



Jeffrey Babinski
County Administrator

HOUSTON COUNTY

304 South Marshall Street
Caledonia, MN 55921
TEL (507) 725-5827

Commissioners:
District 1
Jack Miller
District 2
Eric Johnson (Chair)
District 3
Robert Burns (Vice-Chair)
District 4
Teresa Walter
District 5
Greg Myhre

HOUSTON COUNTY BOARD OF COMMISSIONERS BOARD MEETING AGENDA

9:00, December 8, 2020, County Board Room, Historic Courthouse

*******The meeting will be accessible to public participants via our conference call line at 312-626-6799 and entering meeting ID: 98271522359 and password 751785. Public attendees are requested to mute their line until addressed.*******

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES

- 1) Board Meeting: November 24, 2020
- 2) Board Meeting: December 1, 2020

CONSENT AGENDA

(Routine business items enacted by one unanimous motion. Commissioners may request moving items on the consent agenda to the Action Item list if they desire discussion before taking action.)

- 3) Approve Claims, Human Service & License Center disbursements.
- 4) Approve final CARES Act Spending Plan.
- 5) Affirm the following personnel actions:
 - i. Highway Department
 1. Accept the resignation of Doug Twite, Engineering Assistant, effective at the end of his shift on December 18, 2020 and thank him for 43 years of service to the residents of Houston County!
 2. Approve a competitive search for an Engineering Assistant or Engineering Technician.
 - ii. Sheriff's Office
 1. Hire Amy Gehrke as a probationary Jailer/Dispatcher, B23-2 Step 1, effective December 28, 2020.
 - iii. Public Health and Human Services
 1. Approve the carryover of Heather Myhre's 2020 unused vacation accrual to 2021 due to the work duties and demands of the COVID-19 pandemic.

ACTION ITEMS

- 1) Consider accepting proposal from Bolton & Menk to design, inspect and administer the culvert lining project at the Houston County Airport with a local cost of \$2,200. (Pogodzinski)
- 2) Consider approving the purchase of two portable message trailers (mobile Highway signs) for a total cost of \$39,092. (Pogodzinski)
- 3) Consider approving 2021-2023 Contract with Schneider Geospatial, LLC for Beacon, GeoPermits, Staff Augmentation, and Parcel Maintenance. (Babinski)

ADJOURN

HOUSTON COUNTY BOARD OF COMMISSIONERS WORKGROUP SESSION AGENDA

9:40, October 20, 2020, Room 219, Historic Courthouse

*******The meeting will be accessible to public participants via our conference call line at 312-626-6799 and entering meeting ID: 98271522359 and password 751785. Public attendees are requested to mute their line until addressed.*******

CALL TO ORDER

WORKGROUP SESSION

1. Budget Discussion

**HOUSTON COUNTY
AGENDA REQUEST FORM
December 8, 2020**

Date Submitted: 12.04.2020

By: Tess Kruger, HRD/Facilities Mgr.

HR CONSENT AGENDA REQUEST

Highway Department

- Accept the resignation of Doug Twite, Engineering Assistant, effective at the end of his shift on 12/18/2020 and thank him for 43 years of service to the residents of Houston County!
- Approve a competitive search for an Engineering Assistant or Engineering Technician

Sheriff's Office

- Hire Amy Gehrke, as a probationary Jailer/Dispatcher, B23-2 Step 1, effective December 28, 2020

PHHS

- Approve the carry over of Heather Myhre's all 2020 unused vacation accrual to 2021. (Heather Myhre was not able to reduce her vacation balances to the requisite contractual limits due to the work duties and demands of the COVID-19 pandemic. The Houston County – MAPE agreement provides that employees must reduce their vacation balances to two (2) years earned vacation by the end of the last payroll period of the year. Myhre's accruals will be over this carry over limit by ~27.52 hours.)

Reviewed by:	<u> X </u>	County Administrator	<u> </u>	County Attorney	<u> </u>	Zoning Administrator
	<u> X </u>	Finance Director	<u> X </u>	County Engineer	<u> </u>	Environmental Services
	<u> </u>	IS Director	<u> x </u>	Other (indicate dept)	<u> </u>	Sheriff PHHS Director
Recommendation:						
Decision:						

Houston County Agenda Request Form

Date Submitted: December 3, 2020

BOARD DATE: December 15, 2020

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

The existing 30" culvert crossing under the airport runway has corroded and is in need to be repaired. The most cost effective solution is to line the culvert instead of full removal and replacement.

Attachments/Documentation for the Board's Review:

Work Order #2 proposal from Bolton & Menk

Justification:

The selected Bolton & Menk in 2018 for a 5 year agreement to be our airport consultant to assist with projects. Acceptance of the proposal would allow the consultant to design, inspect, and administer the project for a local cost of \$2,200 (10% of cost)

Action Requested:

Recommending approval of the work order.

For County Use Only						
<u>Reviewed by:</u>	_____	County Auditor	_____	County Attorney	_____	Zoning Administrator
	_____	Finance Director	_____	County Engineer	_____	Environmental Services
	_____	IS Director	_____	Other (indicate dept)	_____	
<u>Recommendation:</u>						
<u>Decision:</u>						

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

November 16, 2020

Mr. Brian Pogodzinski, P.E.
County Engineer
Houston County
1124 East Washington Street
Caledonia, MN 55921

RE: Houston County Airport (CHU)
Runway 13/31 Drainage Improvements (Culvert Lining)
BMI Work Order #2
Proposal for Professional Services

Dear Mr. Pogodzinski,

Bolton & Menk is pleased to submit our proposal for Professional Services for the Runway 13/31 Drainage Improvement project at the Houston County Airport.

We understand that the County desires to repair the 30-inch corrugate metal pipe spanning under Runway 13/31 utilizing the cured in place method.

The County will be providing all field data and televising of the 30-inch CMP.

This proposal includes Design, Bid, and Construction Administration services.

SCOPE OF SERVICES:

TASK 1 DESIGN & BID ADMINISTRATION:

1.1 Project Scoping

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor.

Consultant shall coordinate with the Sponsor, FAA, MnDOT, and other applicable agencies to complete the work elements in Task 1.

1.2 Construction Safety and Phasing Plan (CSPP)

Consultant will complete FAA Form 7460-1 and the Construction Safety and Phasing Plan (CSPP), through FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website portal. The 7460 form and CSPP will be prepared according to current FAA Guidelines.

1.3 Prepare Preliminary Plans, Specifications, and Cost Estimate

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project.

Consultant will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by FAA specifications.

Consultant will assemble preliminary contract documents including instruction to bidders, proposal, equal opportunity clauses, construction clauses, construction contract agreement, performance bond, payment bond, bid bond, State Requirements, Federal Requirements, bid schedule, wage rates, and general provisions.

Consultant shall prepare preliminary construction cost estimate.

1.4 Final Plans, Specifications, and Cost Estimate

Consultant shall submit 90% plans, specifications, and cost estimate to the Sponsor for review. One (1) telecom design review meeting will be held to review the bidding documents and discuss Sponsor comments.

A final set of plans, specifications, and cost estimate will be prepared which incorporates revisions, modifications, and corrections determined during the Sponsors review.

1.5 Prepare Advertisement for Bids

Required advertisement dates, and bidding dates will be established. Consultant will submit a copy to the Sponsor for distribution to local and selected publications of the project. The Sponsor shall pay for the associated cost of advertising.

1.6 Furnish Bid Documents

Consultant shall prepare, reproduce, and distribute 10 sets of bidding documents for the project. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The Consultant shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

1.7 Respond to Bidders Questions

During the bidding process, Consultant will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

1.8 Prepare and Distribute Addendums

Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Sponsor or the State. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and Consultant shall be reimbursed for this effort as an amendment to this contract.

1.9 Pre-Bid and Bid Opening

No pre-bid meeting will be scheduled for this project.

Consultant shall conduct a virtual bid opening and process the bidding proposals.

1.10 Bid Review and Bid Tabulation

Consultant shall advise the Sponsor as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute

materials and equipment proposed by bidders. Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. Consultant will then provide recommendations to the Sponsor as to the name of the apparent low bidder.

1.11 Prepare Recommendation for Award

Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made Consultant will distribute the bid tabulations on request of the Sponsor.

1.12 Prepare Grant Application

Consultant shall prepare the Federal Grant Application after project design has been completed and the bids accepted. Consultant shall submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, Consultant will forward copies to the FAA for further processing.

TASK 2 CONSTRUCTION ADMINISTRATION:

2.1 Pre-Construction Meeting

Consultant will arrange for and conduct a virtual pre-construction meeting. The Project Manager and the Resident Project Representative will establish this meeting to review Local, State, Federal Aviation Administration (FAA) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Sponsor/Owner, MnDOT Aeronautics (if available), Subconsultants, FAA DMA-ADO (if available), Contractor, Subcontractors and utility companies.

2.2 Prepare Contract Manuals

The Consultant is required to check that the construction contracts are in order, verify Contractor has met DBE goals (or made valid good faith effort), Contractor has provided proof of insurance, the bonds have been completed, and the Sponsor, Contractor and applicable Agencies have been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Plans will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor. Consultant will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

2.3 Construction Management

The Consultant and Sponsor agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Client. Services shall include interpretation of the plans and specifications, review of pay applications, explanation of bidding documents to contractor, review of field/change orders, and monitoring of certified payroll reports.

2.4 Resident Project Representative Services

The Sponsor as part of this agreement authorizes Resident Engineering Services and the

Consultant agrees to provide a Resident Project Representative, materials acceptance testing, and staking services in the execution of the Construction Engineering Services for the project work. The Sponsor and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Full-Time Resident Project Representative** services will be provided. It is anticipated the Project will be completed within **2 Working Days**. This will involve one (1) trip by the Project Manager, and two (2) trips by the RPR.

2.5 Final Inspection and Documentation

The Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, MnDOT and FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

The Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

Once all the punch list items have been completed to the satisfaction of the Sponsor, State and FAA, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.

2.6 As-Built Plans

The project team will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the drawings will become record information. The Consultant shall provide Sponsor with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

2.7 Project Closeout

Consultant shall prepare the FAA Project Financial Closeout Forms and Report and submit to the Sponsor for submittal at the conclusion of the project.

CONSIDERATION:

The services described above in this proposal shall be completed on a LUMP SUM basis as follows:

TASK 1	Design and Construction Administration	\$ 10,334.00
TASK 2	Construction Administration	\$ 11,666.00
TOTAL WORK ORDER NO. 2		\$ 22,000.00

Anticipated Funding Shares:

FAA (90%): \$ 19,800.00

Local (10%): \$ 2,200.00

SCHEDULE:

We anticipate the work can be performed according to the following schedule.

- Design: December 2020 – February 2021
- Bid Letting: March 2021
- Construction: September – October 2021 (contingent upon FAA Grant offer)
- Project Closeout: March 2022

Bolton & Menk, Inc. puts a high priority on ensuring that our company's efforts are consistent with our clients' needs. If you find this proposal acceptable, please return a signed and dated copy our proposal.

Sincerely,
BOLTON & MENK, INC.

Silas Parmar, P.E.
Principal Aviation Engineer

Authorization and acceptance of this letter proposal.**Houston County, Minnesota**

By: _____
Mr. Brian Pogodzinski
County Engineer
Date _____

Attest: _____
Name/Title
Date _____



PROJECT FEE ESTIMATE

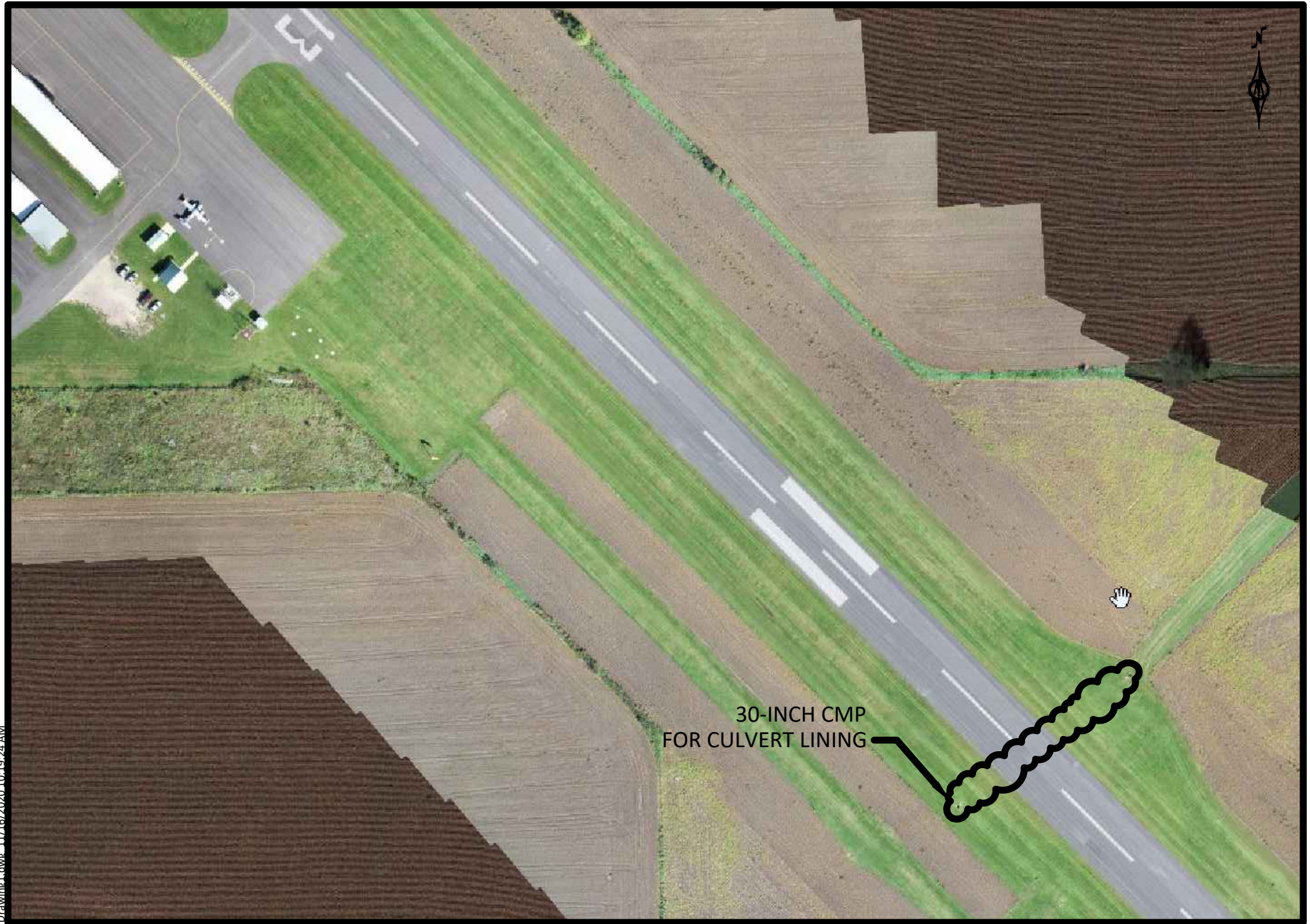
CLIENT:	Houston County, MN						DATE:		11/16/2020
PROJECT:	Houston County Airport (CHU) - Runway 13/31 Drainage Improvements (Culvert Lining)						PREPARED BY:		SP
Task	Task Description	Estimated Person Hours Required							Totals
		Sr. Eng.	Sr. Eng.	Grad. Eng.	Eng. Tech.	Surveyor	Planner	Admin.	
1	Design & Bid Administration								
1.1	Project Scoping	2	2	0	0	0	0	0	4
1.2	Construction Safety and Phasing Plan (CSPP)	2	0	4	4	0	0	0	10
1.3	Prepare Prelim. Plans, Specs., and Cost Est.	4	8	8	8	0	0	8	36
1.4	Prepare Final Plans, Specs., and Cost Est.	2	4	4	4	0	0	4	18
1.5	Prepare Advertisement for Bids	0	0	0	0	0	0	1	1
1.6	Furnish Bid Documents	0	0	0	0	0	0	0	0
1.7	Respond to Bidders Questions	1	2	0	0	0	0	0	3
1.8	Prepare and Distribute Addendums	1	1	0	0	0	0	1	3
1.9	Pre-Bid and Bid Opening	1	0	0	0	0	0	0	1
1.10	Bid Review and Bid Tabulation	1	0	0	0	0	0	0	1
1.11	Prepare Recommendation for Award	1	0	0	0	0	0	0	1
1.12	Prepare Grant Application	4	0	0	0	0	0	0	4
Total Person Hours		19	17	16	16	0	0	14	82
Direct Labor Rate		\$53.00	\$45.00	\$27.00	\$22.00	\$40.00	\$40.00	\$22.00	
Total Direct Labor Cost		\$1,007.00	\$765.00	\$432.00	\$352.00	\$0.00	\$0.00	\$308.00	\$2,864.00
Overhead Rate 2.1373		\$2,152.26	\$1,635.03	\$923.31	\$752.33	\$0.00	\$0.00	\$658.29	\$6,121.23
Subtotal Labor Cost									\$8,985.23
Direct Expenses									
Total Expenses									\$0.00
Fixed Fee 15% x Subtotal Labor Cost									\$1,347.78
Total Task 1									\$10,334.00
Task	Task Description	Estimated Person Hours Required							Totals
		Sr. Eng.	Sr. Eng.	Grad. Eng.	Eng. Tech.	Surveyor	Planner	Admin.	
2	Construction Administration								
2.1	Pre-Construction Meeting	2	2	0	2	0	0	0	6
2.2	Prepare Contract Manual	0	0	0	0	0	0	1	0.97
2.3	Construction Management	16	10	0	0	0	0	8	34
2.4	Resident Project Representative Service								0
Number of Days		0	0.5	2	0	0	0	0	
Hours Per Day		10	10	10	10	10	10	10	
Total Hours		0	5	20	0	0	0	0	
2.5	As-Built Plans	0	1	0	4	0	0	0	5
2.6	Project Closeout	8	0	0	0	0	0	8	16
Total Person Hours		26	18	20	6	0	0	16.97	86.97
Direct Labor Rate		\$53.00	\$45.00	\$27.00	\$22.00	\$40.00	\$40.00	\$22.00	
Total Direct Labor Cost		\$1,378.00	\$810.00	\$540.00	\$132.00	\$0.00	\$0.00	\$373.34	\$3,233.34
Overhead Rate 2.1373		\$2,945.20	\$1,731.21	\$1,154.14	\$282.12	\$0.00	\$0.00	\$797.94	\$6,910.62
Subtotal Labor Cost									\$10,143.96
Direct Expenses									
Total Expenses									\$0.00
Fixed Fee 15% x Subtotal Labor Cost									\$1,521.59
Total Task 2									\$11,666.00
Total Project Fee									\$22,000.00

Runway 13/31 Drainage Improvements (Culvert Lining)

Houston County Airport

Project Layout

November 2020



Houston County Agenda Request Form

Date Submitted: December 2, 2020

BOARD DATE: December 8, 2020

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

The highway department has 4 existing message board to inform traffic at construction sites. 3 of the boards no longer function and the fourth board needs repairs to continue using, which does not appear to be practical. Without the message boards, it is difficult to inform traffic of upcoming road closures or impacts to traffic.

Attachments/Documentation for the Board's Review:

Street Smart Rental quote using State CPV Contract.

Justification:

The existing message boards no longer function as intended. The most cost effective solution is to purchase 2 new message boards. We have also inquired about used message boards, but the best value and solution is new. There is funding available in the 2020 budget for this purchase.

Action Requested:

Recommending approval of the quote for 2 new message boards.

For County Use Only			
<u>Reviewed by:</u>	<input type="checkbox"/> County Auditor	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Zoning Administrator
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="checkbox"/> Environmental Services
	<input type="checkbox"/> IS Director	<input type="checkbox"/> Other (indicate dept)	
<u>Recommendation:</u>			
<u>Decision:</u>			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.



Street Smart

SALES · RENTALS · SERVICE

7526 4th Ave
Lino Lakes, MN, 55014

Representative: Adam Berg

Phone: +1 6514409229

Email: aberg@streetsmartrental.com

Sales Quote

Account	Houston County
Account Contact	Brian Pogodzinski
Quote #	225058
Terms	Net 30
Date	December 1, 2020

Billing Address

1124 E Washington
CALEDONIA, MN, 55921

Shipping Address

1124 E Washington
CALEDONIA, MN, 55921

Item Name	Part Number / Description	Qty	Unit Price	Total
Portable Full Matrix Changeable Message Trailer	PCMS-1500-PRO G3	2	\$18,650.00	\$37,300.00
Mileage Charge	Delivery Charge Per Mile (Sale)	2	\$175.00	\$350.00
15-Amp Charger for Stealth Batteries	OPT-MS-STEALTH CHARGER	2	\$357.00	\$714.00
Tilt & Rotate	OPT-MS-Tilt-Rotate	2	\$364.00	\$728.00
Subtotal				\$39,092.00
Tax				\$0.00
Total				\$39,092.00

Pricing provided on this quote is valid for up to 30 days after the printed date

Notes and Comments

** This and all of our equipment can be purchased directly off of our MN state equipment contract #168894, Release Number A-210(5)

Terms and Conditions

To accept this quote and terms outlined above, sign and date, and return.

Customer Signature:

Print Name:

Date:

This quote and any attachments originated from Street Smart Rentals may contain information that is proprietary, privileged client communications, or work product. If you are not the intended recipient, you are not authorized to read, retain, or distribute this information. If you received this in error, please notify the sender immediately and delete all copies

If you have any questions, please give us a call at 888-653-6800

Find us online at www.streetsmartrental.com

Thank you for your business!



PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and entered into by and between **Schneider Geospatial, LLC**, also doing business as **qPublic** and **qPublic.net**, an Indiana Limited Liability Company, whose place of business is 8901 Otis Avenue, Suite 300, Indianapolis, IN 46216 ("PROFESSIONAL") and **Houston County, Minnesota**, whose place of business is: 304 South Marshall Street, Caledonia, MN 55921 ("CLIENT").

1 Services.

PROFESSIONAL shall provide CLIENT with the following services ("Services")

Beacon, GeoPermits, Staff Augmentation, and Parcel Maintenance RENEWAL

NOTE: This agreement replaces all previous agreements (including Authorizations to Proceed) contracted by CLIENT and also those contracted through the Minnesota Counties Computer Cooperative for these products and services.

A. **Beacon Portal Development with Add-Ons**

Development of a publicly accessible (or restricted access if chosen) web-based property information portal featuring land assessment, taxation, CAMA, and digital map data utilizing existing real estate and GIS datasets provided to PROFESSIONAL by CLIENT. This site will include the following:

- a. Property ownership, location, valuation, recording, and tax information from CLIENT's property tax administration system (Avenu).
- b. Detailed residential, commercial, and agricultural land and improvements information from CLIENT's CAMA real estate system (VCS).
- c. Property sales history from CLIENT's CAMA real estate system (if available).
- d. Property sketches (if available and provided by CLIENT in a web-friendly image file format).
- e. Property photos (if available and provided by CLIENT in a web-friendly image file format).
- f. Esri compatible vector and raster spatial data from CLIENT's existing GIS data sources.
- g. Interactive GIS mapping interface including navigation tools such as zoom in, zoom out, dynamic and fixed panning, feature selection and query, interactive overview map, and legend. Also included are map tools to measure distance and area, buffer selected features, zoom to scale, identify features, and map printing to multiple paper sizes.
- h. Dynamic relationship between parcel reports and an Internet map service. This will allow the user to search for a property and be taken directly to the queried parcel on the map, and alternatively select a parcel on the map and be taken directly to the specific report(s) associated with the parcel.
- i. Additional features are available to all real estate web site clients, including multiple search criteria, dynamic user help guides, CLIENT contact information, and user feedback forms.
- j. PROFESSIONAL will provide an automated routine to transfer data from CLIENT's local computer data sources to PROFESSIONAL's servers over a high-speed Internet connection. This automated routine can be scheduled to update data to the website on a regular basis.
- k. Additional components elected by CLIENT:

i. **Account Management**

This add-on will allow CLIENT's **Beacon** website administrator to manage user roles, permissions and expiration of user accounts for subscriptions and internal staff users.

ii. **COGO Tools**

PROFESSIONAL will enable the COGO tools add-on on CLIENT's **Beacon** website. COGO tools functionality shall include the following:

Ankeny, Iowa
1450 Southwest Vintage Parkway
Suite 260
Ankeny, IA 50023

HEADQUARTERS
Historic Fort Harrison
8901 Otis Avenue, Suite 300
Indianapolis, IN 46216
www.SchneiderGIS.com

DeLand, Florida
112 West New York Avenue
Suite 205
DeLand, FL 32720

- 1) **Bearing and Distance tool**
 - a) User will begin the sketch by creating a line by clicking on the map and snapping to vertices in the existing parcel polygon layer on CLIENT's **Beacon** website map.
 - b) Subsequent legs of the sketch will be added by entering an angle and distance.
 - c) Along with input controls, the tool will provide feedback to the user regarding any closure error (distance between start and endpoints.)
 - 2) **Create Curve tool**
 - a) User will select a segment in the sketch to be replaced by a curve.
 - b) User will select the Create Curve tool to open the Create Curve dialog box.
 - c) User will enter Delta or Radius information.
 - d) User will select the curve direction (left or right).
 - e) User will click OK to generate the curve.
 - 3) **Point and Distance tool**
 - a) User will create a line by clicking on the map and snapping to vertices in the existing parcel polygon layer on CLIENT's **Beacon** website map.
 - b) User will enter a distance.
 - c) User's next click will produce a line connecting to the first point but set to the distance entered.
 - d) Optionally, the user may also create the line first, then enter a distance to adjust the line's length.
 - 4) **Buffer Sketch tool**
 - a) User will create a point line or polygon on the map.
 - b) User will select the Buffer tool and enter a buffer distance, with the option to change the unit type (feet, meters, miles, km), then click OK.
 - c) Map sketch object will display the buffered area.
- iii. **Comparable Search**
PROFESSIONAL will add the Comparable Search Add-On feature to CLIENT's **Beacon** website. This feature will include modules that allow users to search for comparable properties based on data from the CLIENT's existing real estate property and sales records.
- iv. **Comparable Search Results Export**
PROFESSIONAL will provide implementation services to deploy the **Beacon** Comparable Search Data Export module to CLIENT's existing **Beacon** website. This module will allow users to download a digital copy of the Comparable Search Results data in Microsoft Excel compatible .xls or .csv file formats.
- Contents of the data export file will include the same data columns and records as are displayed on the CLIENT's **Beacon** site's Comp Results tab following the user's Comparable Search.
- v. **Document Access**
PROFESSIONAL will add document access report module(s) on CLIENT's **Beacon** site which will link to pre-rendered PDF files generated by CLIENT for each document. The filename of each PDF file must match values in associated map feature attribute data in order to match documents with map features in **Beacon**.
- vi. **EagleView ConnectView**
PROFESSIONAL will develop and maintain a new map tool for CLIENT's **Beacon** website which will launch a view for display and navigation of CLIENT's oblique EagleView image data. This development will utilize CLIENT's EagleView ConnectView service hosted by EagleView. Pricing is offered at a reduced rate since CLIENT is an active **Beacon** website customer. Pricing may be subject to change in the event of cancellation of CLIENT's existing **Beacon** hosting agreement.
- vii. **Mailing Labels Generator**
Creates mailing list from the parcel search results list on the CLIENT's **Beacon** website. Allows mailing lists to be generated as mail merge compatible files: csv, .tab, or .xml; or as a PDF that is pre-formatted for Avery 5160 label sheets. Includes user instructions for generating the mail merge files.

B. GeoPermits Portal Development

Development of a web-based GeoPermits portal. This site will include the following:

- a. Support multiple stage workflows that allow input and tracking of permit application and inspections data by multiple user types (public users, local government staff, service providers, and other related third-party organizations).
- b. User role-based security and access control to manage system users and enable workflow stage access based on user type.
- c. Ability to add auto-generated email notifications to specific users at each stage of a permit workflow.
- d. Administrative interface for CLIENT workflow project setup and configuration.
 - i. Create and edit unlimited number of workflow projects (each permit type will be represented as a workflow project).
 - ii. Create and edit unlimited number of stages for each workflow project.
 - iii. Create and edit unlimited number of data entities for each stage.
 - iv. Create instructions text for each data entity, with ability to embed HTML content such as hyperlinks.
 - v. Modify stage sequencing.
 - vi. Restrict visibility of workflow projects and stages to admin users only.
 - vii. Ability to generate test permit applications when modifying workflow projects and publish workflow updates to the live system when modifications are complete.
 - viii. Ability to “un-publish” a workflow project so that no new permits will be allowed to be created by users.
 - ix. Clone project capability to create a new workflow project based on an existing workflow project.
 - x. Configure permit fees for each workflow project. Fees may be dynamically calculated based on user inputs.
 - xi. Configure workflow conditional routing based on user entered inputs on dropdown lists and checkboxes.
 - xii. Project Summary page with detailed outline of each workflow project.
 - xiii. Print template editing interface to allow CLIENT admin users to configure templates for printable, completed permit applications.
- e. Multiple supported data entity types for data entry forms, including the following:
 - i. Short text box
 - ii. Long text box (Comments)
 - iii. Date
 - iv. Document attachment (with file browser)
 - v. Fee
 - vi. Lookup (dropdown list)
 - vii. Number
 - viii. Static Labels
 - ix. Checkbox, Radio Button
- f. Document upload capabilities to allow users to attach multiple electronic files to permit records at each stage of a permit workflow.
- g. CLIENT’s community website branding to allow the community to provide a header logo image and contact information from the organization.
- h. Interactive mapping interface with basic mark-up tools to allow users to sketch and label information about the permit application on CLIENT’s existing GIS map and aerial photography.
- i. Dashboard page to allow users to view permit applications in progress based on the following criteria:
 - i. My Applications (in progress)
 - ii. Applications Needing My Attention
 - iii. Inspections to Schedule
 - iv. Inspections to Complete
 - v. Contractor Registrations about to Expire
- j. Integration with CLIENT’s existing **Beacon** online portal to utilize existing property and GIS data for permit processing, search and report capabilities. Shared data elements are limited to PROFESSIONAL’s existing Guidepost UPM data model.
- k. Contractor Registration Interface
 - i. Allows system users to register as a contractor with CLIENT.
 - ii. Admin interface to setup contractor types and registration fees
 - iii. Maintains a database of CLIENT’s registered contractors, including the following information.
 - 1) Contractor Type
 - 2) Business Name
 - 3) Street Address
 - 4) City
 - 5) State
 - 6) Zip
 - 7) Contact Name
 - 8) Contact Title

- 9) Contact Business Phone
- 10) Contact Cell Phone
- 11) Contact Email Address
- 12) Company Web Address
- 13) Status
- 14) Registration length (in months)
- 15) Effective Date
- 16) Expiration Date
- 17) Renewal Date
- 18) Workers Comp. Expiration Date
- 19) Bond Expiration Date
- 20) Liability Insurance Expiration Date
- 21) Registration Fee Payment status
- 22) Notes
- 23) Attached Documents

C. **Portal Hosting and Maintenance**

PROFESSIONAL shall host and maintain of the above described portal(s) for the term of this Agreement.

PROFESSIONAL's web data server environment is based in a cloud computing service residing in data centers managed by third-party hyper-scale cloud providers. Site improvements and modifications, including functionality enhancements to the core product may be made periodically. If the CLIENT is charging fees for use of the system, any and all disputed charges are the responsibility of the CLIENT. Certain onsite hardware and software configurations may require additional third-party software (not included in this Statement of Work). Services also include monitoring of PROFESSIONAL's web servers on a twenty-four/seven (24/7) basis; however, because of infrastructure issues beyond the control of PROFESSIONAL's staff, web services are not guaranteed to be available twenty-four (24) hours per day, seven (7) days per week.

D. **Staff Augmentation**

a. **GIS System Support**

CLIENT is contracted for the following basic support which includes:

- i. **Unlimited** phone (includes toll free number), fax, and e-mail support relating to editing and maintaining GIS data and ArcGIS desktop software for all callers within the contracted organization. Website support and maintenance is considered to be a separate function and associated with a web hosting and maintenance agreement. Items that are considered to be associated with website support / maintenance are web-based initiatives (i.e. website support, custom web solutions, ArcGIS Server configuration).
- ii. **Remote access support** where available (depends upon system configuration and software availability).
- iii. **Installation Assistance** – Assist in installing and upgrading latest version of ArcGIS and Geogear™ software releases once per annual term.
- iv. **Migration of GIS Data** – Assist in migration and moving of GIS data from one GIS server or computer to another, once per annual term.
- v. **Parcel layer backfill**
Backfill is the process of copying data from your real estate data or tax systems to your local GIS parcel layer to keep parcel attribute information up to date. The Backfill process uses an automated routine that typically runs on a regular schedule, kicked off by Venturi (DataETL or TSCVac). Common network administration activities, such as computer replacements, system upgrades, password resets, database year rollovers, and others, may affect the backfill process, and this requires continual maintenance effort by PROFESSIONAL's Support team.
- vi. **Up to 4 complimentary admissions to PROFESSIONAL's Users' Conferences.**

b. **On-site Consulting**

As part of the program, PROFESSIONAL will provide on-site consulting time staffed by a PROFESSIONAL staff member a total of twelve (12) days to be covered over twelve (12) separate visits per annual term listed below. Consulting includes activities such as assistance with other system

integrations to the GIS, assistance with applying GIS to specific tasks, non-classroom style training, and data maintenance. Certain data creation tasks will also be included such as creation of school districts, flood plains, zoning layers, etc. The creation of new projects, such as watershed development, drainage assessment, and field data collection would not be included in this package. It is expected that data creation will be limited to projects that require less than 40 hours total. Each request for data creation will be prioritized with other requests and entered into the queue for prioritized time assignment. Larger data creation requests will be quoted at a favorable rate, as needed.

It is anticipated that multiple departments will be requesting assistance. To assist with the categorizing as well as prioritizing of these tasks, PROFESSIONAL will outline priorities in a monthly status report. The status report will help manage the expectations by determining a schedule for accomplishing the tasks, as well as serve as a reporting structure from PROFESSIONAL staff to CLIENT.

- i. Program repair
- ii. On-site consultation
- iii. Training
- iv. Ongoing system support
- v. Assessment and development of enhancements to CLIENT's GIS program

c. Flex Support Time

In addition to the onsite consulting time, CLIENT will have up to **twelve (12)** hours per month* of other flex (remote) support. This may include but not limited to the following tasks:

- i. Data packaging for custom requests
- ii. Data creation
- iii. Data tune-up
- iv. Map creation
- v. Custom GIS related request

**hours do not carry over from month to month.*

d. Software Maintenance

PROFESSIONAL will include a site license (where applicable) for CLIENT's currently licensed software*. This will allow the CLIENT to install the PROFESSIONAL's software on any GIS machine. Software includes:

- i. Geogear™ Editor / Navigator site license
- ii. Ripple™ site license
- iii. Agland™ site license
- iv. Draincalc™ site license

**In the event that the listed software is not currently installed / configured this can be done as part of on-site Consulting or Flex Support Time.*

E. Parcel Maintenance

- a. PROFESSIONAL will complete split / combinations based on CLIENT requests.
- b. Parcel data maintenance will be performed on the CLIENT's existing parcel polygon data layer in Esri® shapefile, personal or file geodatabase format.
- c. The parcel polygon data layer will be attributed with the parcel number.
- d. PROFESSIONAL will utilize parcel polygon data maintenance techniques such as, Coordinate Geometry (COGO), splits by aliquant parts, merging, etc. in an Esri® based environment.
- e. PROFESSIONAL will update ancillary data layers currently available and listed below that are affected by the split / combination.
 - i. **Lots**
 - ii. **Subdivision**
 - iii. **Corporate boundary**

- f. Existing ancillary data layer attributes would be maintained and populated with the appropriate attributes found on the source documents (i.e. subdivision name, lot numbers) as defined during the Parcel Maintenance Setup.
- g. PROFESSIONAL will enter all of the splits that occur into the GIS either through a remote connection to the CLIENT's computer or at PROFESSIONAL's office. This will be in support of (but not replacing) the current workflow regarding data entry into your CAMA and TAX systems.
- h. The CLIENT will provide all documentation (i.e. deeds, surveys, plats, etc.) in either hard copy or digital format for the split / combination and the parent and child parcel number.
- i. A predefined weekly or bi-weekly schedule would be setup to meet the CLIENT's needs.
- j. Upon CLIENT request PROFESSIONAL will provide a copy of the maintained parcel layer once annually to CLIENT's designated state agency.
- k. PROFESSIONAL will only adjust the features that are affected by the split / combinations that are provided by CLIENT. PROFESSIONAL reserves the right to determine if any data alignment, data quality control, or overall data improvement request would need to be handled as a separate project. PROFESSIONAL would provide a scope and favorable pricing if such services are necessary.
- l. PROFESSIONAL will be providing parcel maintenance for parcels that are split / combined during the conversion project. After the initial conversion project is complete CLIENT can elect to have PROFESSIONAL continue parcel maintenance.

Other Fixed Fee phases of this project may be developed during the course of this agreement. Once the estimates are accepted, an Authorization to Proceed will have to be signed and submitted before work will begin.

2 Payment for Services.

CLIENT shall compensate PROFESSIONAL for the Services as follows:

A. Beacon with Add-ons

a. Annual Hosting:	\$9,960
Hosting items:	
Core Hosting:	Included
Map (Esri):	Included
Account Management:	Included
COGO Tools:	Included
Comparable Search:	Included
Document Access:	Included
EagleView ConnectView:	Included
Subtotal:	\$12,000
Discount:	<u>-\$ 2,040</u>
Total:	\$ 9,960

B. GeoPermits

a. Annual Hosting:	\$7,380
Hosting items:	
Core Hosting:	Included
Map (Esri):	Included

C. Staff Augmentation

a. Annual Cost:	\$36,960
Subtotal:	\$54,000
Discount:	<u>-\$17,040</u>
Total:	\$36,960

D. Parcel Maintenance

a. **One-time Setup Cost:** **\$1,000 waived**

b. **Annual Cost:**

Amounts for 2021:	\$4,320
Subtotal:	\$4,620
<u>Discount:</u>	<u>-\$ 300</u>
Total for 2021:	\$4,320

Amounts for 2022 & 2023:	\$4,680
Subtotal:	\$4,980
<u>Discount:</u>	<u>-\$ 300</u>
Total for 2022 & 2023:	\$4,680

E. Payment Schedule

Year 1	January 1, 2021 – December 31, 2021:	\$58,620
	(Beacon \$9,960; GeoPermits \$7,380; Staff Augmentation \$36,960; Parcel Maintenance \$4,320)	
Year 2	January 1, 2022 – December 31, 2022:	\$58,980
	(Beacon \$9,960; GeoPermits \$7,380; Staff Augmentation \$36,960; Parcel Maintenance \$4,680)	
Year 3	January 1, 2023 – December 31, 2023:	\$58,980
	(Beacon \$9,960; GeoPermits \$7,380; Staff Augmentation \$36,960; Parcel Maintenance \$4,680)	

Invoice frequency for Beacon: quarterly

Invoicing will be done on an annual basis at the beginning of the term unless otherwise specified.

If the CLIENT cancels the agreement before end of initial multi-year term, any waived discounts and promotional fees will be included in the final invoice.

Balances due 30 days after the due date for non-government clients and 60 days after the due date for government clients shall be assessed an interest rate of 1½% per month (18% per year). CLIENT agrees to pay for any and all costs of collection including, but not limited to interest, lien costs, court costs, expert fees, attorney's fees and other fees or costs involved in or arising out of collecting any unpaid or past due balances, including late fees or penalties. If payment is not received within 30 days of the due date, PROFESSIONAL reserves the right, after giving seven (7) days written notice to CLIENT, to suspend services to CLIENT or to terminate this Agreement.

3 Terms of Service. Each party's rights and responsibilities under this Agreement are conditioned upon and subject to the Terms of Service which can be found at <http://schneiderGIS.com/termsofservice/>. By executing this Agreement, CLIENT acknowledges that it has read the above-described Terms of Service and agrees that such Terms of Service are incorporated herein and made a part of this Agreement. PROFESSIONAL reserves the right to update or modify the Terms of Service upon ten (10) days prior notice to CLIENT. Such notice may be provided by PROFESSIONAL to CLIENT by e-mail.

4 Term, Termination and Renewal. The initial term of this Agreement shall be defined in the Scope of Service or Payment Schedule above. If the services provided are for an annual rate and extend for multiple years, PROFESSIONAL will prorate the first year of the agreement to match the fiscal year for the CLIENT, followed by consecutive, 12-month periods. This Agreement shall automatically renew for successive terms which consist of a twelve (12) month period, subject to earlier termination as set forth in this Agreement or upon written notification by either party thirty (30) days prior to the end of a term. If, for any reason, this Agreement is terminated prior to the end of a term, any waived or discounted fees or specified promotional items provided by PROFESSIONAL shall be invoiced by PROFESSIONAL and paid by CLIENT.

5 Assignment. PROFESSIONAL has the right to assign or transfer any rights under or interest in this Agreement upon 15 days' written or electronic notice to CLIENT. Nothing in this Paragraph shall prevent PROFESSIONAL from employing consultants or subcontractors to assist in the performance of the Services.

6 Rights and Benefits. Nothing in this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than CLIENT and PROFESSIONAL. CLIENT and PROFESSIONAL expressly state there are no third-party beneficiaries to this Agreement.

7 Successors. This Agreement is binding on the partners, successors, executors, administrators and assigns of both parties.

8 Applicable Law. The terms and conditions of this Agreement are subject to the laws of the State of Indiana.

IN WITNESS WHEREOF, the Parties have executed this Agreement by affixing their signatures below.

Pricing is valid through December 31, 2020.

PROFESSIONAL:
Schneider Geospatial, LLC

By: _____

Print: Jeff Corns, GISP

Title: President

Date: _____

CLIENT:
Houston County, Minnesota

By: _____

Print: _____

Title: _____

Date: _____

	BUDGET/LEVY			
	2021	2020	\$\$	%
	Requests	Levy	+/-	+/-
General Fund	8,380,705	7,980,696	400,009	5.012%
Road & Bridge	2,240,277	2,252,432	-12,155	-0.540%
Human Services	1,850,212	1,850,243	-31	-0.002%
Debt Service	1,362,848	1,444,627	-81,779	-5.661%
Total	13,834,042	13,527,998	306,044	2.2623%
CPA	-1,088,277	-1,092,734	4,457	
Net Levy	12,745,765	12,435,264	310,501	2.497%
Budget Deficit if levy is increased by:				
1.000% Levy Increase				
Total Levy	13,834,042	13,663,278	170,764	
CPA	-1,088,277	-1,088,277	0	
Net Levy	12,745,765	12,575,001	170,764	
2.000% Levy Increase				
Total Levy	13,834,042	13,798,558	35,484	
CPA	-1,088,277	-1,088,277	0	
Net Levy	12,745,765	12,710,281	35,484	
2.2623% Levy Increase				
Total Levy	13,834,042	13,834,042	0	
CPA	-1,088,277	-1,088,277	0	
Net Levy	12,745,765	12,745,765	0	
3.00% Levy Increase				
Total Levy	13,834,042	13,933,838	-99,796	
CPA	-1,088,277	-1,088,277	0	
Net Levy	12,745,765	12,845,561	-99,796	
XXXX% Levy Increase				
Total Levy	0	0	0	
CPA	0	0	0	
Net Levy	0	14,204,398	0	

BUDGET/LEVY WITH ADJUSTMENTS (PRELIMINARY)				
	2021	2020	\$\$	%
	Requests	Levy	+/-	+/-
General Revenue	8,380,705	7,980,696	400,009	5.012%
Road & Bridge	2,240,277	2,252,432	-12,155	-0.540%
Human Services	1,850,212	1,850,243	-31	-0.002%
Debt Service	1,362,848	1,444,627	-81,779	-5.661%
Total	13,834,042	13,527,998	306,044	2.262%
CPA	-1,088,277	-1,092,734	4,457	
Net Levy	12,745,765	12,435,264	310,501	2.497%
Budget Deficit/Surplus if levy is increased by:				
1.000% Levy Increase				
Total Levy	13,834,042	13,663,278	170,764	
CPA	-1,088,277	-1,088,277	0	
Net Levy	12,745,765	12,575,001	170,764	
2.000% Levy Increase				
Total Levy	13,834,042	13,798,558	35,484	
CPA	-1,088,277	-1,088,277	0	
Net Levy	12,745,765	12,710,281	35,484	
2.2623% Levy Increase				
Total Levy	13,834,042	13,834,042	0	
CPA	-1,088,277	-1,088,277	0	
Net Levy	12,745,765	12,745,765	0	
3.00% Levy Increase				
Total Levy	13,834,042	13,933,838	-99,796	
CPA	-1,088,277	-1,088,277	0	
Net Levy	12,745,765	12,845,561	-99,796	
XXXX% Levy Increase				
Total Levy	0	0	0	
CPA	0	0	0	
Net Levy	0	0	0	

BUDGET/LEVY WITH ADJUSTMENTS (FINAL)				
	2021	2020	\$\$	%
	Requests	Levy	+/-	+/-
General Revenue	8,380,705	7,980,696	400,009	5.012%
Road & Bridge	2,240,277	2,252,432	-12,155	-0.540%
Human Services	1,850,212	1,850,243	-31	-0.002%
Debt Service	1,362,848	1,444,627	-81,779	-5.661%
General Revenue	-169,821			
Road & Bridge	29,113			
Human Services				
Total	13,693,334	13,527,998	165,336	1.222%
CPA	-1,088,277	-1,092,734	4,457	
Net Levy	12,605,057	12,435,264	169,793	1.365%
Budget Deficit/Surplus if levy is increased by:				
1.000% Levy Increase				
Total Levy	13,693,334	13,663,278	30,056	
CPA	-1,088,277	-1,088,277	0	
Net Levy	12,605,057	12,575,001	30,056	
2.000% Levy Increase				
Total Levy	13,693,334	13,798,558	-105,224	
CPA	-1,088,277	-1,088,277	0	
Net Levy	12,605,057	12,710,281	-105,224	
2.2623% Levy Increase				
Total Levy	13,693,334	13,834,042	-140,708	
CPA	-1,088,277	-1,088,277	0	
Net Levy	12,605,057	12,745,765	-140,708	
3.00% Levy Increase				
Total Levy	13,693,334	13,933,838	-240,504	
CPA	-1,088,277	-1,088,277	0	
Net Levy	12,605,057	12,845,561	-240,504	
XXXX% Levy Increase				
Total Levy	0	0	0	
CPA	0	0	0	
Net Levy	0	0	0	

	2021		Salary/ Benefit	Adjusted Levy Need
	Requests	Adjustments	Adjustments	
General Fund	8,380,705	-158,030	-11,791	8,210,884
Road & Bridge	2,240,277	-23,000	52,113	2,269,390
Human Services	1,850,212			1,850,212
Debt Service	1,362,848			1,362,848
Total	13,834,042	-181,030	40,322	13,693,334

Levy Increase:	Nets:
1%	135,280
2%	270,560
3%	405,840
4%	541,120
5%	676,400

CHANGES:	
General Fund	
Reduction in Capital Project annual MCIT dividend allocation	-15,000
IT MNTAX support & hardware reductions due to refund & 2020 CARES purchases	-39,451
Recorder increase in fees and decrease in expenditures (\$4000 original report)	-14,300
Justice Center improvements reduction	-2,500
Sheriff reduction in radio purchases due to CARES purchases this year	-35,000
Solid Waste increase in Twp & City household fees	-26,170
Airport budget change	-10,609
Changes to wages/salaries and benefits - License Center, Assessor, & Jail	-11,791
Change to Public Defender fees as per Court Administrator	-15,000
	<hr/>
	-169,821
Road & Bridge	
Benefit increase - 49rs contract settlement	62,590
Benefit decrease - open enrollment change	-10,477
Road supplies decrease	-13,000
Other professional and technical fees decrease	-5,000
Diesel fuel decrease	-5,000
	<hr/>
	29,113
Human Services	
Changes to wages/salaries and benefits - new hire adj & annual enrollment	
**64,109	
TOTAL CHANGE FROM PRELIMINARY BUDGET	<hr/>
	-140,708
	<hr/>
Wheelage tax annual expenditure allocation	-200,000