of the Downtime(s).

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of a Client Error Incident or Force Majeure). We will also work with you to resume normal operations.



Upon timely receipt of your Downtime report, we will compare that report to our own outage logs and support tickets to confirm that Downtime for which we were responsible indeed occurred.

We will respond to your Downtime report within 30 day(s) of receipt. To the extent we have confirmed Downtime for which we are responsible, we will provide you with the relief set forth below.

c. Client Relief

When a Service Availability goal is not met due to confirmed Downtime, we will provide you with relief that corresponds to the percentage amount by which that goal was not achieved, as set forth in the Client Relief Schedule below.

Notwithstanding the above, the total amount of all relief that would be due under this SLA per quarter will not exceed 5% of one quarter of the then-current SaaS Fee. The total credits confirmed by us in one or more quarters of a billing cycle will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Every quarter, we will compare confirmed Downtime to Service Availability. In the event actual Attainment does not meet the targeted Attainment, the following Client relief will apply, on a quarterly basis:

Targeted Attainment	Actual Attainment	Client Relief
100%	98-99%	Remedial action will be taken.
100%	95-97%	4% credit of fee for affected calendar quarter will be posted to next billing cycle
100%	<95%	5% credit of fee for affected calendar quarter will be posted to next billing cycle

You may request a report from us that documents the preceding quarter’s Service Availability, Downtime, any remedial actions that have been/will be taken, and any credits that may be issued.

IV. Applicability

The commitments set forth in this SLA do not apply during maintenance windows, Client Error Incidents, and Force Majeure.

We perform maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

V. Force Majeure

You will not hold us responsible for not meeting service levels outlined in this SLA to the extent any failure to do so is caused by Force Majeure. In the event of Force Majeure, we will file with you a signed request that said failure be excused. That writing will at least include the essential details and circumstances supporting our request for relief pursuant to this Section. You will not unreasonably withhold its acceptance of such a request.



Exhibit C Schedule 1 Support Call Process

Scope of Maintenance and Support Services

The following outlines the standard support provided by Tyler Technologies, Inc. ("Tyler") for the following software systems installed in the Tyler hosting center, for the time period specified in this Support Call Process ("Support Agreement").

The software systems listed in Exhibit A – Investment Summary running in the Tyler hosting center shall be known as the Tyler Software. Any additional support, modifications, or services needed on the Tyler Software as it is installed in the Tyler hosting center which are not expressly included in this Support Agreement, must be outlined in an additional service level agreement or will be provided at time and materials rates.

Modifications to the Tyler Software code and reports written by us for a specific jurisdiction or group of jurisdictions are considered part of the Tyler Software and, as such, the terms of this Support Agreement apply.

1. Terms and Definitions

The following is a list of common terms used in this Support Agreement:

1.1 Business Day(s)

The days and hours Tyler operates, defined as Monday through Friday (excluding holidays) between the hours of 8:00 AM and 5:00 P.M. ET. Tyler's current holiday schedules is as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.

1.2 Coverage Period

The start and end date for the support offered in this Support Agreement.

1.3 Maintenance or Maintain

Providing support and Updates for the Tyler Software only.

1.4 System Error

An error in the Tyler Software that is either a generated error (e.g., error screen) by the Tyler Software or lack of response (slow or stuck), or failure of a function as stated in the iasWorld user guides (also referred to as "issues" or "bugs"). Note: A Client Error Incident is not covered.

1.5 Updates

Unlimited revisions to the Tyler Software source code that fixes errors and/or includes enhancements that are made available to the Client. Updates include releases (e.g., new functionality or content)



and patches (e.g., bug fixes).

1.6 VPN

The use of any secure connection on the Client system from any Tyler office.

2. Hot Line Support

During the Coverage Period, Tyler will provide phone support for the Tyler Software. This support will provide assistance (via phone or delivered documentation) in determining the root cause of System Errors and the response as outlined in item 2.3 below, subject to Section 9 of this Support Agreement. The Hot Line is also available for questions on normal operation of the Tyler Software.

2.1. Hot Line Number

800-800-2581 extension 1

2.2. Hot Line Hours

The Hot Line is available from 8:00 A.M. to 5:00 P.M.ET, Monday through Friday. Weekend or evening coverage can be arranged with a five (5) day minimum notice. This special coverage could be billed under the conditions stated in Section 13 of this Support Agreement.

2.3. Hot Line Support Considerations

Tyler shall respond to the Client's request for telephone assistance within one (1) working hour from the initial call.

Tyler shall take steps to have the System Error fixed, or an appropriate workaround, via phone or remote connection as defined in the following priority matrix:

<i>Priority</i>	<i>Definition</i>	<i>Response</i>	<i>Resolution SLA</i>
Critical	Software is inoperable for a significant number of Client users.	Client is contacted within 1 hour.	Within 1 business day or an agreed upon due date and time.
High	Issue affects daily processing or day-to-day functions of the Client. Issue affects a large group of Client users.	Client is contacted within 1 hour.	Within 2-5 business days or an agreed upon due date.
Medium	Issue affects a small group of users and does not affect day-to-day processing.	Client is contacted within 1 hour.	Within 4 – 10 business days, or an agreed upon due date.
Non-Critical	Issue affects 1 Client user and is non-critical to daily processing.	Client is contacted within 1 hour.	Typically 6+ business days from reported problem, or an agreed upon due date.

If the cause of the problem is related to an item in Section 12 of this Support Agreement or not an actual bug within the Tyler Software, Tyler will provide an action plan with an estimated cost to resolve the issue within a reasonable amount of time.

3. Online Support

During the Coverage Period, Tyler will provide access to Tyler's Customer Relationship Management System in order for the Client to have twenty-four (24) hour per day, seven (7) day per week access to answers to Tyler Software questions and to log Tyler Software issues.

4. Modification and Change Procedure

Changes to the Tyler Software (not directed by local laws pursuant to Section 6 of this Support Agreement) can be requested. These changes shall be submitted in writing to Tyler and cost estimates will be provided. Once the Client agrees to the cost estimate, a separate addendum or agreement will be drafted for acceptance by the parties.

5. Updates

Tyler Software Updates will be made available during the Coverage Period.

5.1. iasWorld Updates

Tyler staff will schedule the release of new Updates into the Client's test and production environments with your staff. Tyler will distribute an estimated schedule of when Updates will be available. Tyler performs such Updates, in coordination with your staff, as agreed upon. It is important that any Updates be done in a timely manner as the Update could contain fixes for one or more System Errors. Tyler reserves the right to back-port certain bug fixes to the Client's current version of the Tyler Software or require that the Client upgrade to a newer release to obtain the required fix.

5.2. iasWorld Data Tables

The Client is responsible for updating any data stored in the Tyler Software data tables, whether such updates occur through the normal course of business from user data entry, through update from some iasWorld batch process, or through an SQL update. Updates may be performed to the iasWorld data for various reasons by Tyler as requested by the Client subject to time and materials rates.

5.3. Operating System Updates

Tyler will be maintaining the server hardware environment, including updates to the Operating System.

5.4. Oracle Updates

Tyler will be responsible for scheduling updates to the Oracle software in order that the Client is on a version supported by Oracle.

6. Legislative Changes

Tyler will provide up to eighty (80) Tyler Software programming hours per state per calendar year of this Support Agreement in order to comply with legislative changes. Programming hours encompass analysis, coding, and testing of the changes. Additional legislative changes can be performed at time and materials rates.

7. Data Ownership

The Client owns the data stored and processed on the Tyler Software. While performing support services pursuant to this Support Agreement, Tyler will be exposed to this data and will take industry standard measures to ensure the confidentiality of the data.

8. Backups and Recovery

Backups of the Client environment will occur in accordance with the Tyler hosting center's normal business process.

9. Dependent Software Licenses

The Client is responsible for acquiring and maintaining software licenses and upgrades for all third-party software products that integrate with the Tyler Software and are not included in the Tyler environment including, but not limited to, Adobe, ESRI, EDMS, Microsoft Office, etc.

10. Server Operations

Tyler will be responsible for operational support of the iasWorld application server(s) within the Tyler environment. Tasks will include performing system backups, system restarts, and troubleshooting assistance to Tyler staff.

11. Remote Access

The Client will provide Tyler with the means to electronically connect to the Client and to the iasWorld application, to enable software transfers, electronic correspondence, and remote troubleshooting. The preferred remote connection is via the Internet.

12. Out of Scope Items

The following are examples of items that are **not** included in this Support Agreement. Tyler will provide such services as requested by the Client. Time and Materials rates will apply for such services. They are:

- 12.1. Resolution of problems that arise out of the Client's misuse of the Tyler Software.
- 12.2. Creating ad hoc reports or new iasWorld reports.
- 12.3. Modification of the iasWorld code.
- 12.4. Modification of iasWorld reports.
- 12.5. Updates to iasWorld cost tables, tax rate tables, etc.
- 12.6. Onsite training.
- 12.7. Process and procedures that could otherwise be performed by a non-technical iasWorld user during the Client's business cycle.
- 12.8. Errors and problems that arise out of the Client's modification of the Tyler Software code.
- 12.9. Errors and problems related to other 3rd party vendors' software not specifically covered by this Support Agreement.

13. Additional Support

No other additional support outside this Support Agreement is given unless stated in the Software as a Service Agreement. Additional support or services (such as those listed in Section 12 of this Support Agreement) can be requested and will be billed at Tyler's then prevailing time and materials rates.



Exhibit D
Statement of Work

The following Statement of Work details the services to be delivered by us to you under your Agreement. This Statement of Work is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in your Agreement.

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Exhibit D

Goodhue County, MN

SOW from Tyler Technologies, Inc.

03/18/2021

Contact:
Troy Fryman
Email: Troy.Fryman@TylerTech.com
One Tyler Way, Moraine, OH 45439

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Part 1: Executive Summary

1. Project Overview

1.1 Introduction

Tyler Technologies (“Tyler”) is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler’s end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler’s solutions transform how clients gain actionable insights that solve problems in their communities.

1.2 Project Goals

This Statement of Work (“SOW”) documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and Client (collectively the “Project”).

The overall goals of the project are to:

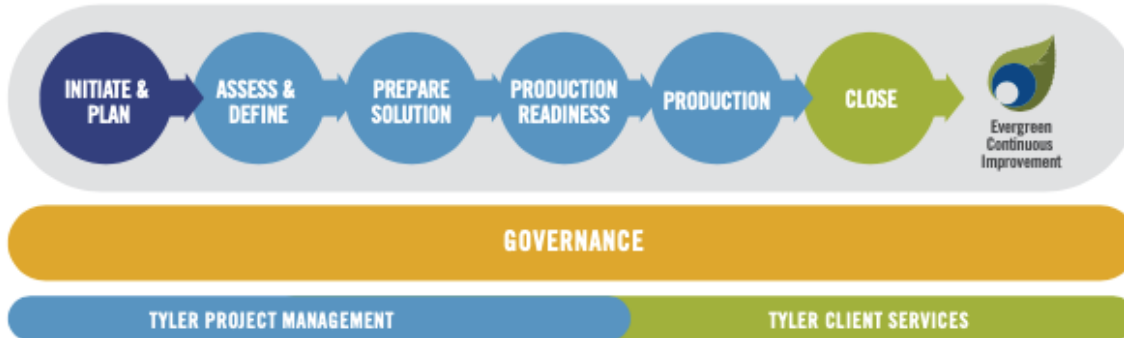
- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals
- Streamlining business processes through automation, integration, and workflows
- Provide a single, comprehensive, and integrated solution to manage business functions
- Provide a user-friendly user interface to promote system use and productivity
- Eliminate redundant data entry

1.3 Methodology

This is accomplished by Client and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler’s six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler’s public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the Client’s complexity and organizational needs.

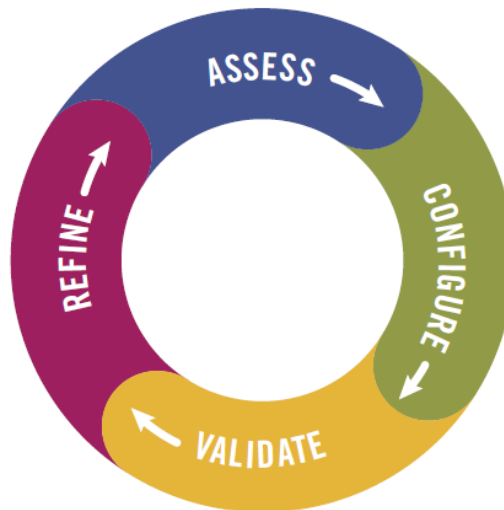
Tyler's Six Stage Project Methodology



The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both Client and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that Client and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where Client's business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.

Iterative Project Model



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to efficiently and effectively complete the Project.

Part 2: Project Foundation

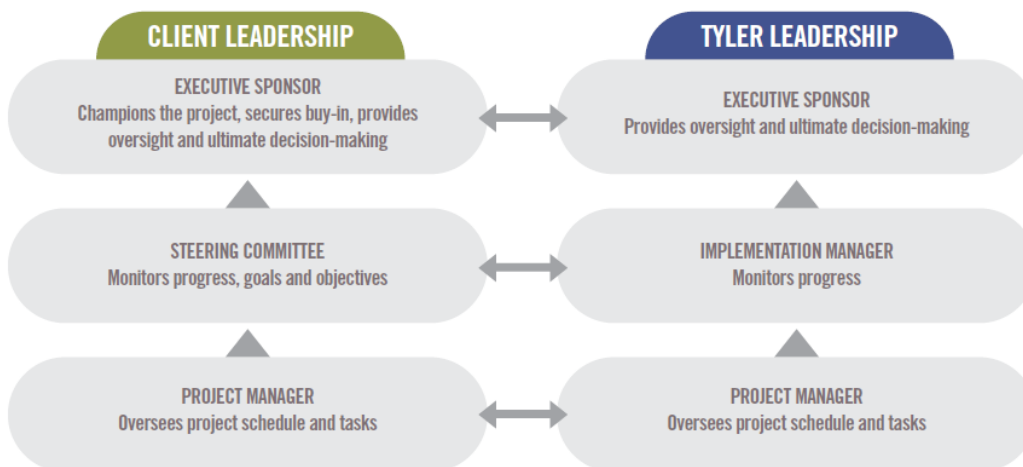
2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to adequately meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and Client collaborate to resolve Project challenges according to defined escalation paths. In the event that project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and Client Steering Committee become the escalation points to triage responses prior to escalation to Client and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. Client and Tyler executive sponsors serve as the final escalation point.

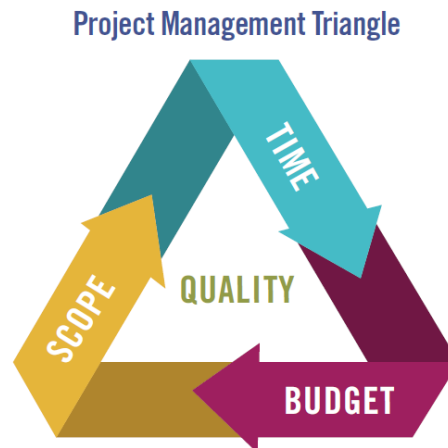
Project Governance Relationships



3. Project Scope Control

3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the ‘triple constraints’ or Project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.



A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change in order to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

3.3 Change Request Management

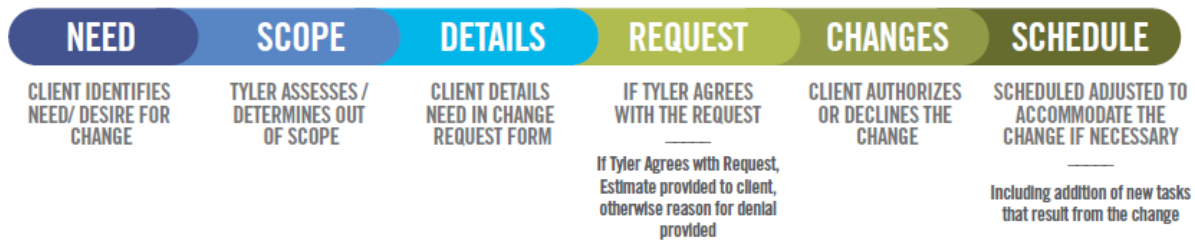
Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and possible delays relative to the schedule, some

changes may result in less cost to Client; for example, Client may decide it no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:

- The nature of the change.
- A good faith estimate of the additional cost or associated savings to Client, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

Client will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and Client). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.

Change Request Process



4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each Client office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the Client will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining client feedback and approval on Project deliverables will be critical to the success of the Project. The Client project manager will strive to gain deliverable and decision approvals from all authorized Client representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each Client department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The Client shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. If the Client does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the Client does not agree the particular Deliverable or Control Point meets requirements, the Client shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The Client shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the Client does not provide acceptance within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for Client and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at Client, but are roles defined within the Project. It is common for individual resources on both the Tyler and client project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.

5.1.1 Tyler Executive Sponsor

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed in order to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying Client 's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to Client 's executive sponsor.

5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with Client management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk and issue management, and is the primary point of contact for all Project related items. As requested by the client, the Tyler Project Manager provides regular updates to the client Steering Committee and other Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by Client project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.

- Collaborates with Client project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between Client and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Client any items that may impact the outcomes of the Project.
- Collaborates with Client 's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with Client 's project manager(s) to set a routine communication plan that will aide all Project team members, of both Client and Tyler, in understanding the goals, objectives, current status, and health of the Project.

5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.
- Interfaces closely with Tyler developers to coordinate program Modification activities.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides Client through software validation process following configuration.
- Assists during Go-Live process and provides support until Client transitions to Client Services.
- Facilitates training sessions and discussions with Client and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).

- Involved in system infrastructure planning/review(s).
- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.
- Conducts GIS Planning.
- Reviews GIS data and provides feedback to the client.
- Loads client provided GIS data into the system.

5.1.7 Tyler SaaS Technicians

- Sets up Tyler-hosted servers.
- Provides maintenance of hosted server hardware, operating system, and software upgrades.
- Provides IT-related services for server environment.
- Provides remote technical assistance and tracks issues.
- Provides system management and disaster recovery services within hosting services.
- Performs Tyler software upgrades through coordination with Client.

5.1.8 Tyler Data Experts

- Validates that customer data files are in proper format.
- Develops customized conversion programs, as necessary, to convert Legacy System data into the Tyler database for production use according to defined mapping.
- Provides error Reports on unsupported data conditions and the merging or normalization of data fields.
- Assists Client with understanding and interpreting error Reports.
- Performs changes and corrections to customized conversion programs as Client completes the data review.
- Provides conversion consulting and mapping assistance.

5.1.9 Tyler Modification Services

- Programs modification(s) per the agreed upon business requirements document(s).
- Performs internal quality assurance.
- Provides software updates and defect fixes.
- Completes interface development for in-scope interfaces.

5.1.10 Tyler API Services

- Provides training in the use of the API Toolkit.
- Provides consulting services in the use of the API Toolkit to Client, as Client builds interfaces.

5.2 Client Roles & Responsibilities

Client resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

5.2.1 Client Executive Sponsor

The Client executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, in order to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the Client steering committee, project manager(s), and functional leads to make critical business decisions for Client.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

5.2.2 Client Steering Committee

The Client steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the Client project manager and Project as a whole through participation in regular internal meetings. The Client steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The Client steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
 - Cost
 - Scope
 - Schedule
 - Project Goals
 - Client Policies
 - Needs of other client projects

5.2.3 Client Project Manager

Client shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. Client Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When Client project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid Project delays. The client project manager(s) are responsible for reporting to client steering committee and determining appropriate escalation points.

5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for Client project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

5.2.3.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between Client and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both Client staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all Client resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to Client technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams in order to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to Tyler project toolsets as required.

- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.4 Client Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to Client project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
 - Task completion
 - Stakeholder Meeting
 - Project Management Plan development
 - Schedule development
 - Maintenance and monitoring of risk register
 - Escalation of issues
 - Communication with Tyler project team
 - Coordination of Client resources
 - Attendance at scheduled sessions
 - Change management activities
 - Modification specification, demonstrations, testing and approval assistance
 - Data analysis assistance
 - Decentralized end user training
 - Process testing
 - Solution Validation

5.2.5 Client Power Users

- Participate in project activities as required by the project team and project manager(s).
- Provide subject matter expertise on Client business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.

- Provide knowledge transfer to Client staff during and after implementation.
- Participate in conversion review and validation.

5.2.6 Client End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

5.2.7 Client Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for Client third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from Client's legacy system per the conversion schedule set forth in the project schedule.

5.2.7.1 Client GIS

- Participates in GIS planning activities.
- Responsible for management and maintenance of Client GIS infrastructure and data.
- Ensures GIS data/service endpoints are in alignment with Tyler software requirements.
- Provides Tyler implementation team with GIS data/service access information.

5.2.7.2 Client Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage Client's software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with Client and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

5.2.8 Client Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.

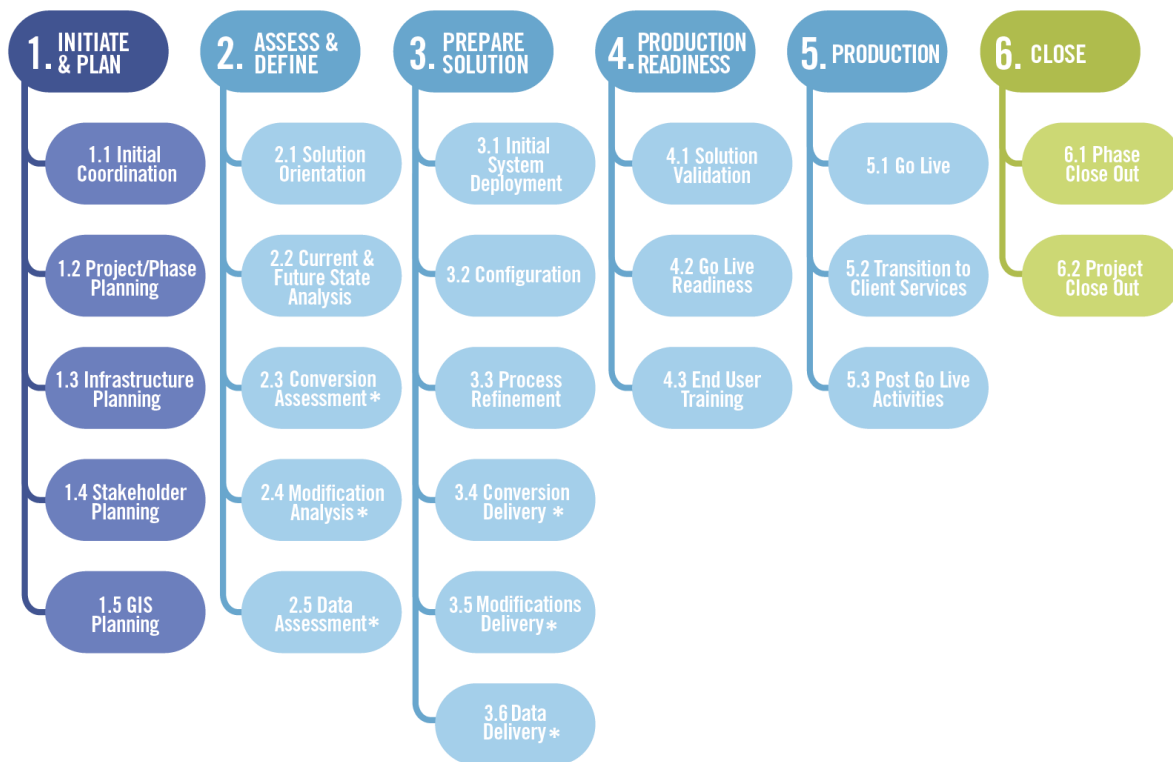
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

Part 3: Project Stages

6. Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “Work Packages”. The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a “Control Point”, confirming the work performed during that stage of the Project has been accepted by Client.

Work Breakdown Structure (WBS)



**Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as “Intentionally Left Blank” in Section 6 of the Statement of Work.*

6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides Client with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. Client gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with Client’s team. During this step, Tyler will work with Client to establish the date(s) for the Project and Phase Planning session.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify client project team.

STAGE 1	Initial Coordination																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
Client project team is assigned									A	I	R	I	I	I			
Provide initial project documents to Client		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						
Create Project Portal to store project artifacts and facilitate communication		A	R								I						

Inputs	Contract documents
	Statement of Work

Outputs/Deliverables	Completed initial project documents
	Project portal

Work package assumptions:

- Project activities begin after the agreement has been fully executed.

6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with Client to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all Client Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to Client’s Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with the Client Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize the client with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

STAGE 1	Project/Phase Planning																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads

Schedule and conduct planning session(s)	A	R							I		C	C	I				
Develop Project Management Plan	A	R							I		C	C	I				
Develop initial project schedule	A	R	I	I	I	I			I	I	C	C	I	I	C		I

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Project Management Plan	Delivery of document
	Project Operational Plan	Delivery of document
	Initial Project Schedule	Client provides acceptance of schedule based on resource availability, project budget, and goals.

Work package assumptions:

- Client has reviewed and completed the Guide to Starting Your Project document.

6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. This task is especially important for Tyler-hosted/SaaS deployment models. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. Tyler will install Licensed Software on application server(s) or train Client to install License Software. The Client is responsible for the installation and setup of all peripheral devices.

Objectives:

- Ensure Client’s infrastructure meets Tyler’s application requirements.
- Ensure Client’s infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Create Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C		I				
Review Stakeholder Meeting Presentation		I	C						A		R		C				
Perform Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C	I	I	I	I	I	I

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	

Work package assumptions:

- None

6.1.5 GIS Preparation

GIS data is a core part of many Tyler applications. Other Client offices/products may also use this data and have different GIS requirements. A key focus of this preparation will be the process for developing the GIS data for use with Tyler applications. This can be an iterative process, so it is important to begin preparation early.

Objectives:

- Identify all Client GIS data sources and formats.
- Tyler to understand Client’s GIS needs and practices.
- Ensure Client’s GIS data meets Tyler product requirements.

STAGE 1	GIS Preparation	
	Tyler	Client

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Initial GIS Planning Meeting		A	R				C				C						C
Determine all GIS Data Sources			I				I		A		R						C
Provide Source GIS Data			I				I		A		R						C
Review GIS Data and Provide Feedback		A	R				C				I						C

Inputs	GIS Requirements Document
--------	---------------------------

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Production Ready Map Data	Meets Tyler GIS Requirements.

Work package assumptions:

- GIS data provided to Tyler is accurate and complete.
- GIS data provided to Tyler is current.
- Client is responsible for maintaining the GIS data.

6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler’s receipt of this stage acceptance.

Initiate & Plan Stage Deliverables:

- Project Management Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to Client
- Stakeholder meeting complete
- GIS Data Production Ready
- Completed Infrastructure Requirements and Design Document

- System Passes Infrastructure Audit (as applicable)

6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current Client business processes. This information will be used to identify and define business processes utilized with Tyler software. Client collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on Client team knowledge transfer such as: eLearning, documentation, or walkthroughs. The Client team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler’s solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare Client for current and future state analysis.

STAGE 2	Solution Orientation																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

Inputs	Solution orientation materials
	Training Plan

6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

Client and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

The Client will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the client’s responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget and resource availability.

STAGE 2	Current & Future State Analysis																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	Client current state documentation
	Solution Orientation completion

Outputs / Deliverables	Acceptance Criteria [only] for Deliverables
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Documentation that describes future-state decisions and configuration options to support future-state decisions.	Delivery of document
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Work package assumptions:

- Client attendees possess sufficient knowledge and authority to make future state decisions.
- Client is responsible for any documentation of current state business processes.
- Client is able to effectively communicate current state processes.

6.2.3 Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler’s conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing (“legacy”) system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- Map the data from the source to the Tyler system.
- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			I		C						A						R
Complete Data Analysis/Mapping		A	R	C	C						I	C		C			I
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	Client Source data
	Client Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated	Client Acceptance of Data Conversion Plan, if Applicable

Work package assumptions:

- Tyler will be provided with data from the Legacy system(s) in a mutually agreed upon format.
- Tyler will work with Client representatives to identify business rules before writing the conversion.
- Client subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

6.2.4 Modification Analysis

Tyler strives to provide robust, off-the-shelf solutions. Tyler can offer a comprehensive solution that allows for the unique nature of each client’s business processes. Though opportunities to enhance Tyler products may exist, Tyler recommends Clients utilize existing functionality and, when necessary, adjust their business practices to the products; application refinements and enhancements should only be considered when no viable solution for a given process is available within the included Tyler products. We do recognize that some Projects may require modifications to the solution(s) in order to meet certain client business needs, including interfaces with 3rd party products, custom reports or other custom product modifications. Some Projects have specific modifications included in the Project budget, others do not. If it’s determined that additional, out of scope modifications are necessary to meet client needs, a Change Request is needed and additional cost estimate(s) will be provided by Tyler.

Objectives:

- Identify and define in-scope modifications.
- Identify and define out-of-scope modifications.
- Approve all modifications.

STAGE 2	Modifications analysis																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Identify which modifications are within the scope/budget of this project [where applicable]		A	R			I			I		C						
Analyze/write a Business Requirements		A	R	C	C	C					C	C		C			

documents for each modification																	
Review/Approve Business Requirements documents			C	C		C				A		R	C		C		
Refine project schedule based on included modifications		A	R		I	C						C					

Inputs	Modification Requirements
	Current & Future State Analysis Document
	Project Budget/Financial documents
	Project Schedule

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Modification Specifications	Meets Client’s business needs
	Change Requests for out of scope modifications	Meets Client’s business needs
	Revised Project Schedule	

Work package assumptions:

- 3rd party interfaces – Client is responsible for coordinating with the 3rd party.

6.2.5 Intentionally left blank.

6.2.6 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler’s receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.
- Assess & Define Stage Acceptance Criteria:
- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the client against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

Objectives:

- All licensed software is installed and operational.
- Client is able to access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS)*																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Prepare hosted environment			A				R				I						C
Install Licensed Software with Initial Database on Server(s) for Included Environments			A				R				I						C
Install Licensed Software on Client Devices (if applicable)			I				C				A						R
Tyler System Administration Training (if applicable)			A				R				I						C

Outputs / Deliverables	Acceptance Criteria [only] for Deliverables	
	Licensed Software is Installed on the Server(s)	Software is accessible
	Licensed Software is Installed on Clients (if applicable)	Software is accessible
	Installation Checklist/System Document	System Passes
	Infrastructure Design Document (C&J – If Applicable)	

Work package assumptions:

- The most current generally available version of the Tyler Licensed Software will be installed.
- Client will provide network access for Tyler modules, printers, and Internet access to all applicable Client and Tyler Project staff.

6.3.2 Configuration

The purpose of Configuration is to prepare the software product for validation.

Tyler staff collaborates with Client to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. Client collaborates with Tyler staff iteratively to validate software configuration.

Objectives:

- Software is ready for validation.
- Educate Client SME how to configure and maintain software.
- Prepare standard interfaces for process validation (if applicable).

STAGE 3	Configuration																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Conduct configuration training			A	R							I	C		C			
Complete Tyler configuration tasks (where applicable)			A	R							I	I		I			
Complete Client configuration tasks (where applicable)			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.
--------	--

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	N/A

Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. Client is responsible for making decisions when multiple options are available.

6.3.3 Process Refinement

Tyler will educate the Client users on how to execute processes in the system to prepare them for the validation of the software. Client collaborates with Tyler staff iteratively to validate software configuration options to support future state.

Objectives:

- Ensure that Client understands future state processes and how to execute the processes in the software.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Conduct process training			A	R							I	C	I	C			
Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (Client Responsible)			A	R							I	I		I			
Refine configuration (Tyler Responsible)			I	C							A	R		C			
Validate interface process and results			I	C			C				A	R		C			C



Objectives:

- Data is ready for production (Conversion).

STAGE 3	Data Delivery & Conversion																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			
Iterations: Conversion Development			A	C	R						I						I
Iterations: Deliver converted data			A		R						I						I
Iterations: Proof/Review data and			C	C	C						A	R		C			C

reconcile to source system																				
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Inputs	
	Data Conversion Plan
	Configuration

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Code Mapping Complete / Validated	N/A
	Conversion Iterations / Reviews Complete	Conversion complete, verified and ready for final pass

Work package assumptions:

- The Client will provide a single file layout per source system as identified in the investment summary.
- The Client subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- The Client project team will be responsible for completing the code mapping activity, with assistance from Tyler.

6.3.5 Modifications Delivery

Tyler consistently recommends that our clients utilize the software out-of-the-box and adjust business processes to conform, but we recognize there may be times when a modification of the software is requested in order to meet reporting obligations, functionality desires, or integrations with external systems. This work package focuses on the successful, high-quality delivery of the approved, in-scope modifications.

Objectives:

- Deliver contracted software modifications.
- Complete or update required configuration for the modifications.
- Test the delivered modifications.

STAGE 3	Modifications Delivery																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads

Validate scheduled development for completion			A			R													
Conduct periodic scope review sessions (as applicable)			A	C		R					I	C		C					
Modify Solution Validation Plan (if applicable)			C	C							A	R		C					
Deliver (pre-production) modifications for testing			A	I	I	R	C				I	I		I					I
Test delivered modifications			I	C		C					A	R		C					I
Update configuration (if applicable)			A	R															
Update process documentation as needed			I	I							A	R		C					
Approve modifications for Production delivery			I	I							A	R		C					
Deliver modifications to Production			A	I	I	R	C				I	I		I					I

Inputs	
	Modification specification

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Completed modifications	Client approves modification per scope
	Updated Modification Specification (if applicable)	
	Updated Solution Validation Plan	
	Updated process documentation (if applicable)	
	Revised configuration (if applicable)	Modification passes testing/approved by Client after configuration is updated

Work package assumptions:

- Only approved modifications with approved scope will be provided.
- Only modifications approved for the current phase (if multi-phase) will be delivered.
- Additional scope requests may require additional budget.
- Modifications will be tested upon delivery.

6.3.6 Intentionally left blank.

6.3.7 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler’s receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.
- Conversion iterations and reviews complete.
- Completed modifications.
- Revised configuration for modification (if applicable).

Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

6.4 Production Readiness

Activities in the Production Readiness stage will prepare the client team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the client to review the status of the project and the organizations readiness for go-live.

6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that Client verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure Client organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation	
	Tyler	Client

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	Client updates report with testing results

Work package assumptions:

- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

6.4.2 Go-Live Readiness

Tyler and Client will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the client has considered its ability to successfully Go-Live. Issues and concerns will be discussed and mitigation options documented. Tyler and Client will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

Objectives:

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness	
	Tyler	Client

<p>RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed</p>	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct Go-Live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I
Develop Go-Live checklist		A	R	C	C						C	C	I	C			C
Final system infrastructure review (where applicable)			A				R				C						C

Inputs	Future state decisions
	Go-live checklist

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated go-live checklist	Updated Action plan and Checklist for go-live delivered to Client

Work package assumptions:

- None

6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Train the Trainer: Tyler provides one occurrence of each scheduled training or implementation topic. Client users who attended the Tyler sessions may train additional users. Additional Tyler led sessions may be contracted at the applicable rates for training.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler’s responsibility to develop client specific business process documentation. Client-led training labs using client specific business process documentation if created by the client can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- Client is prepared for on-going training and support of the application.

STAGE 4	End User Training																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Update training plan		A	R	C							C		I		C		
End User training (Tyler-led)		A	R	C							C	C	I	C	C	C	
Train-the-trainer		A	R	C							C	C	I	C			
End User training (Client-led)			C	C							A	R	I	C	C	C	

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	Client signoff that training was delivered

Work package assumptions:

- The Client project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with Client as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of Client departments.
- Client will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler’s receipt of the stage acceptance.

Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and checklist.
- End user training.

Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and Client will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with Client to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, Client and Tyler will complete work assigned to prepare for Go-Live.

Client provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, Client manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with Client during Go-Live activities. Client transitions to Tyler software for day-to day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

Objectives:

- Execute day to day processing in Tyler software.
- Client data available in Production environment.

STAGE 5	Go-Live	
	Tyler	Client

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			
Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live
	Final source data (if applicable)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data is available in production environment	Client confirms data is available in production environment

Work package assumptions:

- Client will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The Client business processes required for Go-Live are fully documented and tested.
- The Client Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The Client Project Team and SME’s provide business process context to the end users during Go-Live.
- The Tyler Go-Live support team is available to consult with the Client teams as necessary.
- The Tyler Go-Live support team provides standard functionality responses, which may not be tailored to the local business processes.

6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition

of Client onto the Tyler Client Services team, who provides Client with assistance following Go-Live, officially transitioning Client to operations and maintenance.

Objectives:

- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to Client teams for key processes and subject areas.

STAGE 5	Transition to Client Services																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Transfer client to Client Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			
Review long term maintenance and continuous improvement			A					R			C	C		C			

Inputs	Open item/issues List
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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Client Services Support Document	

Work package assumptions:

- No material project issues remain without assignment and plan.

6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

Objectives:

- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

Inputs	List of post Go-Live activities
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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

- System is being used in a live production state.

6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler’s receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. Client transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of Client for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and Client teams that activities within this phase are complete.

STAGE 6	Phase Close Out																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Reconcile project budget and status of contract Deliverables	I	A	R						I	I	C						
Hold post phase review meeting		A	R	C	C	C	C				C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								I						

Participants	Tyler	Client
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	Client Services	

Inputs	
	Contract
	Statement of Work
	Project artifacts

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Final action plan (for outstanding items)	
	Reconciliation Report	
	Post Phase Review	

Work package assumptions:

- Tyler deliverables for the phase have been completed.

6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time Client may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to Client teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out																
	Tyler							Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to Client and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Post Project Report	Client acceptance; Completed report indicating all project Deliverables and milestones have been completed

Work package assumptions:

- All project implementation activities have been completed and approved.

- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Close Stage is not dependent upon Tyler's receipt of this Stage Acceptance.

Close Stage Deliverables:

- Post Project Report.

Close Stage Acceptance Criteria:

- Completed report indicating all Project deliverables and milestones have been completed.

7. General Assumptions

Tyler and Client will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a number of assumptions which, when acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The Client Project Team will complete their necessary assignments in a mutually agreed upon timeframe in order to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the Client project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, Client is responsible for making decisions based on the options available.
- Implementation of new software may require changes to existing processes, both business and technical, requiring Client to make process changes.
- Client is responsible for defining, documenting and implementing their policies that result from any business process changes.

7.2 Organizational Change Management

Unless otherwise contracted by Tyler, Client is responsible for managing Organizational Change. Impacted Client resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An important part of change is ensuring that impacted client resources understand the value of the change, and why they are being asked to change.

7.3 Resources and Scheduling

- Client resources will participate in scheduled activities as assigned in the Project Schedule.
- The Client team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and Client will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget and schedule) will be assessed and documented as part of the change control process.
- Client will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- Client makes timely Project related decisions in order to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- Client will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- Client will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- Client is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with Client representatives to identify business rules before writing the conversion. Client must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.
- The client will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.

- The Client Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.
- Client is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)

7.5 Facilities

- Client will provide dedicated space for Tyler staff to work with Client resources for both on-site and remote sessions. If Phases overlap, Client will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- Client will provide staff with a location to practice what they have learned without distraction.

8. Glossary

Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements Document	A specification document used to describe Client requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.

Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.
Go-Live	The point in time when the Client is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]
Infrastructure	The composite hardware, network resources and services required for the existence, operation and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a client is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of the client's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.

RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler’s physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.
Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.

9. Conversion

9.1 A&T Conversion Summary

9.1.1 Collections Standard Conversion

- Delinquent bills (ad valorem levies, property fees, special assessments, etc.):

- Current year as well as previous 9 years unless a minimum number of years is mandated by state legislation: all bills/payments (even if paid in Legacy System) and payment history
- Current year as well as previous 9 years unless a minimum number of years is mandated by state legislation: only delinquent bills (no payment history, just the balances that are still due at conversion)
- Collection Flags
- Interest Calculation Exceptions
- Taxing Unit and G/L setup for distribution
- Documents
- Regular Bills (Not yet delinquent)
 - Current year as well as previous 9 years unless a minimum number of years is mandated by state legislation: all bills/payments (even if paid in Legacy System)

9.1.2 Appraisal Standard Conversion

- Property Information: property identifiers, situs address, legal description, taxing units, neighborhood, property flags, property comments
- Party Information (i.e. owners, lenders, agents, builders, etc.): party identifiers, party name, additional names, mailing addresses, phone numbers, email addresses
- Property Types: residential, land, commercial, personal, mobile home
- Current year as well as previous 9 years unless a minimum number of years is mandated by state legislation: property level valuation detail/assessments/exemptions, depreciation tables, trending tables, code files
- Current year as well as previous 9 years unless a minimum number of years is mandated by state legislation: property level valuation results (summary)/assessments/exemptions
- Sketch vectors
- Sales/Transfers: party, ownership percentage, sale date, deed date, sale price, sale type, validity, book, page, instrument number, instrument type, additional properties, price confirmations, price adjustments, secure, custom fields
- Permits: permit number, type, status, amount, builders/contractors, issue date, limit date, agency, percent complete, comment, custom fields
- Appeals: level, year, date, status, case number, appellant info, scheduling info, results, custom fields
- System User Info: user IDs, names, rights/roles
- Current year as well as previous 9 years unless a minimum number of years is mandated by state legislation: property level valuation detail/assessments/exemptions, depreciation tables, trending tables, code files

The following is a summary of the claims to be reviewed and approved at the May 18, 2021 board meeting:

01	General Fund	\$	532,115.26
03	Public Works	\$	442,220.23
11	Human Service Fund	\$	146,715.96
12	GC Family Services Collaborative	\$	384.00
21	ISTS	\$	-
25	EDA	\$	-
30	Capital Improvement	\$	-
31	Capital Equipment	\$	-
34	Capital Equipment	\$	57,473.73
35	Debt Service	\$	-
40	County Ditch	\$	-
61	Waste Management	\$	33,862.67
62	Recycling Center	\$	-
63	HHW	\$	-
72	Other Agency	\$	-
81	Settlement	\$	7,346.80
	Totals	\$	1,220,118.65

GROSS PAYROLL (including Employer Related Tax Payments)

Period Ending	Paid Date	Amount
4/16/2021	4/29/2021	\$ 1,097,510.12
Checks (WFXX,WFXX-ACH)	\$ 749,373.34	
EFT (Manual Warrants)	\$ 470,745.31	
Total:	\$ 1,220,118.65	

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12098	2783	Bmo P-Card Payment					
			70.00	K9 Trials/Halo 3/12	01-201-000-0000-6357	Ayres Michael	0
				13,347 USPCA (OBO)			
			24.65	Maint suppl-sfstnrs 3/18	01-207-000-0000-6305	Bach Bob	0
				12,773 Fastenal Company			
			1.98	Electrical supplies 3/25	01-207-000-0000-6305	Bach Bob	0
				50,705 Red Wing Ace Hardware			
			15.98	Maintenance supplies 3/16	01-207-000-0000-6305	Bach Bob	0
				50,705 Red Wing Ace Hardware			
			19.97	Maintenance Supplies 3/12	01-207-000-0000-6305	Bach Bob	0
				50,705 Red Wing Ace Hardware			
			25.87	Plumbing fittings 3/9	01-207-000-0000-6305	Bach Bob	0
				50,705 Red Wing Ace Hardware			
			50.34	#2025 Oil Chg 3/23	01-201-000-0000-6303	Blue Tom	0
				1,432 Johnson Tire Service Inc.			
			49.99	Squad/Fire Ext 3/12	01-201-000-0000-6432	Blue Tom	0
				50,705 Red Wing Ace Hardware			
			33.54	Label Maker Tape 3/23	01-207-000-0000-6405	Bolster Mark	0
				27,672 Amazon.Com			
			100.00	K9 Handler Sftware 3/13	01-201-000-0000-6851	Bowron Matt	0
				14,109 Pack Track (OBO)			
			70.34	#1826 Oil/Rot Tires 3/9	01-201-000-0000-6303	Breuer Dan	0
				1,432 Johnson Tire Service Inc.			
			39.85	#1826 Fuel 3/22	01-201-000-0000-6567	Breuer Dan	0
				9,013 Clark (OBO)			
			62.00	Busn Cards: JS 3/4/21	01-055-000-0000-6405	Brodie Laura	0
				10,716 Vistaprint (obo)			
			104.99	5TB hard drive 3/23/21	01-055-000-0000-6432	Brodie Laura	0
				27,672 Amazon.Com			
			15.15	SD 252 Election Ship 3/1/21	01-071-000-0000-6203	Brodie Laura	0
				67,100 Us Postmaster			
			384.00	3/22/21 CFC ACE's SurveyMonkey	12-430-770-0000-6357	Cichosz Maggie	0
				2,427 Surveymonkey.Com			
			28.16	Water:Dispatch 2/4	01-210-000-0000-6414	County Dispatc	0
				13,392 Finken Water Centers (obo)			
			17.97	Humidifier Trmt 3/4	01-210-000-0000-6420	County Dispatc	0
				7,919 Menards-Red Wing			
			119.99	2021 Web Annual Fee	01-061-000-0000-6270	Cushing Meliss	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			11,703	CANVA.COM (obo)			
			718.56	Floor Finish 3/9	01-207-000-0000-6411	Duffing Wade	0
			6,068	River Country Cooperative			
			165.70	Cleaning Rags 3/23	01-207-000-0000-6411	Duffing Wade	0
			12,423	Saraglove.com (obo)			
			182.24	#1921 Rpl Battery 3/15	01-201-000-0000-6303	Erdman Mike	0
			8,180	Bird's Auto Repair			
			170.10	Error: Wrg Card 3/1	01-201-000-0000-6405	Erdman Mike	0
			8,820	Mayo Clinic Health System, Red Wing			
			45.00	School Magnets 3/16	01-201-000-0000-6883	Erdman Mike	0
			12,174	D&S Banner and Sign (obo)			
			18.99	Hand tools 3/8	01-111-116-0000-6420	Fladhammer Bri	0
			13,347	USPCA (OBO)			
			284.73	NETWORK MONITOR 3/21	01-063-000-0000-6268	Flaugh Aaron	0
			12,821	Paddle.net (obo)			
			25.90	Air diffusers 3/4	01-111-110-0000-6305	Foster Pat	0
			7,919	Menards-Red Wing			
			123.03	Maintenance supplies 2/26	01-111-110-0000-6305	Foster Pat	0
			7,919	Menards-Red Wing			
			21.99	Restroom fixture 3/12	01-111-110-0000-6305	Foster Pat	0
			50,705	Red Wing Ace Hardware			
			20.04	Fire panel batteries 3/18	01-111-110-0000-6305	Foster Pat	0
			11,630	Zoro Tools (obo)			
			328.50	Clocks for GC 3/23	01-111-110-0000-6305	Foster Pat	0
			14,742	American Time (OBO)			
			22.99	Tools - hole saw 3/22	01-111-110-0000-6569	Foster Pat	0
			50,705	Red Wing Ace Hardware			
			71.33	Tools - Distance finder 3/2	01-111-110-0000-6569	Foster Pat	0
			11,630	Zoro Tools (obo)			
			57.95	Fire Alarm Panel batteries 2/2	01-111-112-0000-6305	Foster Pat	0
			2,936	Batteries Plus (Obo)			
			10.80	Maintenance supplies 3/22	01-111-112-0000-6305	Foster Pat	0
			7,919	Menards-Red Wing			
			35.95	HVAC ductwork 3/15	01-111-115-0000-6305	Foster Pat	0
			7,919	Menards-Red Wing			
			497.60	AHU motor rebuild 2/26	01-111-116-0000-6304	Foster Pat	0
			12,304	TEC Industrial			
			57.95	Fire Alarm Panel batteries 2/2	01-207-000-0000-6305	Foster Pat	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
				2,936	Batteries Plus (Obo)			
			60.81		Custodial supplies 3/9	01-207-000-0000-6405	Foster Pat	0
				6,450	Staples Advantage			
			-243.24		- Cr for missing product 3/16	01-207-000-0000-6411	Foster Pat	0
				6,450	Staples Advantage			
			578.34		Custodial supplies 3/9	01-207-000-0000-6411	Foster Pat	0
				6,450	Staples Advantage			
			58.43		Custodial supplies 3/9	01-207-000-0000-6411	Foster Pat	0
				6,450	Staples Advantage			
			19.42		Custodial Supplies 3/9	01-207-000-0000-6411	Foster Pat	0
				6,450	Staples Advantage			
			500.00		Gas cards 3/10/21	11-430-710-3670-6020	Fox Kelly	0
				4,118	Kwik Trip (Obo)			
			78.87		Vinegar/Soap 3/12	01-207-000-0000-6420	Frazier Gwen	0
				6,464	Walmart			
			12.57		Laundry Det 3/12	01-207-000-0000-6464	Frazier Gwen	0
				6,464	Walmart			
			52.36		Dental Gel/Cont Sol 3/12	01-207-240-0000-6434	Frazier Gwen	0
				6,464	Walmart			
			26.88		Hair Elastics 3/12	01-207-240-0000-6464	Frazier Gwen	0
				6,464	Walmart			
			69.92		Face Shields(50) 3/2	01-207-000-0000-6435	Gagnon Cory	0
				27,672	Amazon.Com			
			20.99		Clipper Blade 3/1	01-207-240-0000-6464	Gagnon Cory	0
				27,672	Amazon.Com			
			-20.99		- Refund:Clipper Blade 3/3	01-207-240-0000-6464	Gagnon Cory	0
				27,672	Amazon.Com			
			51.86		Trimmer Blade/Mirror 3/1	01-207-240-0000-6464	Gagnon Cory	0
				27,672	Amazon.Com			
			47.50		#1929 Oil Chg 3/4	01-201-000-0000-6303	Goham Jim	0
				37,305	Midway Auto			
			70.00		K9 Trials: Valor 3/5	01-201-000-0000-6357	Goham Jim	0
				13,347	USPCA (OBO)			
			13.99		Shop Vac Fltr 3/15	01-201-000-0000-6420	Goham Jim	0
				50,705	Red Wing Ace Hardware			
			100.00		K9 Handler Sftware 3/11	01-201-000-0000-6851	Goham Jim	0
				14,109	Pack Track (OBO)			
			-13.95		- Credit Monthly Subscpt 3/12	03-330-000-0000-6244	Goodhue County	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
				27,672	Amazon.Com			
			-13.95		Credit Monthly Subscpt 3/12	03-330-000-0000-6244	Goodhue County	0
				27,672	Amazon.Com			
			13.95		Monthly Subscp 3/11	03-330-000-0000-6244	Goodhue County	0
				27,672	Amazon.Com			
			275.95		SELF/STAY Grant 3/16/21	11-430-710-3460-6020	Hammond Alison	0
				27,672	Amazon.Com			
			63.50		SELF/STAY grant 3/19/21	11-430-710-3460-6020	Hammond Alison	0
				14,743	Flowers By Anthony (OBO)			
			98.63		Clothing Allowance 3/11/21	11-430-710-3810-6058	Hammond Alison	0
				14,744	Nike.Com (OBO)			
			287.04		Cost Related to FC 3/24/21	11-430-710-3810-6058	Hammond Alison	0
				13,346	Orbitz (obo)			
			181.12		Clothing Allowance 3/12/21	11-430-710-3810-6058	Hammond Alison	0
				6,464	Walmart			
			481.26		Cost related to FC 2/26/21	11-430-710-3810-6058	Hammond Alison	0
				9,179	Super 8 Motels (OBO)			
			-26.80		Refund: Tax 3/9	01-201-000-0000-6303	Harris John	0
				7,018	Majerus Garage			
			46.98		Bubble Mailers:ID tags 3/22	01-601-000-0000-6420	Hartmann Robin	0
				2,864	Office Depot			
			5.36		Batteries for calculators 3/17	01-601-000-0000-6420	Hartmann Robin	0
				50,705	Red Wing Ace Hardware			
			26.37		Small calculators 3/24	01-601-000-0000-6420	Hartmann Robin	0
				6,450	Staples Advantage			
			80.95		Food Programs 3/17	01-207-240-0000-6414	Heiden Justin	0
				47,910	Papa Murphy's Pizza			
			23.17		Inmate Book 3/22	01-207-240-0000-6464	Heiden Justin	0
				27,672	Amazon.Com			
			91.44		Toner 3/12	01-201-000-0000-6402	Holst Kristine	0
				6,450	Staples Advantage			
			30.98		Letter Tray 3/22	01-201-000-0000-6405	Holst Kristine	0
				27,672	Amazon.Com			
			42.49		Folders 3/12	01-201-000-0000-6405	Holst Kristine	0
				6,450	Staples Advantage			
			20.39		Label Maker Tape 3/8	01-201-000-0000-6405	Holst Kristine	0
				645	Lpha			
			46.81		Pens/Labels/Folders 3/3	01-201-000-0000-6405	Holst Kristine	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			6,450	Staples Advantage			
139.95		Stalker Radar Batt 3/11			01-201-000-0000-6420	Holst Kristine	0
				11,626 Stalker Radar (obo)			
8.85		Postage GIS 3/12/2021			01-105-000-0000-6203	Holst Pam	0
				67,100 Us Postmaster			
83.82		#2029 Oil/Rot Tires 3/19			01-201-000-0000-6303	Howard Brandon	0
				8,180 Bird's Auto Repair			
11.00		#2029 Vehicle Wash 3/18			01-201-000-0000-6303	Howard Brandon	0
				3,918 Main Street Car Wash			
770.14		Rifle Rail Sect/Lgts 3/22			01-201-000-0000-6416	Howard Brandon	0
				27,672 Amazon.Com			
39.99		Ancestry Membership 3/1			01-201-000-0000-6870	Huneke Jon	0
				14,661 Ancestry.Com (OBO)			
201.78		Toner Cart (2) Admin 3/2			03-330-000-0000-6402	Huneke Julie	0
				27,672 Amazon.Com			
35.00		Pat-MCA 2021			01-255-000-0000-6243	Jaeger Mark	0
				4,598 Paypal (Obo)			
12.55		03/22 WOW Snack Station			01-061-061-0000-6414	Johnson Gina	0
				15,300 Econofoods 328			
18.06		03/02 WOW Snack Station			01-061-061-0000-6414	Johnson Gina	0
				15,300 Econofoods 328			
105.00		Kids Junction			11-430-710-3670-6020	Johnson Kristi	0
				2,572 Isd 256 - Kids Junction			
52.75		#2024 Oil Chg 3/26			01-201-000-0000-6303	Krause Cory	0
				10,485 Cannon Auto Repair			
74.08		#2024 Exh Shld Rpr 3/25			01-201-000-0000-6303	Krause Cory	0
				10,485 Cannon Auto Repair			
52.92		#2024 Veh Check 3/16			01-201-000-0000-6303	Krause Cory	0
				10,485 Cannon Auto Repair			
15.27		Trng Meal 3/23			01-201-000-0000-6332	Krause Cory	0
				3,657 Chipotle (Obo)			
15.51		Flash Drive 3/7			01-201-000-0000-6405	Krause Cory	0
				6,464 Walmart			
62.70		Food/Ovnght Asgmt 3/7			01-201-000-0000-6414	Krause Cory	0
				6,464 Walmart			
6.66		Storage Bags 3/7			01-201-000-0000-6420	Krause Cory	0
				6,464 Walmart			
24.12		#2024 Fuel 3/11			01-201-000-0000-6567	Krause Cory	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
			23.35	#2024 Fuel 3/9	3,268 Holiday Station Store (Obo)	01-201-000-0000-6567	Krause Cory	0
			15.79	#2024 Fuel 3/9	3,268 Holiday Station Store (Obo)	01-201-000-0000-6567	Krause Cory	0
			25.67	#2024 Fuel 3/7	3,268 Holiday Station Store (Obo)	01-201-000-0000-6567	Krause Cory	0
			750.00	CIT Trng 5/24-28 3/24	3,268 Holiday Station Store (Obo)	01-201-000-0000-6357	Kurtti Josh	0
			286.63	Binoculars 3/19	27,453 Minnesota State College	01-201-000-0000-6432	Kurtti Josh	0
			110.24	2021 RE Annual Subscription	7,001 Brownells Inc	01-005-000-0000-6244	Lance Stacy	0
			55.54	HR Surface Cables 3/9	7,440 Cannon Falls Beacon	01-061-000-0000-6405	Lance Stacy	0
			76.64	1811 - OC/TR 2/23	27,672 Amazon.Com	01-130-000-0000-6303	Lance Stacy	0
			244.20	Air handler belts 3/11	12,923 Kevin's Service	01-111-112-0000-6304	Laska Jeremy	0
			37.94	Maint suppl/hardware 2/26	7,334 Grainger Inc	01-111-112-0000-6305	Laska Jeremy	0
			108.99	Maint suppl/hardware 3/17	14,368 Runnings	01-111-112-0000-6305	Laska Jeremy	0
			50.13	Chair glides ADC 3/1	7,919 Menards-Red Wing	01-111-113-0000-6305	Laska Jeremy	0
			13.74	Pandora 3/2	14,745 PS Furniture (OBO)	11-420-600-0010-6209	Learmann Kim	0
			30.57	Office Supplies 3/13	13,345 Pandora (obo)	11-420-600-0010-6405	Learmann Kim	0
			260.08	Office Supplies 3/10	27,672 Amazon.Com	11-420-600-0010-6405	Learmann Kim	0
			59.98	Office Supplies 3/10	27,672 Amazon.Com	11-420-600-0010-6405	Learmann Kim	0
			27.72	Office Supplies 3/10	6,450 Staples Advantage	11-420-600-0010-6405	Learmann Kim	0
			10.34	Office Supplies 3/3	6,450 Staples Advantage	11-420-600-0010-6405	Learmann Kim	0
			13.14	Office Supplies 3/25	6,450 Staples Advantage	11-420-600-0010-6405	Learmann Kim	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
				27,672	Amazon.Com		
			74.50	Office Supplies 3/24	11-420-600-0010-6405	Learmann Kim	0
				6,450	Staples Advantage		
			6.51	Office Supplies 3/1	11-420-600-0010-6405	Learmann Kim	0
				6,464	Walmart		
			56.43	Office Supplies 3/22	11-420-600-0010-6405	Learmann Kim	0
				27,672	Amazon.Com		
			29.38	Office Supplies 3/13	11-420-640-0010-6405	Learmann Kim	0
				27,672	Amazon.Com		
			57.62	Office Supplies 3/10	11-420-640-0010-6405	Learmann Kim	0
				6,450	Staples Advantage		
			3.24	Office Supplies 3/3	11-420-640-0010-6405	Learmann Kim	0
				6,450	Staples Advantage		
			9.94	Office Supplies 3/3	11-420-640-0010-6405	Learmann Kim	0
				6,450	Staples Advantage		
			12.63	Office Supplies 3/25	11-420-640-0010-6405	Learmann Kim	0
				27,672	Amazon.Com		
			13.21	Pandora 3/2	11-430-700-0010-6209	Learmann Kim	0
				13,345	Pandora (obo)		
			47.25	Specimen Collector 3/4	11-430-700-0010-6405	Learmann Kim	0
				27,672	Amazon.Com		
			249.89	Office Supplies 3/10	11-430-700-0010-6405	Learmann Kim	0
				27,672	Amazon.Com		
			26.64	Office Supplies 3/10	11-430-700-0010-6405	Learmann Kim	0
				6,450	Staples Advantage		
			65.69	Office Supplies 3/24	11-430-700-0010-6405	Learmann Kim	0
				6,450	Staples Advantage		
			6.25	Office Supplies 3/1	11-430-700-0010-6405	Learmann Kim	0
				6,464	Walmart		
			177.48	Phone cords 2/27	11-430-700-0010-6405	Learmann Kim	0
				27,672	Amazon.Com		
			54.21	Office Supplies 3/22	11-430-700-0010-6405	Learmann Kim	0
				27,672	Amazon.Com		
			17.17	Medical Pads 3/3	11-467-467-0000-6283	Learmann Kim	0
				9,520	Moore Medical Llc		
			89.64	Hand Sanitizer 3/3	11-467-467-0000-6283	Learmann Kim	0
				6,450	Staples Advantage		
			40.55	Pens/pen hldr/ t-bags 3/3	11-467-467-0000-6283	Learmann Kim	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
				6,450	Staples Advantage			
			-18.88		Folding Dividers 3/2	11-467-467-0000-6283	Learmann Kim	0
				11,331	Wayfair (obo)			
			194.97		Screens 3/5	11-467-467-0000-6283	Learmann Kim	0
				11,331	Wayfair (obo)			
			33.78		Syringe w/needles 3/25	11-467-467-0000-6405	Learmann Kim	0
				9,520	Moore Medical Llc			
			1.45		Pen Holder 3/10	11-467-467-0000-6405	Learmann Kim	0
				6,450	Staples Advantage			
			21.43		Hypo needles 3/25	11-471-471-0000-6405	Learmann Kim	0
				9,520	Moore Medical Llc			
			34.25		Syringe w/needles 3/5	11-471-471-0000-6405	Learmann Kim	0
				9,520	Moore Medical Llc			
			19.07		Band aids 3/26	11-471-471-0000-6405	Learmann Kim	0
				12,226	Targets Online (obo)			
			10.90		Pens/Envelopes 3/19	01-201-000-0000-6405	Magnuson Kim	0
				6,450	Staples Advantage			
			6.19		Envelopes 2/25	01-201-000-0000-6405	Magnuson Kim	0
				6,450	Staples Advantage			
			77.46		White/Cork Bd 3/9	01-201-000-0000-6432	Magnuson Kim	0
				6,450	Staples Advantage			
			25.99		Folders 2/25	01-201-238-0000-6405	Magnuson Kim	0
				6,450	Staples Advantage			
			25.06		LEC wall/painting 3/24	34-111-000-0000-6669	Mallon - Sts W	0
				12,558	Arrow Building Center			
			183.58		LEC wall/painting 3/16	34-111-000-0000-6669	Mallon - Sts W	0
				12,558	Arrow Building Center			
			27.97		LEC wall/painting 3/10	34-111-000-0000-6669	Mallon - Sts W	0
				50,705	Red Wing Ace Hardware			
			16.51		Maintenance supplies 3/25	01-111-112-0000-6305	Mann Mary Rose	0
				50,705	Red Wing Ace Hardware			
			38.35		Custodial Supplies 3/3	01-111-112-0000-6411	Mann Mary Rose	0
				7,919	Menards-Red Wing			
			38.63		LEC Painting 3/22	34-111-000-0000-6669	Mann Mary Rose	0
				59,303	Sherwin Williams			
			64.07		LEC Painting 3/19	34-111-000-0000-6669	Mann Mary Rose	0
				59,303	Sherwin Williams			
			38.56		LEC Painting 3/3	34-111-000-0000-6669	Mann Mary Rose	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
				59,303	Sherwin Williams		
			470.00	Guardonix Prof/Upgrd 3/24	01-201-000-0000-6855	Matthews Tris	0
				13,961	Deepspar Data Recovery (OBO)		
			40.00	PSOP Expense 3/1/21	11-430-710-3670-6020	Mershbrock Amy	0
				4,118	Kwik Trip (Obo)		
			32.16	PSOP Expense 3/9/21	11-430-710-3670-6020	Mershbrock Amy	0
				6,464	Walmart		
			212.97	PSOP Expense 3/4/21	11-430-710-3670-6020	Mershbrock Amy	0
				6,464	Walmart		
			25.00	PSOP Expense 3/23/21	11-430-710-3670-6020	Mershbrock Amy	0
				4,118	Kwik Trip (Obo)		
			25.00	PSOP Expense 3/23/21	11-430-710-3670-6020	Mershbrock Amy	0
				3,293	Mcdonald's (Obo)		
			42.00	PSOP Expense 3/1/21	11-430-710-3670-6020	Mershbrock Amy	0
				6,464	Walmart		
			106.83	PSOP Expense 3/9/21	11-430-710-3670-6020	Mershbrock Amy	0
				27,672	Amazon.Com		
			175.00	trmt crt grad gift cards 3/23	01-091-132-4091-6405	Olmsted Kait	0
				4,118	Kwik Trip (Obo)		
			55.00	trmt crt incent gift cards 3/1	01-091-132-4091-6405	Olmsted Kait	0
				4,118	Kwik Trip (Obo)		
			29.99	trmt crt grad gift 3/23	01-091-132-4091-6405	Olmsted Kait	0
				50,705	Red Wing Ace Hardware		
			39.99	trmt crt grad gift 3/18	01-091-132-4091-6405	Olmsted Kait	0
				50,705	Red Wing Ace Hardware		
			50.00	trmt crt grad gift card 3/18	01-091-132-4091-6405	Olmsted Kait	0
				2,677	Red Wing Business Advantage Account		
			12.22	3/9/21-Frz Bags - Milk Depot	11-466-450-0000-6407	Olson Kathy	0
				64,551	Target		
			24.00	2/28/21 CV19 Vacc Web Lic	11-467-467-0000-6283	Olson Kathy	0
				13,240	Cognito LLC (obo)		
			30.00	Boiler lic renew - Pfooster 3/8	01-111-110-0000-6245	Redepenning Ti	0
				1,238	Mn Dept Of Labor & Industry		
			42.00	Shredding service 3/16	01-111-110-0000-6257	Redepenning Ti	0
				5,041	Shred Right		
			319.95	US Flag - Gov Ctr 3/24	01-111-110-0000-6306	Redepenning Ti	0
				14,531	American Flagpole (OBO)		
			604.09	Floor Sweeper - LEC 3/11	01-111-112-0000-6304	Redepenning Ti	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
				14,672	CleanItSupply.com (OBO)		
			365.64	Custodial Supplies 2/27	01-111-112-0000-6411	Redepenning Ti	0
				6,450	Staples Advantage		
			19.71	Custodial supplies 2/27	01-111-112-0000-6411	Redepenning Ti	0
				6,450	Staples Advantage		
			662.47	Portable IT Room AC unit 3/12	01-111-115-0000-6304	Redepenning Ti	0
				12,768	Dell Marketing L.P.		
			20.00	Boiler lic - Jczech 3/17	01-111-116-0000-6245	Redepenning Ti	0
				1,238	Mn Dept Of Labor & Industry		
			39.00	#1926 Flat Rpr 3/11	01-201-000-0000-6303	Riegelman Tyle	0
				1,432	Johnson Tire Service Inc.		
			426.40	Tact Oprtr Resp Kits 3/26	01-201-000-0000-6867	Riegelman Tyle	0
				792	North American Rescue Products Inc		
			596.86	#1822 Brakes/Rotors 3/9	01-201-000-0000-6303	Rogers Tyler	0
				8,180	Bird's Auto Repair		
			80.70	PBT Mouthpieces 3/1	01-201-000-0000-6420	Rogers Tyler	0
				2,327	Intoximeters Inc		
			43.65	3/9/21 Card Used In Error	11-479-478-0000-6405	Seide Jessica	0
				3,917	Walgreens (Obo)		
			75.00	Aerosol Trng 5/13&14	01-207-000-0000-6357	Sheriff A Good	0
				8,548	Security Equipment Corporation		
			75.00	Aerosol Trng 5/13&14	01-207-000-0000-6357	Sheriff A Good	0
				8,548	Security Equipment Corporation		
			288.40	Taser Cartridges 2/26	01-207-000-0000-6420	Sheriff A Good	0
				12,568	Axon Enterprises Inc.		
			42.22	SHIPPING 3/5	01-063-000-0000-6203	Smith John	0
				4,231	UPS		
			6.90	SHIPPING 3/5	01-063-000-0000-6203	Smith John	0
				4,231	UPS		
			44.95	INTERNET 3/21	01-063-000-0000-6209	Smith John	0
				5,234	HBC		
			65.00	TOLL FREE 3/19	01-063-000-0000-6270	Smith John	0
				14,119	LogMein (OBO)		
			1,809.10	VMWARE SERVER MAINT 3/26	01-063-000-0000-6301	Smith John	0
				12,768	Dell Marketing L.P.		
			59.86	LABELS 3/1	01-063-000-0000-6405	Smith John	0
				27,672	Amazon.Com		
			16.98	COFFEE: BSMT BRK RM 3/24	01-063-000-0000-6405	Smith John	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
				15,300	Econofoods 328		
			32.34	VIDEO ADAPTERS 3/1	01-063-000-0000-6420	Smith John	0
				27,672	Amazon.Com		
			220.01	DOCKING STATION 3/1	01-063-000-0000-6432	Smith John	0
				12,768	Dell Marketing L.P.		
			79.98	E911 INTERNET 3/21	01-209-000-0000-6209	Smith John	0
				5,234	HBC		
			500.00	WIN2PDF 3/19	11-420-640-0010-6283	Smith John	0
				14,746	Win2PDF (OBO)		
			42.95	3/19/21 CV19 Vol Recog	11-467-467-0000-6283	Smith Laura	0
				1,451	Red Wing Confectionery, LLC		
			13.62	3/9/21 CV19 Vacc Clinic Suppls	11-467-467-0000-6283	Smith Laura	0
				6,464	Walmart		
			46.55	Laminate/Radio Maps 3/12	01-201-000-0000-6420	Steffen Chad	0
				14,057	Insty Prints Red Wing (OBO)		
			144.75	20 Amp Pwr/Mbl Rads 3/16	01-201-000-0000-6432	Steffen Chad	0
				27,672	Amazon.Com		
			29.98	Bluetooth Mouse(2) 2/25	01-209-000-0000-6420	Steffen Chad	0
				27,672	Amazon.Com		
			165.00	#1825 Battery 3/16	01-201-000-0000-6303	Stehr Josh	0
				37,305	Midway Auto		
			44.72	#1825 Fuel 3/24	01-201-000-0000-6567	Stehr Josh	0
				3,662	Shell Oil (Obo)		
			3.92	Lic Fastners 3/4	01-201-000-0000-6420	Stephans Dion	0
				6,464	Walmart		
			450.00	MSA UOF Instr Trng/3 3/17	01-207-000-0000-6357	Stephens Heath	0
				4,948	Minnesota Sheriff's Association		
			408.63	#1523 Oil/Batt/T Rpr 3/18	01-205-000-0000-6303	Sullivan Trevo	0
				1,432	Johnson Tire Service Inc.		
			414.92	Srv (2)'19 Motors 3/12	01-205-000-0000-6304	Sullivan Trevo	0
				6,685	River Valley Power & Sport Inc		
			276.42	Srv '10 Lgts/'08 Mtr 3/11	01-205-000-0000-6304	Sullivan Trevo	0
				6,685	River Valley Power & Sport Inc		
			112.66	#1927 Oil Chg/Wipers 3/23	01-201-000-0000-6303	Sundby Scott	0
				8,180	Bird's Auto Repair		
			9.17	Food Ovnght Asgnmt 3/9	01-201-000-0000-6332	Tiedemann Cody	0
				3,268	Holiday Station Store (Obo)		
			-149.00	- Refund: Reid Trng 3/26	01-201-000-0000-6357	Tiedemann Cody	0

Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
				2,218	John E Reid & Assoc		
			12.50	#2024 Fuel 3/12	01-201-000-0000-6567	Tiedemann Cody	0
				3,268	Holiday Station Store (Obo)		
			27.49	#2024 Fuel 3/13	01-201-000-0000-6567	Tiedemann Cody	0
				8,427	Bp		
			24.85	#2024 Fuel 3/10	01-201-000-0000-6567	Tiedemann Cody	0
				8,427	Bp		
			18.93	#2024 Fuel 3/12	01-201-000-0000-6567	Tiedemann Cody	0
				14,747	Sunny's (OBO)		
			13.49	#2024 Fuel 3/12	01-201-000-0000-6567	Tiedemann Cody	0
				14,747	Sunny's (OBO)		
			18.13	#2024 Fuel 3/13	01-201-000-0000-6567	Tiedemann Cody	0
				14,747	Sunny's (OBO)		
			15.53	#2024 Fuel 3/9	01-201-000-0000-6567	Tiedemann Cody	0
				14,747	Sunny's (OBO)		
			121.37	AR-15 Mags(10) 3/3	01-201-000-0000-6416	Troolin Rob	0
				7,001	Brownells Inc		
			-620.99	- Disputed Charge 1/31/21	11-430-700-0010-6405	Villaran Abby	0
				12,226	Targets Online (obo)		
			-519.06	- Disputed Charge 1/31/21	11-430-700-0010-6405	Villaran Abby	0
				12,226	Targets Online (obo)		
			149.78	Forensic Comp Tool 2/21	01-201-000-0000-6244	Voxland Collin	0
				1,903	West Payment Center		
			20.00	3/4 Maids in MN/Bkgd/M.Maier	11-463-463-0000-6283	Woodford Lisa	0
				8,867	Dept of Human Services		
			20.00	3/2 Maids in MN/Bkgd/B.Pyle	11-463-463-0000-6283	Woodford Lisa	0
				8,867	Dept of Human Services		
			20.00	2/26 Maids in MN/Bkgd/M.Hemphi	11-463-463-0000-6283	Woodford Lisa	0
				8,867	Dept of Human Services		
Warrant #	12098	Total	22,404.61	Date 4/6/2021			

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Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
		Final Total...	22,404.61	223	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	17,682.19	County General Revenue
3	187.83	County Road and Bridge
11	3,772.72	Health & Human Service Fund
12	384.00	Gc Family Services Collaborative
34	377.87	Capital Plan
	22,404.61	TOTAL

Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12105	5407	Blue Cross and Blue Shield of MN					
			460.06	Dental:Retirees & COBRA 5/2021	01-000-000-9001-2021	210402178330	0
			7.70	Vision Ins: COBRA Subsidy 5/21	01-000-000-9001-2024	210402178330	0
			47.28	Dental Ins: COBRA Subsidy 5/21	01-000-000-9001-2024	210402178330	0
			8,635.48	Dental Insurance 5/2021	01-000-000-9002-2021	210402178330	0
			1,023.86	Vision Insurance 5/2021	01-000-000-9002-2023	210402178330	0
			1,424.62	Dental Insurance 5/2021	03-000-000-9002-2021	210402178330	0
			109.16	Vision Insurance 5/2021	03-000-000-9002-2023	210402178330	0
			4,422.24	Dental Insurance 5/2021	11-000-000-9002-2021	210402178330	0
			583.34	Vision Insurance 5/2021	11-000-000-9002-2023	210402178330	0
			433.38	Dental Insurance 5/2021	61-000-000-9002-2021	210402178330	0
			31.48	Vision Insurance 5/2021	61-000-000-9002-2023	210402178330	0
Warrant #	12105	Total	17,178.60	Date 4/21/2021			
		Final Total...	17,178.60	11	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	10,174.38	County General Revenue
3	1,533.78	County Road and Bridge
11	5,005.58	Health & Human Service Fund
61	464.86	Waste Management Facilities
	17,178.60	TOTAL

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Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12106	11506	Alerus Financial					
			1,141.50	FSA/HRA/HSA Fees 4/2021	01-061-000-0000-6283		0
			142.87	FSA/HRA/HSA Fees 4/2021	11-420-600-0010-6283		0
			54.95	FSA/HRA/HSA Fees 4/2021	11-420-640-0010-6283		0
			197.82	FSA/HRA/HSA Fees 4/2021	11-430-700-0010-6283		0
			54.95	FSA/HRA/HSA Fees 4/2021	11-479-478-0000-6283		0
			98.91	FSA/HRA/HSA Fees 4/2021	11-479-479-0000-6283		0
Warrant #	12106	Total	1,691.00	Date 4/27/2021			
	Final Total...		1,691.00	6	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	1,141.50	County General Revenue
11	549.50	Health & Human Service Fund
	1,691.00	TOTAL

Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12107	11506	Alerus Financial					
			19,465.43	4/29/21 Payroll-Co HSA Contrib	01-000-000-2504-2005		0
			3,675.01	4/29/21 Payroll-Co HSA Contrib	03-000-000-2504-2005		0
			11,776.22	4/29/21 Payroll-Co HSA Contrib	11-000-000-2504-2005		0
			578.85	4/29/21 Payroll-Co HSA Contrib	61-000-000-2504-2005		0
Warrant #	12107	Total	35,495.51	Date 4/29/2021			
	Final Total...		35,495.51	4	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	19,465.43	County General Revenue
3	3,675.01	County Road and Bridge
11	11,776.22	Health & Human Service Fund
61	578.85	Waste Management Facilities
	35,495.51	TOTAL

Goodhue County

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
11243	Advanced Disposal SW Midwest LLC	74.19	Garbage Zta	03-350-000-0000-6253	G60002376202		N
	Warrant # 456296	Total... 74.19					
904	Anchor Promotions	1,425.00	Dam: Signs Cls 606-020	03-320-000-0000-6311	ROW Setlmt		N
	Warrant # 456297	Total... 1,425.00					
2400	Anoka County Sheriff's Office	80.00	Subpoena Svc: St v SSMRoyle	01-091-000-0000-6277	21001379		N
	Warrant # 456298	Total... 80.00					
9090	Auto Value - Red Wing	109.90	Floor Dri	03-340-000-0000-6420	134152518		N
9090		96.99	Fuel Pump Driver 0804	03-340-000-0000-6562	134153496		N
9090		32.96	O-Ring 1001	03-340-000-0000-6563	134153551		N
9090		10.74	Wheel Nuts 1411	03-340-000-0000-6563	134153225		N
9090		449.96	Batteries 7010	61-398-000-0000-6562	134153225		T
	Warrant # 456299	Total... 700.55					
14754	Benchmark Reporting Agency, Inc.	354.20	Transcript Proc 25-CV-19-824	01-091-000-0000-6234	122591		N
	Warrant # 456300	Total... 354.20					
14487	Buck/Christopher David	50.00	Per Diem: PAC Mtg 3/15/21	01-127-128-0000-6106			N
14487		50.00	Per Diem: PAC Mtg 4/19/21	01-127-128-0000-6106			N
	Warrant # 456301	Total... 100.00					
3681	Bureau of Crim. Apprehension	270.00	CJDN Connect Chgs Q121	01-255-000-0000-6382	0000649491		N
	Warrant # 456302	Total... 270.00					
11439	Century Link	0.89	DID Numbers 4/19-5/18/21	01-025-000-0000-6201	651-388-8588		N
11439		0.29	PRI Svc Chg 4/19-5/18/21	01-025-000-0000-6201	651-388-5061		N
11439		220.43	DID Numbers 4/19-5/18/21	01-063-000-0000-6201	651-388-8588		N
11439		544.31	SO Add'l Lines 4/19-5/18/21	01-063-000-0000-6201	651-385-8564		N
11439		71.09	PRI Svc Chg 4/19-5/18/21	01-063-000-0000-6201	651-388-5061		N
11439		18.41	DID Numbers 4/19-5/18/21	11-420-600-0010-6201	651-388-8588		N
11439		5.94	PRI Svc Chg 4/19-5/18/21	11-420-600-0010-6201	651-388-5061		N
11439		1.88	PRI Svc Chg 4/19-5/18/21	11-420-640-0010-6201	651-388-5061		N
11439		5.84	DID Numbers 4/19-5/18/21	11-420-640-0010-6201	651-388-8588		N
11439		23.34	DID Numbers 4/19-5/18/21	11-430-700-0010-6201	651-388-8588		N
11439		7.53	PRI Svc Chg 4/19-5/18/21	11-430-700-0010-6201	651-388-5061		N
11439		2.03	PRI Svc Chg 4/19-5/18/21	11-479-478-0000-6201	651-388-5061		N
11439		6.29	DID Numbers 4/19-5/18/21	11-479-478-0000-6201	651-388-8588		N
11439		4.92	PRI Svc Chg 4/19-5/18/21	11-479-479-0000-6201	651-388-5061		N

Goodhue County

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			<u>OBO#</u> <u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
11439	Century Link	15.26	DID Numbers 4/19-5/18/21	11-479-479-0000-6201	651-388-8588	N
	Warrant # 456303	Total...				
		928.45				
5660	Century Link (AZ)	10,596.64	911 System: Lic/Misc 4/15/21	01-209-000-0000-6669	70598539	N
5660		4,908.10	911 System: Support 4/16/21	01-209-000-0000-6669	101148901	N
5660		4,908.10	911 System: Support 4/8/21	01-209-000-0000-6669	101144419	N
5660		8,088.76	911 System: Lic/Module 4/7/21	01-209-000-0000-6669	70597793	N
	Warrant # 456304	Total...				
		28,501.60				
14751	Cordes/David	360.00	36.007.1400 Overpmt	81-850-000-0000-2102		N
	Warrant # 456305	Total...				
		360.00				
12602	Dakota County Sheriff	70.00	Subpoena Svc: St v EHuppert	01-091-000-0000-6277	195866	N
12602		115.00	Subpoena Svc: St v RKnight	01-091-000-0000-6277	195937	N
	Warrant # 456306	Total...				
		185.00				
2238	Dakota County Technical College	500.00	Pur Rfr:B Hanson/Krause 3/22	01-201-000-0000-6357	799477	N
2238		250.00	Pursuit Rfr: Sjoblom 4/8/21	01-201-000-0000-6357	809437	N
2238		250.00	Pursuit Rfr: Moser 4/12/21	01-201-000-0000-6357	810880	N
2238		400.00	Basic PIT/TVI: Key 4/13/21	01-201-000-0000-6357	811342	N
	Warrant # 456307	Total...				
		1,400.00				
12768	Dell Marketing L.P.	13,289.66	VM Host Server Refresh 4/7/21	34-063-000-0000-6669	10478521160	N
	Warrant # 456308	Total...				
		13,289.66				
3100	Department of Human Services	211.20	Print/Mail Svcs 3/2021	01-071-000-0000-6401	A300IC25218I	N
	Warrant # 456309	Total...				
		211.20				
10091	Dettmer/Larry	18.00	34.024.0900 Overpmt	81-850-000-0000-2102		N
	Warrant # 456310	Total...				
		18.00				
14753	Dick Pearson Properties	152.00	37.027.0100 Overpmt	81-850-000-0000-2102		N
	Warrant # 456311	Total...				
		152.00				
14755	Diercks/Dennis & Danielle	3,672.69	CARES-Permit 21-0117	01-003-000-0000-6892		N
	Warrant # 456312	Total...				
		3,672.69				
12325	England Law Office LTD	2,250.00	Prof Svc 3/2021	01-011-000-0000-6271		N
	Warrant # 456313	Total...				
		2,250.00				
4644	Express Services, Inc.	761.40	Bldg Concierge Temp 4/25	01-003-000-0000-6894		N

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant # 456314	Total...	761.40			
21090	Goodhue County Recorder	46.00	Rec Fee 70.147.0110 & 3 Add'l	81-850-000-0000-2162		N
21090		1.65	Rec Fee 70.147.0110 & 3 Add'l	81-850-000-0000-2162		N
	Warrant # 456315	Total...	47.65			
1881	Green Lights Recycling Inc	2,055.93	Bulb Disp	61-399-192-0000-6838	21-2718	N
	Warrant # 456316	Total...	2,055.93			
8956	Greseth/Todd Ordean	34.72	HHS Tour Mileage 3/31	01-005-000-0000-6331		N
8956		15.12	P I City Council Mileage 4/20	01-005-000-0000-6331		N
8956		13.44	P I Twp Mileage 4/27	01-005-000-0000-6331		N
8956		20.72	Dennison City Cncl Mileage 3/4	01-005-000-0000-6331		N
8956		40.88	(7) Twp Mtgs Mileage 3/9/21	01-005-000-0000-6331		N
8956		19.04	CD-1 Inspection Mileage 3/24	01-005-000-0000-6331		N
	Warrant # 456317	Total...	143.92			
24500	Hennepin County Sheriff's Office	80.00	Subpoena Svc: KBeardskey/PCole	01-011-000-0000-6277	85747	N
	Warrant # 456318	Total...	80.00			
2310	Huebsch Services	101.16	Uniforms-Mech	03-340-000-0000-6307	Acct 3990	N
2310		44.48	Shop Rags	03-340-000-0000-6420	Acct 3990	N
2310		265.08	Uniforms	61-398-000-0000-6307	Acct 3991	N
2310		197.12	Mats & Towels	61-398-000-0000-6411	Acct 3991	N
	Warrant # 456319	Total...	607.84			
9341	ICON Constructors, LLC	110,697.81	599-130 Est #2	03-320-000-0000-6319	Est #2	N
9341		226,748.37	599-092 Est #2	03-320-000-0000-6319	Est #2	N
	Warrant # 456320	Total...	337,446.18			
5629	IdentiSys	942.00	Printer Maintenance 5/21-5/22	01-281-280-0000-6301	518281	N
	Warrant # 456321	Total...	942.00			
1461	Kenyon Municipal Utilities	261.32	Elec-Kyn	03-350-000-0000-6251	12-1783	N
1461		57.34	Wtr-Swr-Kyn	03-350-000-0000-6253	12-1783	N
	Warrant # 456322	Total...	318.66			
14631	Lake Pepin Legacy Alliance	6,100.00	2021 Phase I Contract Complete	01-127-128-0000-6278		N
	Warrant # 456323	Total...	6,100.00			
14732	Larsen/Doug	3,672.69	CARES-Permit 21-0117	01-003-000-0000-6892		N

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	<u>Warrant #</u>			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	456324	Total...	3,672.69			
13176	Lawson Products Inc.		201.60	Fasteners for Stock	03-340-000-0000-6420	9308387732	N
13176			83.84	Fasteners for Stock	03-340-000-0000-6420	9308401700	N
13176			65.65	Drill Bits	03-340-000-0000-6569	9308387732	N
	Warrant #	456325	Total...	351.09			
11575	Loffler Companies Inc.		59.73	Copies 3/1-3/31/21	01-091-000-0000-6302	3688645	N
11575			280.60	Copies 3/8-4/9/21	01-091-000-0000-6302	36692699	N
11575			4.00	Fuel Surcharge 3/8-4/9/21	01-091-000-0000-6302	3692699	N
	Warrant #	456326	Total...	344.33			
2275	Macpo		410.00	2021 MACPO Mbrsh: AW EO MJ RV	01-255-000-0000-6243	0155	N
	Warrant #	456327	Total...	410.00			
5138	Madden Galanter Hansen LLP		450.00	Labor Relations Svc 3/2021	01-061-000-0000-6275		N
	Warrant #	456328	Total...	450.00			
3189	Minnesota Ag Group Inc		824.87	Transm Lvr Rpr Lbr 1102	03-340-000-0000-6304	WH18693	N
3189			604.38	Transmission Levers 1102	03-340-000-0000-6563	WH18693	N
	Warrant #	456329	Total...	1,429.25			
8522	Minnesota Energy Resources Corporation		170.43	Gas-Zta Shop	03-350-000-0000-6252	504254044-1	N
8522			226.26	Gas-Kyn Shop	03-350-000-0000-6252	504254044-2	N
	Warrant #	456330	Total...	396.69			
6285	Minnesota Management and Budget		0.03	Land Assurance 52.730.0010	81-850-000-0000-2162		N
6285			792.00	Land Assurance70.147.0110-0160	81-850-000-0000-2162		N
	Warrant #	456331	Total...	792.03			
1661	Neufab Specialty Fabricators		18.44	Steel 0606	03-340-000-0000-6563	152618	N
	Warrant #	456332	Total...	18.44			
1862	Now Micro		7,400.00	MS Exchange Consulting 3/31/21	01-063-000-0000-6278	PSG215034	N
	Warrant #	456333	Total...	7,400.00			
5189	Nystuen/Richard		50.00	Per Diem: PAC Mtg 4/19/21	01-127-128-0000-6106		N
	Warrant #	456334	Total...	50.00			
7813	OSI Environmental		150.00	Oil Disp 900g - Rcy	61-398-192-0000-6839	2091463	N
7813			100.00	Filter Disp-Rcy	61-398-192-0000-6839	2091546	N

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	<u>Warrant #</u>	<u>456335</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			250.00				
6485	Pace Analytical		1,215.00	RW Landfill	61-397-000-0000-6283	211-328650	N
6485			1,080.00	RW Landfill	61-397-000-0000-6283	211-328652	N
6485			1,566.00	Wng Landfill	61-397-000-0000-6283	211-329015	N
	Warrant #	456336	Total...				
			3,861.00				
5136	Red Wing City-Public Works		47.13	Wash Bay/Sheriff Shed 3/2021	01-201-000-0000-6253	011876-000	N
5136			583.66	Wtr-Swr-Garb	03-350-000-0000-6253	9948-000	N
5136			92.18	Wtr/Swr-Shared	03-350-000-0000-6253	9948-002	N
5136			18.05	Sprinkler	03-350-000-0000-6306	9949-000	N
5136			152.71	Wtr-Swr-Garb RC	61-398-000-0000-6253	10040-000	N
5136			1,050.76	Residual Disp RC	61-398-192-0000-6839	10040-000	N
	Warrant #	456337	Total...				
			1,944.49				
9959	Regions Hospital		1,739.00	SexI Asslt Exam 4/1/21	01-011-000-0000-6285	4492489	N
	Warrant #	456338	Total...				
			1,739.00				
12853	Rihm Leasing Inc		25.00	Rpl Snsr Lbr 0705	03-340-000-0000-6303	2641783	N
12853			500.00	DPF Gskt Lbr 0705	03-340-000-0000-6303	2641783	N
12853			195.32	Exh Press Snsr 0705	03-340-000-0000-6562	2641783	N
12853			115.36	DPF Gasket 0705	03-340-000-0000-6562	2641783	N
	Warrant #	456339	Total...				
			835.68				
14076	Rinke Noonan, Ltd		1,786.50	Cty1Ditch:Pet to Imp CD1 3/21	01-630-000-0000-6283	325870	N
14076			498.50	Cty1Ditch:Redetermination 3/21	01-630-000-0000-6283	325868	N
14076			2,157.50	Cty 1 Ditch: CD1 Repair 3/21	01-630-000-0000-6283	325869	N
	Warrant #	456340	Total...				
			4,442.50				
13526	Servion Group		2,219.00	68.450.0710 Overpmt	81-850-000-0000-2102		N
	Warrant #	456341	Total...				
			2,219.00				
5029	Short Elliot Hendrickson Inc		3,500.00	HHS Generator 3/2021	01-003-000-0000-6669	403174	N
5029			807.26	Monitor Wan Lndf	61-397-000-0000-6283	402962	N
5029			2,684.66	Monitor RW Lndf Well Rpl	61-397-000-0000-6283	402964	N
5029			398.00	Monitor RW Lndf	61-397-000-0000-6283	402966	N
5029			341.71	Monitor Wan Lndf	61-397-000-0000-6283	402967	N
	Warrant #	456342	Total...				
			7,731.63				
5041	Shred Right		21.00	Shredding 1 cont	03-330-000-0000-6283	549494	N

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<u>Warrant #</u>	<u>456343</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
		21.00				
58101	Sibley County Sheriff Department	50.00	Subpoena Svc: St v EHuppert	01-091-000-0000-6277	2488	N
Warrant #	456344	Total...				
		50.00				
873	Siewert's Garage, Inc.	330.00	Tow: 2010 Mercedes-Benz 4/12	01-201-000-0000-6315	2171214	N
Warrant #	456345	Total...				
		330.00				
6450	Staples Advantage	47.06	Office Supplies 4/12/21	01-101-000-0000-6405	3474535536	N
6450		6.09	A-2 Envelopes 4/12/21	01-127-127-0000-6405	3474771294	N
6450		8.40	Kraft Envelopes 4/12/21	01-127-127-0000-6405	3474535535	N
6450		6.09	A-2 Envelopes 4/12/21	01-127-128-0000-6405	3474771294	N
6450		8.41	Kraft Envelopes 4/12/21	01-127-128-0000-6405	3474535535	N
Warrant #	456346	Total...				
		76.05				
13166	Star Tribune	49.27	Subscription Service 3-6/2021	01-041-000-0000-6244	13109145	N
Warrant #	456347	Total...				
		49.27				
62160	Startech Computing, Inc	1,187.50	Application Development 3/2021	01-063-000-0000-6278	8564	N
Warrant #	456348	Total...				
		1,187.50				
5962	Stenerson/Howard	50.00	Per Diem: PAC Mtg 3/15/21	01-127-128-0000-6106		N
5962		50.00	Per Diem: PAC Mtg 4/19/21	01-127-128-0000-6106		N
Warrant #	456349	Total...				
		100.00				
13995	Tactical Install	1,121.92	ATVs OilChg/Str Drv/Tires 3/29	01-205-236-0000-6304	22	N
13995		761.86	ATV Lights 3/29/21	01-205-236-0000-6304	23	N
Warrant #	456350	Total...				
		1,883.78				
12304	TEC Industrial	6.66	Connecting Link 2002	03-340-000-0000-6562	10389936	N
Warrant #	456351	Total...				
		6.66				
2469	Toshiba Financial Services (L.A.)	244.85	Copier 4/2021	01-255-000-0000-6302	5014302596	N
2469		11.17	Copies 2/2021	01-255-000-0000-6302	5014302596	N
Warrant #	456352	Total...				
		256.02				
9933	Tri-State Business Machines Inc	12.89	Copies 3/10-4/9/21	01-103-000-0000-6302	514594	N
9933		12.88	Copies 3/10-4/9/21	01-105-000-0000-6302	514594	N
9933		124.73	Copies 3/10-4/9/21	01-127-127-0000-6302	514632	N
9933		124.73	Copies 3/10-4/9/21	01-127-128-0000-6302	514632	N
9933		12.88	Copies 3/10-4/9/21	01-127-129-0000-6302	514594	N

anderson
04/30/2021

10:59:07AM

Warrant Form **WFXX**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 04/30/2021
Pay Date 04/30/2021



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	<u>Warrant #</u>	<u>456353</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
14752	Turnbell/Karen		16.00	54.120.0110 Overpmt	81-850-000-0000-2102			N
	Warrant #	456354	Total...	16.00				
4231	UPS		120.22	Outgoing Freight 4/5 & 4/16	01-201-000-0000-6205	58A87E171		N
	Warrant #	456355	Total...	120.22				
73383	Xcel Energy		21.11	St Lts - 24	03-310-000-0000-6251	51-104672901		N
73383			101.56	St Lts - S Bench	03-310-000-0000-6251	51-94709683		N
73383			207.11	Electric - Zta	03-350-000-0000-6251	51-63907713		N
73383			11.32	Elec - Park Well	03-521-000-0000-6251	51-52934882		N
	Warrant #	456356	Total...	341.10				
	Warrant Form	WFXX	Total...	445,539.65	136 Transactions			

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		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
6193	Advanced Correctional Healthcare	39.17	Inmate RX: DOC 3/21	01-207-000-0000-6272	105986	N
	Warrant # 33308	Total...	39.17			
12044	American Tower Corporation	575.00	Frontenac Twr Rent: 5/2021	01-211-000-0000-6342	408228843	N
	Warrant # 33309	Total...	575.00			
3443	Anderson/Brad	24.08	Sign Prwrk Cty Brd Mileag 2/17	01-005-000-0000-6331		N
3443		24.08	Sign Prwrk Cty Brd Mileag 3/2	01-005-000-0000-6331		N
3443		24.08	Ditch Mtg Mileage 3/24	01-005-000-0000-6331		N
3443		23.52	FEMA Mtg Mileage 2/26	01-005-000-0000-6331		N
	Warrant # 33310	Total...	95.76			
6781	Benck/Andrea	35.00	Cell Phone 4/2021	01-031-000-0000-6202		N
	Warrant # 33311	Total...	35.00			
13708	Carlson/Hannah	30.00	Cell Phone 4/2021	01-063-000-0000-6202		N
13708		30.68	Internet 4/2021	01-063-000-0000-6209		N
	Warrant # 33312	Total...	60.68			
12261	Covered Bridge Riders-Zumbrota	4,586.07	2021 DNR Snowmobile Pmt#3	01-002-015-0000-6824		N
	Warrant # 33313	Total...	4,586.07			
9680	Dennis Ph.d.,LP,LMFT/Kenneth L	850.00	PsychEval:Sievers 25-PR-07-945	01-011-000-0000-6272	210414	N
9680		850.00	PsycEval:Lichtblau25-PR-21-636	01-011-000-0000-6272	210419	N
	Warrant # 33314	Total...	1,700.00			
1188	Department Of Transportation-State of MN	452.31	599-129 ABS/PCB/RW	03-320-000-0000-6278	P-11621	N
1188		2,075.30	599-126 Matl Testing	03-320-000-0000-6287	P-11621	N
	Warrant # 33315	Total...	2,527.61			
2370	Ekblad/Jeff	35.00	Cell Phone 4/2021	01-103-000-0000-6202		N
	Warrant # 33316	Total...	35.00			
2719	Engberg/Michele	47.60	City Council Pres Mileage 4/13	01-127-127-0000-6331		N
2719		47.60	Mtg w/City Clerk Mileage 4/27	01-127-127-0000-6331		N
2719		9.98	Reimb: Permit Supplies 4/27	01-127-127-0000-6405		N
	Warrant # 33317	Total...	105.18			
13223	Ferguson/Janet	30.00	Cell Phone 4/2021	01-255-000-0000-6202		N
	Warrant # 33318	Total...	30.00			
13907	Flanders/Linda Jean	15.68	Welch Twp Mtg Mileage 4/1	01-005-000-0000-6331		N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>	<u>33319</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	33319	Total...	15.68			
12563	Forum Communications Co.		69.00	4/24 Public Hearing 4/4	01-127-128-0000-6242	CL01772229	N
	Warrant #	33320	Total...	69.00			
9305	Fox/Darwin		50.00	Per Diem: PAC Mtg 4/19/21	01-127-128-0000-6106		N
	Warrant #	33321	Total...	50.00			
11189	Gale/Thomas		50.00	Per Diem: PAC Mtg 4/19/21	01-127-128-0000-6106		N
	Warrant #	33322	Total...	50.00			
11027	GFI Cleaning Services		1,100.00	Janitorial Svc Apr	03-330-000-0000-6305	1777	N
	Warrant #	33323	Total...	1,100.00			
1679	Goodhue Bellechester Rail Riders		3,009.61	2021 DNR Snowmobile Pmt#3	01-002-015-0000-6824		N
	Warrant #	33324	Total...	3,009.61			
10903	Harvey's Tire Service Inc.		458.00	New Tires 7021	03-340-000-0000-6575	2952-46	N
10903			860.00	Drive Tires 1002	03-340-000-0000-6575	3942-1	N
10903			1,587.00	Steer Tires 1801	03-340-000-0000-6575	3945-46	N
10903			9,750.00	Tires 1705	03-340-000-0000-6575	3945-47	N
10903			189.00	New Tire 1508	03-340-000-0000-6575	3948-42	N
	Warrant #	33325	Total...	12,844.00			
3972	Innovative Office Solutions, LLC		27.84	2-Hole Punch 4/21/21	01-091-000-0000-6405	IN3328615	N
3972			72.12	Envelopes/Post-It's 4/8/21	01-091-000-0000-6405	IN3315554	N
	Warrant #	33326	Total...	99.96			
3119	J.R.'s Appliance Disposal Inc		325.00	Lndf Appl Disp	61-398-192-0000-6841	103952	N
	Warrant #	33327	Total...	325.00			
1427	Jaeger/Mark Alan		30.00	Cell Phone 4/2021	01-255-000-0000-6202		N
	Warrant #	33328	Total...	30.00			
12612	Kelly/Dan		30.00	Cell Phone 4/2021	01-255-000-0000-6202		N
	Warrant #	33329	Total...	30.00			
12264	Kenyon Snowdrifters-Kenyon		4,156.12	2021 DNR Snowmobile Pmt#3	01-002-015-0000-6824		N
	Warrant #	33330	Total...	4,156.12			
12152	Lance/Stacy L		35.00	Cell Phone 4/2021	01-031-000-0000-6202		N

Goodhue County

WARRANT REGISTER Auditor Warrants



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<u>Warrant #</u>	<u>33331</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
		35.00				
44	Marco Technologies LLC	957.78	Printer Support 4/5-5/4/21	01-063-000-0000-6302	INV8661030	N
Warrant #	33332	Total...				
		957.78				
1721	Matthews/Tris	30.00	Cell Phone 4/2021	01-201-000-0000-6202		N
1721		40.00	Internet 4/2021	01-201-000-0000-6209		N
Warrant #	33333	Total...				
		70.00				
13333	Miller/Richard	50.00	Per Diem: PAC Mtg 4/19/21	01-127-128-0000-6106		N
Warrant #	33334	Total...				
		50.00				
892	MNCCC	635.00	Adobe Sign Trans 4/1-11/10/21	01-063-000-0000-6270	2104086	N
Warrant #	33335	Total...				
		635.00				
14739	North Country Chevrolet Buick GMC	26,732.80	#2107 2021 Chevy Traverse	34-201-000-0000-6663	28301	N
Warrant #	33336	Total...				
		26,732.80				
8856	Ostlund/Emily	30.00	Cell Phone 4/2021	01-255-000-0000-6202		N
Warrant #	33337	Total...				
		30.00				
5019	P Hanson Marketing	350.00	HHW Schedule	61-399-192-0000-6241	304966	N
Warrant #	33338	Total...				
		350.00				
12189	Pierret/Samantha	30.00	Cell Phone 4/2021	01-127-128-0000-6202		N
Warrant #	33339	Total...				
		30.00				
50705	Red Wing Ace Hardware	8.08	Drill Bits	03-340-000-0000-6569	206698/1	N
50705		6.64	Byllesby Dock Washers	03-521-000-0000-6420	207354/1	N
Warrant #	33340	Total...				
		14.72				
1727	Red Wing City-Finance	16.90	Cups 4/7/21	01-201-000-0000-6420	0061130	N
Warrant #	33341	Total...				
		16.90				
8274	Red Wing River View Riders-Rw	4,292.27	2021 DNR Snowmobile Pmt#3	01-002-015-0000-6824		N
Warrant #	33342	Total...				
		4,292.27				
50750	Rs Eden	163.66	Testing Supplies 3/31/21	01-255-000-0000-6285	64496	N
Warrant #	33343	Total...				
		163.66				
11804	Smith/John	30.00	Cell Phone 4/2021	01-063-000-0000-6202		N
Warrant #	33344	Total...				
		30.00				

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
14641	Stark/Carli Elizabeth	50.00	Per Diem: PAC Mtg 3/15/21	01-127-128-0000-6106			N
14641		50.00	Per Diem: PAC Mtg 4/19/21	01-127-128-0000-6106			N
	Warrant # 33345	Total...					
		100.00					
11982	Summit Food Service LLC	452.16	Inmate Laundry 3/27-4/2/21	01-207-000-0000-6366	INV2000108209		N
11982		231.26	Condiments 4/2/21	01-207-000-0000-6463	INV2000108207		N
11982		4,470.93	Inmate Meals 3/27-4/2/21	01-207-000-0000-6463	INV2000108208		N
	Warrant # 33346	Total...					
		5,154.35					
14748	TSP, Inc.	8,211.11	GC Space Needs Study 3/2021	01-001-000-0000-6278	0056747		N
	Warrant # 33347	Total...					
		8,211.11					
3647	Twin River Riders-Cannon Falls	2,937.95	2021 DNR Snowmobile Pmt#3	01-002-015-0000-6824			N
	Warrant # 33348	Total...					
		2,937.95					
13881	Walker/Michelle	30.00	Cell Phone 4/2021	01-255-000-0000-6202			N
	Warrant # 33349	Total...					
		30.00					
3638	Wells Creek Riders-Frontenac	3,869.50	2021 DNR Snowmobile Pmt#3	01-002-015-0000-6824			N
	Warrant # 33350	Total...					
		3,869.50					
12016	Whitaker/Richard A.	63.84	Transp Mileage 4/22/21	01-121-140-0000-6220			N
	Warrant # 33351	Total...					
		63.84					
9563	Wright/David	30.00	Cell Phone 4/2021	01-063-000-0000-6202			N
9563		40.00	Internet 4/2021	01-063-000-0000-6209			N
	Warrant # 33352	Total...					
		70.00					
8000	Wyld/Eddy	30.00	Cell Phone 4/2021	01-063-000-0000-6202			N
8000		40.00	Internet 4/2021	01-063-000-0000-6209			N
	Warrant # 33353	Total...					
		70.00					
	Warrant Form WFXX-ACH	Total...	85,483.72	66 Transactions			
	Final Total...	531,023.37	202 Transactions				

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04/30/2021

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Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 04/30/2021
Pay Date 04/30/2021



<u>WARRANT RUN</u> <u>INFORMATION</u>	<u>WARRANT</u> <u>FORM</u>	<u>STARTING</u> <u>WARRANT NO.</u>	<u>ENDING</u> <u>WARRANT NO.</u>	<u>DATE OF</u> <u>PAYMENT</u>	<u>DATE OF</u> <u>APPROVAL</u>	<u>PPD</u> <u>COUNT</u>	<u>AMOUNT</u>	<u>CTX</u> <u>COUNT</u>	<u>AMOUNT</u>
61	WFXX	456296	456356	04/30/2021	04/30/2021				
46	WFXX-ACH	33308	33353	04/30/2021	04/30/2021	23	2,816.14	23	82,667.58
	TOTAL								

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04/30/2021

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Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 04/30/2021
Pay Date 04/30/2021



RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>
1	113,875.21	County General Revenue	41,589.59	72,285.62
3	360,240.39	County Road and Bridge	16,486.33	343,754.06
11	91.44	Health & Human Service Fund	-	91.44
34	40,022.46	Capital Plan	26,732.80	13,289.66
61	13,189.19	Waste Management Facilities	675.00	12,514.19
81	3,604.68	Settlement Fund	-	3,604.68
	531,023.37	TOTAL	85,483.72	445,539.65
			TOTAL ACH	TOTAL NON-ACH

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04/30/2021

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Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12108	14168	Heartland Payment Systems LLC					
	Warrant #	12108	Total				
				6.00	CC TXN Fees-ACH Funds 4/2021	01-001-000-0000-6376	0
				6.00	Date 4/30/2021		
	Final Total...			6.00	1 Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	6.00	County General Revenue
	6.00	TOTAL

Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12109	4239	Southeast Service Cooperative					
			14,506.00	Retirees & COBRA 5/2021	01-000-000-9001-2020	210402170907	0
			840.50	Health Ins COBRA Subsidy 5/21	01-000-000-9001-2024	210402170907	0
			207,747.00	Health Ins 5/2021	01-000-000-9002-2020	210402170907	0
			35,527.50	Health Ins 5/2021	03-000-000-9002-2020	210402170907	0
			125,520.50	Health Ins 5/2021	11-000-000-9002-2020	210402170907	0
			8,614.00	Health Ins 5/2021	61-000-000-9002-2020	210402170907	0
Warrant #	12109	Total	392,755.50	Date 5/3/2021			
	Final Total...		392,755.50	6	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	223,093.50	County General Revenue
3	35,527.50	County Road and Bridge
11	125,520.50	Health & Human Service Fund
61	8,614.00	Waste Management Facilities
	392,755.50	TOTAL

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Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12110	14663	Merchants Bank					
	Warrant #	12110	Total				
			25.00	Service Charge 4/2021	01-001-000-0000-6375		0
			25.00	Date 5/3/2021			
	Final Total...		25.00	1	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	25.00	County General Revenue
	25.00	TOTAL

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05/03/2021

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Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12111	13487	MN Assoc of Govt Investing for Counties	91.71	CD Fee 5/2021	01-001-000-0000-6375		0
	Warrant #	12111	Total	91.71	Date 5/3/2021		
	Final Total...		91.71	1	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	91.71	County General Revenue
	91.71	TOTAL

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	1,097.38	County General Revenue
	1,097.38	TOTAL

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Tx</u>
				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>	
1353	Ag Partners Coop	82.63	LP for Crack Filling		03-310-000-0000-6508	217806		N
1353		109.45	Washer Fluid RW		03-340-000-0000-6420	778367		N
1353		271.66	Antifreeze RW		03-340-000-0000-6420	778367		N
1353		1,254.77	Oil 15W-40 RW		03-340-000-0000-6561	778660		N
1353		91.12	Grease 4 cs		03-340-000-0000-6561	778660		N
1353		90.20	ATF RW		03-340-000-0000-6561	778660		N
1353		99.68	Fuel Discount Kyn		03-340-000-0000-6565	816387		N
1353		2,721.26	Diesel Kyn		03-340-000-0000-6565	816387		N
	Warrant # 456395	Total...	4,521.41					
11184	ASL Interpreting Services Inc.	232.50	Interpreting Services 3/2021		01-207-000-0000-6283	21.04804		N
	Warrant # 456396	Total...	232.50					
13361	AVENU INSIGHTS & ANALYTICS, LLC	6,224.08	NRs Annual Support		03-330-000-0000-6268	INVB-024723		N
	Warrant # 456397	Total...	6,224.08					
1078	Bauer Built Tire Center	2,643.20	Drive Tires 7014		61-398-192-0000-6575	600151637		T
	Warrant # 456398	Total...	2,643.20					
9329	Bevcomm	37.61	PI Office Phone 5/21		01-201-000-0000-6201	12769859		N
	Warrant # 456399	Total...	37.61					
14406	Bigelow Homes LLC	1,483.30	CARES-Permit 21-45		01-003-000-0000-6892			N
14406		1,777.30	CARES-Permit 21-46		01-003-000-0000-6892			N
14406		1,973.30	CARES-Permit 21-48		01-003-000-0000-6892			N
	Warrant # 456400	Total...	5,233.90					
3592	Bruening Rock Products, Inc	2,306.65	Surfacing #55		03-310-000-0000-6507	204276		N
3592		415.25	Surfacing #59		03-310-000-0000-6507	204276		N
3592		715.71	Surfacing #55		03-310-000-0000-6507	205590		N
3592		388.19	Rock for Stockpile		03-310-000-0000-6507	205590		N
3592		193.81	Surfacing #42		03-310-000-0000-6507	205590		N
	Warrant # 456401	Total...	4,019.61					
11439	Century Link	50.42	Sandhill Twr 4/19-5/18/21		01-281-280-0000-6201	651 388-2865		N
	Warrant # 456402	Total...	50.42					
10100	CL Benson Co., Inc	972.52	HVAC Filters 4/29/21		01-111-112-0000-6305	127452		N
10100		972.51	HVAC Filters 4/29/21		01-111-113-0000-6305	127452		N
10100		2,363.29	HVAC Filters 4/8/21		01-111-116-0000-6305	127112		N
10100		134.14	HVAC Filters 4/29/21		01-111-116-0000-6305	127453		N

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/07/2021
Pay Date 05/07/2021



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>	<u>456403</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			4,442.46				
11865	CliftonLarsonAllen LLP		26,250.00	2020 Audit - Billing #6	01-041-000-0000-6274	2850735	N
	Warrant #	456404	Total...				
			26,250.00				
3297	Computer Information		11,340.00	MFR Mtnc 5/21-22	01-201-000-0000-6268	237112	N
3297			5,080.14	MCS/AVL/CIT Mtnc 5/21-22	01-201-000-0000-6268	237112	N
3297			6,727.15	CAD/RMS/JMS/CPS Mtnc 5/21-22	01-201-000-0000-6268	237112	N
3297			13,444.83	CAD/RMS/JMS/CPS Mtnc 5/21-22	01-207-000-0000-6268	237112	N
3297			5,080.14	MCS/AVL/CIT Mtnc 5/21-22	01-209-000-0000-6268	237112	N
3297			6,727.15	CAD/RMS/JMS/CPS Mtnc 5/21-22	01-209-000-0000-6268	237112	N
	Warrant #	456405	Total...				
			48,399.41				
1226	Dakota Electric Assoc		8.18	St Lts #7	03-310-000-0000-6251	2-1366814	N
1226			18.74	St Lts #46	03-310-000-0000-6251	2-1366814	N
1226			113.75	St Lts #18	03-310-000-0000-6251	2-1366814	N
1226			8.19	St Lts #31	03-310-000-0000-6251	2-1366814	N
1226			8.19	St Lts #19	03-310-000-0000-6251	2-1366814	N
	Warrant #	456406	Total...				
			157.05				
2411	Equifax Information SVCS LLC		26.47	Pre Emp Credit Chks 4/17/21	01-201-000-0000-6290	6308134	N
2411			25.98	Pre Emp Credit Chks 3/17/21	01-201-000-0000-6290	6267205	N
	Warrant #	456407	Total...				
			52.45				
1276	Erv's Supply Of Parts Inc		18.24	Oil Filter 5539	03-340-000-0000-6563	361167	N
	Warrant #	456408	Total...				
			18.24				
11688	Estrem/Nordis		391.00	62.111.0110 Overpmt	81-850-000-0000-2102		N
	Warrant #	456409	Total...				
			391.00				
4644	Express Services, Inc.		912.20	Bldg Concierge Temp 5/2	01-003-000-0000-6894	25367422	N
	Warrant #	456410	Total...				
			912.20				
7674	Fitzgerald Excavating And Trucking		6,906.50	599-107 Leon Twp Est3	03-320-000-0000-6319	Est #3	N
	Warrant #	456411	Total...				
			6,906.50				
8869	FleetPride		191.67	Air Tank 7023	61-398-000-0000-6563	72706148	T
	Warrant #	456412	Total...				
			191.67				
13061	Flom Disposal		96.23	Garb Kyn 5/01-7/31	03-350-000-0000-6253	6228	N
	Warrant #	456413	Total...				
			96.23				

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2062	Forklifts Of Mn Inc	145.90	Forklift PM & Inspection 4/26	01-111-000-0000-6301	01S8320340	N
2062		250.47	Aerial Lift PM & Insp 4/26	01-111-000-0000-6301	01S8320320	N
2062		196.65	Aerial Lift PM & Insp 4/26	01-111-000-0000-6301	01S8320330	N
	Warrant # 456414	Total...	593.02			
14756	Gadient/Kathleen R.	400.00	Temp Esmt (0.54ac) #9 Bk Stab	03-320-000-0000-6311	#9BankStab	N
14756		2,500.00	Perm Esmt (0.81ac) #9 Bk Stab	03-320-000-0000-6311	#9BankStab	N
	Warrant # 456415	Total...	2,900.00			
8568	Goodhue County Inmate Trust Account	440.71	Inmate Worker Pay 4/1-4/30/21	01-207-000-0000-6284		N
	Warrant # 456416	Total...	440.71			
21090	Goodhue County Recorder	46.00	Rec Fee 70.147.0110 & 3 Add'l	81-850-000-0000-2162		N
21090		87.12	Deed Tax 70.147.0110 & 3 Add'l	81-850-000-0000-2162		N
	Warrant # 456417	Total...	133.12			
21090	Goodhue County Recorder	138.00	A675069-A675071	01-127-128-0000-6850	202100000340	N
	Warrant # 456418	Total...	138.00			
21101	Goodhue County Sheriffs Dept	75.00	Service Fee: WVNelson 4/29	01-127-129-0000-6284	202100000354	N
	Warrant # 456419	Total...	75.00			
13949	Griesert/Beverly	445.20	Transp Mileage 4/22-5/5/21	01-121-140-0000-6220		N
	Warrant # 456420	Total...	445.20			
6901	Gs Distributing	209.90	RPZ Testing LEC 4/14/21	01-111-112-0000-6305	6069	N
6901		209.90	RPZ Testing Justice 4/14/21	01-111-116-0000-6305	6069	N
	Warrant # 456421	Total...	419.80			
9152	Hiawatha Valley Adult	360.00	GED Classes Jan-Mar 21	01-207-240-0000-6358		N
	Warrant # 456422	Total...	360.00			
2310	Huebsch Services	101.56	Uniform Delivery 4/12/21	01-111-000-0000-6307	10114501	N
2310		108.71	Uniform Delivery 4/19/21	01-111-000-0000-6307	10116595	N
2310		101.56	Uniform Delivery 4/26/21	01-111-000-0000-6307	10118710	N
2310		108.71	Uniform Delivery 5/3/21	01-111-000-0000-6307	10120976	N
2310		263.96	GC Mats/Mops 4/26/21	01-111-110-0000-6347	20074629	N
2310		44.17	GC Mats/Mops 4/12/21	01-111-110-0000-6347	20071897	N
	Warrant # 456423	Total...	728.67			
12923	Kevin's Service	61.15	Lube/Filter-2016 Equinox 4/30	01-111-000-0000-6303	J003285	N

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	<u>Warrant #</u>	<u>456424</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
	Warrant #	456424	Total...	61.15				
13157	Knott/Daniel		50.00	Per Diem: BOA Mtg 4/26/21	01-127-128-0000-6106			N
	Warrant #	456425	Total...	50.00				
1484	KWNG Radio		936.00	Radio Ads 4/2021	01-121-120-0000-6241	18454-6		N
	Warrant #	456426	Total...	936.00				
1493	Lakes Gas Co		78.23	LP - Apr	61-398-192-0000-6566	ARI301779		N
1493			103.95	LP - Apr	61-398-192-0000-6566	ARI307582		N
1493			78.23	LP - Apr	61-398-192-0000-6566	ARI314045		N
1493			52.51	LP - Apr	61-398-192-0000-6566	ARI319592		N
1493			132.88	LP - Apr	61-398-192-0000-6566	ARI326655		N
	Warrant #	456427	Total...	445.80				
12655	Mayo Clinic		323.00	Phy/Lab/Scrn: Kotajarvi 4/15	01-201-000-0000-6291	700005050		N
12655			188.00	Phy/Lab/Scrn: Anderson 4/22	01-201-000-0000-6291	700005050		N
	Warrant #	456428	Total...	511.00				
9242	Med Compass		312.52	Hearing Test Maint	03-310-000-0000-6291	39258		N
9242			120.20	Hearing Test Const	03-320-000-0000-6283	39258		N
9242			24.00	Hearing Test Admin	03-330-000-0000-6283	39258		N
9242			24.04	Hearing Test Mech	03-340-000-0000-6291	39258		N
9242			120.20	Hearing Test Rcy	61-398-000-0000-6291	39258		N
9242			24.04	Hearing Test WR	61-399-000-0000-6291	39258		N
	Warrant #	456429	Total...	625.00				
7919	Menards-Red Wing		37.84	Tie Downs	03-340-000-0000-6420	82949		N
7919			30.07	Grounds Maint	03-350-000-0000-6306	82878		N
7919			27.52	Sponges, Batt, Screws	03-350-000-0000-6420	82878		N
	Warrant #	456430	Total...	95.43				
837	Motorola Solutions Inc		4,655.50	APX6500 Radio Console 4/16	34-207-000-0000-6480	8281153271		N
837			7,644.15	Keyloader KLV5000 4/19/21	34-211-000-0000-6669	16145966		N
	Warrant #	456431	Total...	12,299.65				
1688	NAPA Auto Parts Of Kenyon		25.78	Shop Air Hose Ftngs	03-340-000-0000-6420	313097		N
	Warrant #	456432	Total...	25.78				
14162	Nokomis Energy		13,621.99	Community Solar 3/2021	01-111-112-0000-6251	ZPVWGO20210430		N
	Warrant #	456433	Total...	13,621.99				

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7633	Nuss Truck and Equipment Group LLC	235.00	Software Agrmt Update			03-340-000-0000-6270	4663574P			N
7633		45.24	Whip Hoses			03-340-000-0000-6420	7165144P			N
7633		8.51	Socket Tray			03-340-000-0000-6420	7165144P			N
7633		32.64	Shop Air Hoses			03-340-000-0000-6420	7165630P			N
7633		69.68	A/C Oil			03-340-000-0000-6561	7165630P			N
7633		121.23	DPF Gaskets 0705			03-340-000-0000-6562	7166023P			N
7633		14.82	ABS Sensor 1501			03-340-000-0000-6562	7165459P			N
7633		17.52	Rtn Seals 0601			03-340-000-0000-6562	CM7164700P			N
7633		53.06	Grease Gun/Tip			03-340-000-0000-6569	7166215P			N
7633		69.57	Sockets for Tractors			03-340-000-0000-6569	7166838P			N
7633		52.74	Head Lamps			03-340-000-0000-6569	7165144P			N
7633		205.74	Battery Tester			03-340-000-0000-6569	7165144P			N
7633		103.16	Gas Spring 7014			61-398-000-0000-6562	7165688P			T
7633		83.96	Hood Straps 7019			61-398-000-0000-6562	7165690P			T
7633		602.20	Belts/Tensioner 7014			61-398-000-0000-6562	7166340P			T
7633		168.24	Pressure Sensor7014			61-398-000-0000-6562	7165688P			T
	Warrant # 456434	Total...	1,848.27							
13749	Nutrien Ag Solutions, Inc	137.50	Esplanade 2.5g			03-310-000-0000-6511	44744750			N
13749		645.60	Plainview 2.5g			03-310-000-0000-6511	44744750			N
13749		250.00	Liberate 10g			03-310-000-0000-6511	44744750			N
13749		1,250.00	Liberate 50g			03-310-000-0000-6511	44867744			N
	Warrant # 456435	Total...	2,283.10							
9516	Nuvera (FKA NU-Telecom)	170.88	Goodhue Backup Phone 5/2021			01-209-000-0000-6201	1192564			N
9516		89.26	Tele CF			03-350-000-0000-6201	1182424			N
9516		88.90	DSL CF			03-350-000-0000-6209	1182424			N
	Warrant # 456436	Total...	349.04							
14303	Paragon Development Systems Inc.	276.25	Mobile Radio Firewall 3/31/21			01-209-000-0000-6283	5087352			N
	Warrant # 456437	Total...	276.25							
5545	Paul's Industrial Garage	75.00	Dumpster 4/30/21			01-201-000-0000-6257	105719			N
	Warrant # 456438	Total...	75.00							
47100	Pierce County Circuit Court	7.50	Copies of Crt Rec: St v Altman			01-091-000-0000-6302	25-CR-19-1655			N
	Warrant # 456439	Total...	7.50							
9146	Precise MRM LLC	420.00	GPS Data Svc Mar (12)			03-310-000-0000-6270	200-1030842			N
	Warrant # 456440	Total...	420.00							

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11985	Rapiscan Systems Inc.	4,620.00	Xray Scrng Sys Mtn 4/21-3/22	01-201-000-0000-6301	3190068	N
	Warrant # 456441	Total...	4,620.00			
3973	RDO Equipment Co	35.36	Turn Signal 1001	03-340-000-0000-6563	P0366202	N
3973		63.36	Cutting Edge Bolts 1001	03-340-000-0000-6563	P0366302	N
	Warrant # 456442	Total...	98.72			
5136	Red Wing City-Public Works	18.05	Water/Sewer Availability 3/21	01-111-110-0000-6253	031881-006	N
5136		253.17	Water & Sewer 3/2021	01-111-110-0000-6253	031881-005	N
5136		120.42	Dumpster 3/2021	01-111-110-0000-6257	031881-005	N
5136		7.40	Storm water Utility 3/2021	01-111-110-0000-6306	031881-005	N
5136		34.50	Storm Water Utility 3/2021	01-111-110-0000-6306	028057-002	N
5136		2,781.70	Water & Sewer 3/2021	01-111-112-0000-6253	031881-001	N
5136		87.11	Cooling Deduct Meter 3/2021	01-111-112-0000-6253	031881-002	N
5136		33.36	Irrigation Deduct Meter 3/2021	01-111-112-0000-6253	031881-003	N
5136		153.99	Dumpster 3/2021	01-111-112-0000-6257	031881-001	N
5136		39.90	Stor Water Utility 3/2021	01-111-112-0000-6306	031881-001	N
5136		34.50	Storm Water Utility 3/2021	01-111-112-0000-6306	028057-001	N
5136		215.76	Water & Sewer 3/2021	01-111-115-0000-6253	031881-009	N
5136		144.80	Dumpster 3/2021	01-111-115-0000-6257	031881-008	N
5136		11.50	Storm Water Utility 3/2021	01-111-115-0000-6306	031881-009	N
5136		89.74	Dumpster 3/2021	01-111-116-0000-6257	031881-004	N
5136		34.50	Storm Water Utility 3/2021	01-111-116-0000-6306	028057-000	N
5136		460.38	Dumpster & Recycling 3/2021	01-207-000-0000-6257	031881-000	N
	Warrant # 456443	Total...	4,346.56			
53901	Republican Eagle	110.24	2021-22 Annual Subscription	01-041-000-0000-6244	1962	N
	Warrant # 456444	Total...	110.24			
582	Rihm Kenworth	99.98	Reflective Tape	03-340-000-0000-6420	2084568A	N
582		101.82	Filters for Stock	03-340-000-0000-6562	2083105A	N
582		129.01	Filters for Stock	03-340-000-0000-6562	2083106A	N
582		108.93	Filters for Stock	03-340-000-0000-6562	2083823A	N
	Warrant # 456445	Total...	439.74			
12260	Ronco Engineering Sales Co, Inc	15.42	Freight	03-340-000-0000-6420	3245347	N
12260		34.63	Chain Hooks	03-340-000-0000-6420	3245010	N
12260		32.77	Water Hose Fittings 8602	03-340-000-0000-6562	3243071	N
12260		149.33	Water Hose 8602	03-340-000-0000-6562	3243544	N
12260		36.97	Hydr Couplers 1708	03-340-000-0000-6563	3242900	N

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12260	Ronco Engineering Sales Co, Inc	93.85	Rubber Skirt 1808	03-340-000-0000-6563	3245011	N
12260		133.63	Hose/Fittings Brine Rm	03-350-000-0000-6563	3245127	N
	Warrant # 456446	Total... 422.66				
7626	Runnings	31.46	Shop Supplies	03-340-000-0000-6420	3440720	N
7626		4.38	Fire Hose Gaskets 8602	03-340-000-0000-6562	3442875	N
7626		65.93	Brine System Fittings 2002	03-340-000-0000-6562	3444671	N
	Warrant # 456447	Total... 101.77				
7898	Ryan Mechanical, Inc	30.00	Faucet Cartridge 4/30/21	01-111-115-0000-6305	20-2036	N
7898		48.50	Cooling Twr Parts 4/8/21	01-111-115-0000-6305	20-1938	N
	Warrant # 456448	Total... 78.50				
4926	Sgts Inc	3,610.10	Qtrly Mtnc Agreement Q121	01-207-000-0000-6301	IN21115	N
4926		3,610.10	Qtrly Mtnc Agreement Q221	01-207-000-0000-6301	IN21116	N
	Warrant # 456449	Total... 7,220.20				
59303	Sherwin Williams	24.87	LEC/ADC Painting Supplies 3/16	34-111-000-0000-6669	0024-1	N
59303		7.47	LEC/ADC Painting Supplies 3/16	34-111-000-0000-6669	0025-8	N
59303		3.48	LEC/ADC Painting Supplies 3/16	34-111-000-0000-6669	0056-3	N
59303		12.56	LEC/ADC Painting Supplies 3/21	34-111-000-0000-6669	0267-6	N
	Warrant # 456450	Total... 48.38				
5041	Shred Right	40.00	Document Destruction 4/13/21	01-201-000-0000-6284	549486	N
	Warrant # 456451	Total... 40.00				
873	Siewert's Garage, Inc.	220.00	Tow: 2017 Toyota Corolla 4/29	01-201-000-0000-6315	217535	N
	Warrant # 456452	Total... 220.00				
6450	Staples Advantage	759.50	Bailiff Chairs 4/23/21	01-201-000-0000-6432	3475227816	N
	Warrant # 456453	Total... 759.50				
1213	Steberg/Glen	550.00	Landfill Lease 5/2021	61-397-000-0000-6342	May 2021	N
	Warrant # 456454	Total... 550.00				
6284	Steberg/Glen	2,045.00	Landfill Equip Apr	61-397-000-0000-6343	Apr 2021	N
6284		3,640.00	Landfill Hrs Apr	61-397-000-0000-6349	Apr 2021	N
	Warrant # 456455	Total... 5,685.00				
9826	Tactical Solutions	1,034.00	Callibrate Radars 1/27/21	01-201-000-0000-6304	8234	N
9826		34.00	Tuning Forks 1/27/21	01-201-000-0000-6304	8234	N

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<u>Warrant #</u>	<u>456456</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
		1,068.00				
46300	Tom Parker Electric Inc	2,311.17	Building Automation LEC/JUS4/5	34-111-000-0000-6669	11067	N
46300		2,414.20	Building Automation LEC/JUS4/23	34-111-000-0000-6669	11097	N
Warrant #	456457	Total...				
		4,725.37				
7464	Top Performance Sales	46.20	Wash/Shop Supplies	03-340-000-0000-6420	219790	N
Warrant #	456458	Total...				
		46.20				
4231	UPS	13.77	Outgoing Freight 4/21/21	01-201-000-0000-6205	000058A87E181	N
Warrant #	456459	Total...				
		13.77				
70000	Washington County Sheriff's Office	70.00	Subpoena Svc: St v SSanford 4/22	01-091-000-0000-6277	21000905	N
Warrant #	456460	Total...				
		70.00				
3074	Weigh-Rite Scale Co Inc	220.00	Svc Rcyl Scale	61-398-000-0000-6304	31491	N
Warrant #	456461	Total...				
		220.00				
11391	Wells Fargo Home Mortgage	70.00	72.100.0291 Overpmt	81-850-000-0000-2102		N
11391		1,098.00	55.080.0800 Overpmt	81-850-000-0000-2102		N
11391		1,485.00	55.420.0560 Overpmt	81-850-000-0000-2102		N
11391		565.00	55.426.0050 Overpmt	81-850-000-0000-2102		N
Warrant #	456462	Total...				
		3,218.00				
1092	Widseth Smith Nolting	4,640.00	Prel Dsn Br L0546 598-022	03-320-000-0000-6281	210455	N
Warrant #	456463	Total...				
		4,640.00				
73383	Xcel Energy	3,178.21	Electric: GC 4/2021	01-111-110-0000-6251	51-5647699-8	N
73383		526.03	Gas: GC 4/2021	01-111-110-0000-6252	51-5057432-6	N
73383		2,526.00	Gas: LEC 4/2021	01-111-112-0000-6252	51-6061275-5	N
73383		2,125.88	Electric: CB 4/2021	01-111-115-0000-6251	51-6219858-5	N
73383		200.97	Gas: CB 4/2021	01-111-115-0000-6252	51-6219858-5	N
73383		0.81	Non-Recurring Chgs/CR 4/2021	01-111-115-0000-6252	51-6219858-5	N
73383		3,156.96	Electric: JC 4/2021	01-111-116-0000-6251	51-5453377-8	N
Warrant #	456464	Total...				
		11,713.24				
1914	Ziegler Inc	404.90	Erskine Planer 210303	03-340-000-0000-6432	IN000081719	N
1914		15.72	Moldboard Bushings 1705	03-340-000-0000-6563	IN000070762	N
1914		73.27	Thermostat 0902	03-340-000-0000-6563	IN000072513	N
Warrant #	456465	Total...				
		493.89				
1919	Zumbrota Telephone Co	50.45	Tele 5671 Zta	03-350-000-0000-6201	104516	N

MOTTO
05/07/2021

9:31:01AM
Warrant Form **WFXX**
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1919	Zumbrota Telephone Co	46.53	Fax 4046 Zta			03-350-000-0000-6201	652291			N
1919		65.95	DSL 5671 Zta			03-350-000-0000-6209	104516			N
	Warrant # 456466	Total...	162.93							
	Warrant Form WFXX	Total...	202,057.09		190 Transactions					

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27100	Allegra	359.10	(5,000) #9 Window Envlps 5/6	01-041-000-0000-6401	10374	N
	Warrant # 33359	Total... 359.10				
13221	Birmingham/Darel H.	208.32	Transp Mileage 4/2-24/21	01-121-140-0000-6220		N
	Warrant # 33360	Total... 208.32				
13174	Bolin/Kelly J.	1,215.00	Fin Stmt Audit Supp 4/16-4/30	01-041-000-0000-6278	GC2021-4	N
	Warrant # 33361	Total... 1,215.00				
2692	Boyer Ford Trucks, Inc.	205.39	A/C Service 1801	03-340-000-0000-6303	05W1039	N
2692		40.95	Headlight Pts 1801	03-340-000-0000-6562	05P1799	N
	Warrant # 33362	Total... 246.34				
6976	Carroll/Stephan Gene	12.00	Parking 5/4/21	01-121-140-0000-6220		N
6976		112.00	Transp Mileage 5/4-5/5/21	01-121-140-0000-6220		N
6976		65.52	Transp Mileage 4/26/21	01-121-140-0000-6220		N
	Warrant # 33363	Total... 189.52				
1188	Department Of Transportation-State of MN	668.22	599-130 Matl Testing	03-320-000-0000-6287	P-13079	N
1188		1,244.25	599-092 Matl Testing	03-320-000-0000-6287	P-13079	N
1188		124.08	Cyl Molds	03-320-000-0000-6501	P-13079	N
	Warrant # 33364	Total... 2,036.55				
5827	Ellingsberg/Rich	50.00	Per Diem: BOA Mtg 4/26/21	01-127-128-0000-6106		N
	Warrant # 33365	Total... 50.00				
12563	Forum Communications Co.	89.70	Noxious Weeds Ntc 5/1/21	01-127-128-0000-6242	CL01772475	N
	Warrant # 33366	Total... 89.70				
9305	Fox/Darwin	50.00	Per Diem: BOA Mtg 4/26/21	01-127-128-0000-6106		N
	Warrant # 33367	Total... 50.00				
6819	Goodhue County Fair	400.00	(3) Fair Booth Rental 2021	01-201-000-0000-6883		N
	Warrant # 33368	Total... 400.00				
13230	Johnson Law RW LLC	2,250.00	Prof Svc 4/2021	01-011-000-0000-6271		N
	Warrant # 33369	Total... 2,250.00				
2161	Lee/Carol K	429.73	Consulting Services 4/2021	01-091-000-0000-6283		N
	Warrant # 33370	Total... 429.73				
15441	Mississippi Welders Supply Co Inc	240.87	Welding Supplies	03-340-000-0000-6570	3483619	N

Goodhue County

WARRANT REGISTER Auditor Warrants

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<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
15441	Mississippi Welders Supply Co Inc	290.45	Welding Supplies	03-340-000-0000-6570	3497487	N
Warrant #	33371	Total...				
		531.32				
892	MNCCC	125.00	Tax Court UG - Q221	01-055-000-0000-6268	2104110	N
Warrant #	33372	Total...				
		125.00				
7885	Niebur Tractor & Equipment Inc	337.74	Blades 1605	03-340-000-0000-6563	01-161872	N
7885		75.46	Suspension Pin 1704	03-340-000-0000-6563	01-161989	N
Warrant #	33373	Total...				
		413.20				
5019	P Hanson Marketing	178.30	Wana Lndf Tire Receipts	61-397-000-0000-6401	304998	N
Warrant #	33374	Total...				
		178.30				
5195	Rechtzigel/Randall William	50.00	Per Diem: BOA Mtg 4/26/21	01-127-128-0000-6106		N
Warrant #	33375	Total...				
		50.00				
1809	Stanton Township	200.00	400' Chloride-Upr Bt Lnch Rd	03-521-000-0000-6306	2-StanTwp	N
Warrant #	33376	Total...				
		200.00				
11982	Summit Food Service LLC	452.16	Inmate Laundry 4/3-4/9/21	01-207-000-0000-6366	INV2000108824	N
11982		30.55	Condiments 4/9/21	01-207-000-0000-6463	INV2000108822	N
11982		4,732.75	Inmate Meals 4/3-4/9/21	01-207-000-0000-6463	INV2000108823	N
Warrant #	33377	Total...				
		5,215.46				
14256	Tebbe/Dennis J	50.00	Per Diem: BOA Mtg 4/26/21	01-127-128-0000-6106		N
Warrant #	33378	Total...				
		50.00				
6629	WSB & Associates, Inc.	1,938.50	CSAH 1 Realignment	03-320-000-0000-6281	R016414000-10	N
Warrant #	33379	Total...				
		1,938.50				
8381	Zumbrota Water & Sewer Dept	66.84	Wtr Swr	03-350-000-0000-6253	8660	N
Warrant #	33380	Total...				
		66.84				
Warrant Form	WFXX-ACH	Total...	16,292.88	31 Transactions		
	Final Total...	218,349.97	221 Transactions			

MOTTO
05/07/2021

9:31:01AM
Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

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<u>WARRANT RUN</u> <u>INFORMATION</u>	<u>WARRANT</u> <u>FORM</u>	<u>STARTING</u> <u>WARRANT NO.</u>	<u>ENDING</u> <u>WARRANT NO.</u>	<u>DATE OF</u> <u>PAYMENT</u>	<u>DATE OF</u> <u>APPROVAL</u>	<u>PPD</u> <u>COUNT</u>	<u>AMOUNT</u>	<u>CTX</u> <u>COUNT</u>	<u>AMOUNT</u>
72		202,057.09	WFXX	456395	456466	05/07/2021	05/07/2021		
22		16,292.88	WFXX-ACH	33359	33380	05/07/2021	05/07/2021	8	2,242.57
		218,349.97	TOTAL					14	14,050.31

Goodhue County

WARRANT REGISTER Auditor Warrants

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RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>		<u>NON-ACH AMOUNT</u>	
1	145,462.96	County General Revenue	10,681.83		134,781.13	
3	41,055.72	County Road and Bridge	5,432.75		35,622.97	
34	17,073.40	Capital Plan	-		17,073.40	
61	11,015.77	Waste Management Facilities	178.30		10,837.47	
81	3,742.12	Settlement Fund	-		3,742.12	
	218,349.97	TOTAL	16,292.88	TOTAL ACH	202,057.09	TOTAL NON-ACH