



**BOARD OF COMMISSIONERS
AGENDA**

February 7, 2022

5:30PM – COMMISSION ROOM – 116 W CENTER ST

Please join the Zoom meeting from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/86703236688>

You can also dial in using your phone.

+1 312 626 6799

Meeting ID: 867 0323 6688

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPT AGENDA

APPEARANCES/ACKNOWLEDGEMENTS

- 1) Acknowledge December 2021 Board Minutes
- 2) Acknowledge Proposed Resolution No. 2022-05 - Notice of Intent to Lease Real Property and Set Hearing Date - February 22, 2022

CONSENT CALENDAR

- 1) Minutes - January 31, 2022
- 2) Claims for Approval - February 9, 2022
- 3) Personnel
- 4) Set Bid Date - Bid No. 909 - Padmount Switchgear, Transformers, Primary Cable, Pull Boxes - February 24, 2022 2:00pm

UNFINISHED BUSINESS

NEW BUSINESS

- 1) Authorize Mayor to Sign Change Order #1 - HydroTech Service - Well House #1 Replacement
- 2) Discuss and Take Action on Amendment with Tyler Technologies
- 3) Discuss and Take Action on Executime Advanced Scheduling Module
- 4) MAC Update
- 5) COVID-19 Update and Discussion

PUBLIC COMMENT

ANNOUNCEMENTS

- 1) Next Commission Meeting will be February 22 at 5:30pm

EXECUTIVE SESSION

- 1) SDCL 1-25-2(1)

ADJOURN

Anyone wishing to speak to an item on the agenda must be acknowledged by the chair and come to the podium to address the Mayor and City Commission. Addressing other audience members will not be permitted.

Supplementary agenda information may be accessed at www.cityofmadisonsd.com

AGENDAS – CITY COMMISSION

If special accommodations are necessary to attend any Board of Commissioners meeting, please contact the Finance Office at (605) 256-7500 at least 24 hours before meeting time. All attempts shall be made to accommodate a request.

MADISON MUNICIPAL AIRPORT BOARD
Minutes
December 21, 2021
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order by Ken: 18:00 hrs

Roll Call: Present - Ken Johnson, Myron Downs, Dave Gilbert, Tim Peters, Roy Brown

Guests: Charlie Keppen, Tim Byrd, Jake Braunhagel

Absent – George Colombe, Morris Riggan, Commissioner Shaw

Approve November 16, 2021 Minutes – Motion to Approve by Tim, 2nd by Dave, motion carried

Approve December 21, 2021 Agenda – Motion to Approve by Roy, 2nd by Dave, motion carried

Under Appearances and Acknowledgements:

Jake with KLJ reviewed the KLJ Status report from November – Finish Paperwork, \$159,000 is available in sustainability funds, must use them in 5 years, more info will be coming out on this.

The board discussed Future Airport Improvements – Blacktop needs patching, check on the pavement. Wheels on the fence - proposal coming.

Brian Kern wants to put up a hangar north of 1732. Morris Riggan wants to put a hangar across from 1731, but must check with FAA for requirements, Jake will be following up on this.

Motion by Tim, second by Roy to ratify the bills for November 24 and December 8.

Next meeting will be January 18, 2022

Motion to Adjourn at 18:35hrs by Ken.

Madison Community Center
Governing Board Minutes
Thursday, December 16, 2021 @ 6:30 AM
ZOOM Conference Call and in-person

Call to Order: Danny Frisby-Griffin called the meeting to order at 6:33am in the Community Center Meeting Room and via ZOOM/conference call.

Members Present: Danny Frisby-Griffin, Josh Anderson, Michelle Corey, Jeff Dittman, Sara Hare, Brian Keller, Jennie Thompson.

Members Absent: Laura Boecker, Tyler Steele

Ex-Officio Present: Absent

City of Madison Present: Sonya Wilt-Finance Officer

Staff Present: Laurie Bunker, April Lund, Kaylee Winrow

1. **Approval of the December 16, 2021 board meeting agenda:** Agenda was presented. Motion was made to approve by Sara Hare and seconded by Jennie Thompson. Motion carried.
2. **Approval of the November 18, 2021 board meeting minutes:** The meeting minutes were presented. Motion to approve was made by Jennie Thompson and seconded by Brian Keller. Motion carried.
3. **Approval of the November 22, 2021 special board meeting minutes:** The meeting minutes for the additional board meeting held on November 22nd were presented. Motion was made to approve by Jennie Thompson and seconded by Josh Anderson. Motion carried.
4. **Committee Reports:**
 - a. **Executive:** None
 - b. **Hiring Committees:** None
 - c. **Budget:** None
 - d. **Membership / Marketing – Winter Brochure, CSI:** None
 - e. **Facilities:** None
5. **Department Reports:** The department reports were acknowledged as presented.
 - a. **Director:** Included in board packet.
 - **Membership Discounts:** Currently CSI allows for multiple discounts to be applied to a membership. Example: A 15% corporate discount and 20% out of town discount can be combined to a 35% membership discount. Laurie will report next month on total memberships impacted. Decision will be needed on whether we only accept 1 discount per membership and what happens to current members this impacts.
 - **NSF:** To improve consistency between the City of Madison and Madison Community Center, MCC will follow the same NSF procedure. Will offer the reduced membership option for those who qualify and may need assistance to keep their membership payments current.
 - **Reduced Rate Membership:** Will remove the 20% option from the reduced rate membership.
 - **Opening Front Desk Attendant:** Difficulties keeping the part time opening front desk attendant position filled. Previously the full-time staff rotated through opening the MCC, however with the additional duties the full-time staff currently have it will be best to remain with the part time person(s) to help open in the morning. Will revisit the possibility of the cost saving by full time staff opening once other areas of priority are complete.
 - **Rounding 9% increase:** It was approved to round the 9% increase to the nearest \$5.

Our mission is to serve the health, wellness, recreational and social needs of Dakota State University, City of Madison and the surrounding area.

- b. **Fitness Coordinator:** Included in board packet. An area of concern is the cleaning directly around the equipment and machines. MCC has a current workstudy who will be given a list of tasks, including cleaning directly around/underneath equipment and machines with supervision provided by Derek Lund.
- c. **Group Trainer Coordinator:** Included in board packet. Step Aerobics and Commit to Get Fit 2022 will be starting in January. Will look into the new Discover Madison app as a potential opportunity to promote the weight loss challenge and any other upcoming events. Still looking at opportunities for water aerobics to take place at either AmericInn or Best Western. Can utilize AmericInn pool for a fee and currently Best Western is not an option due to possible liability concerns they have.
- d. **Recreation/Intramural Coordinator:** Included in board packet with group fitness. April plans to work with DSU production center on designing poster boards that can be displayed to help market upcoming recreation and intramural activities. The poster boards would be developed in a fashion that they could be utilized in the future as well. Example: 'Youth volleyball is starting soon! Ask front desk for further details.' The governing board would like to thank April for her swift actions and parent(s) follow up with the youth basketball program that finished up in November.
- e. **Aquatic/MAC Coordinator:** Included in board packet.
- f. **Youth Activities Coordinator-ARPA Grant Funding Submission/Info:** Included in board packet. Kaylee is in the process of preparing the SD Child Care Stabilization grant application with the first application closing date of 01/14/2022. Information on this grant opportunity was included in the board packet. Interviews for the After School Program have started.

Old Business

- 6. **Update: Aquatics Area closure and timelines:** The timeline remains the same with sandblasting and painting starting January 3rd, hot tub replaster from January 10th-14th and pool deck starting January 24th. A poster board will soon be on display at the community center with the timeline and a sneak peak of what the new pool deck will look like. A press release will be in the Daily Leader and an update placed on social media. The front desk will also have the timeline available to help field questions that may come through.
- 7. **Discussion: swim at own risk and pool chemical monitor/maintenance process:** While the shortage of lifeguards available to work creates a problem in maintaining a lifeguard on duty during lap swim and chemical testing, there are larger concerns of priority such as a medical emergency taking place in the pool area during the time of no lifeguard present. Currently the opening front desk attendant checks the controllers before opening the pool for lap swim then at 3:15 lifeguards are available for opening duties and start open swim. Laurie Bunker would like further look into options for recruiting and retaining lifeguards with the goal of having a lifeguard back on duty during lap swim.
- 8. **Update and decision: approve final changes to Professional Training, Certifications and Ethics Clause annual requirement:** The updated form with the non-compete section removed was included in the board packet for review. Removing the non-compete part brings question back to the possible updating of Section 1: Reimbursement Request. Further review needs to be completed before final approval.
- 9. **Discussion and decision: director/interim director position:** Interviews for the director position have started.

New Business

- 10. **Discussion and Acknowledge: November 2021 revenue and expense reports:** The revenue and expense report summary through November was provided in a sperate email to the governing board. Acknowledged as presented.
- 11. **Discussion and decision: Operating hours:** Ensure the opening front desk attendant is unlocking the door promptly after turning on the lights before moving on to other opening duties.
- 12. **Discussion and decision: DSU print shop create a board for lobby about the new floor in the pool:** Discussed previously in old business #6.

Our mission is to serve the health, wellness, recreational and social needs of Dakota State University, City of Madison and the surrounding area.

13. **Discussion and decision: Training for staff on upcoming change for locker room renewal to move to everyone's dues needing to be paid on January 1:** With the upcoming change of moving locker renewals to a January 1 date Laurie will work closely with front desk staff on the process as well as informing members with lockers. Transitioning to a set renewal date will help reduce and refine the current inconsistencies.
14. **Discussion and decision: Membership discount in the month of January:** April Lund would like to tie together the Commit to Get Fit 2022 challenge with a possible new membership discount for those participants who complete the challenge and are interested in a membership package. April will meet with the marketing and membership committee to further work out the details.
15. **Discussion on tasks, obstacles and help requested (things that may be being missed):** Two full time staff plus interim director present for the duration of today's meeting. Nothing to add in addition to what was already discussed during today's meeting. The governing board welcomes the presence and participation of the community center staff and encourages their involvement with the board meetings!
16. **Public comments per resolution No. 2018-11:** None
17. **Executive Session: SDCL 1-25-2(1):** Motion was made to enter executive session by Josh Anderson and seconded by Jennie Thompson. Board moved into executive session at 8:31am and out at 8:33am. Determination was made to amend an employee contract as recommended by the governing board.

Adjourn: Meeting adjourned at 8:34am.

Next scheduled board meeting is January 20, 2022 @ 6:30 AM

MINUTES OF THE BOARD OF TRUSTEES MEETING
MADISON PUBLIC LIBRARY
TUESDAY, DECEMBER 21, 2021

The Board of Trustees of the Madison Public Library met at the Madison Public Library beginning at 5:15 p.m., on Tuesday, December 21, 2021. Members present were Jody Johnson, Courtney Weck, Loretta Chandler, Kelly Dybdahl, and Kelli Wollmann were present. Carrie Studer and John Nelson were absent.

Vice-president Courtney Weck called the meeting to order. A quorum was present.

Motion by Jody Johnson, seconded by Kelli Wollmann, to approve the agenda as printed. Motion carried.

Motion by Jody Johnson, seconded by Loretta Chandler, to approve the minutes of the November 16, 2021, meeting as printed. Motion carried.

Motion by Loretta Chandler, seconded by Jody Johnson, to approve the minutes of the December 14, 2021, special meeting as printed. Motion carried.

Motion by Kelly Dybdahl, seconded by Loretta Chandler, to approve the bills submitted for payment. Motion carried.

The librarian's report included the following:

- The children's department will have three programs in December. Santa visited on December 13; middle and high school youth made gnome crafts pm December 11, and 100 Christmas bags with activities for 10 days beginning on Christmas Day are being distributed.
- The Library Assistant position has been advertised and applications are coming in to the Human Resources Office.

There was no continuing business.

In new business, the Board reviewed the holiday policy for library employees. According to the policy, the library is closed New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve and Christmas Day. The policy adopted by the city commission for city employees includes all of these holidays in 2022 with the exception of Christmas Eve and adds Martin Luther King, Jr. Day, Presidents Day, Juneteenth, Native American Day. It also includes a half day on Christmas Eve. Motion by Loretta Chandler, seconded by Jody Johnson to adopt the city's holiday schedule for library employees. Motion carried.

There were no public comments.

Meeting adjourned.

Respectfully submitted,

Nancy Sabbe
Librarian

**PLANNING COMMISSION PROCEEDINGS
CITY OF MADISON
December 1, 2021**

Chairman John Groce called the meeting to order at 7:03am.

The following members were present for roll call: Chairman John Groce, Commissioners Jim Iverson, Roger Olson, Michael Johnson, and Jennifer Wolff. Also present were City Commission Liaison Jeremiah Corbin, and Administrative Officials Ryan Hegg and Dan Whitlock. Absent were Bob Maxwell, and Donna Fawbush.

Motion by Commissioner Olson to approve the October 12, 2021 Planning Commission minutes, second by Commissioner Johnson. Motion carried unanimously.

Motion by Commissioner Wolff, second by Commissioner Iverson to approve the October 12, 2021 agenda. Motion carried unanimously.

Final Plat Approval – Plat of Lot 5A and lot 5B of Rittger's Subdivision to the City of Madison, Lake County, South Dakota.

Ryan Hegg went through the Plat of Rittger's Subdivision which splits Lot 5 into two separate lots. This was intended all along, and the existing twin homes were constructed to allow this. The split of the lot is right along the party wall of the existing structure.

Motion by Commissioner Iverson, second by Commissioner Olson to approve the Final Plat of Lot 5A and lot 5B of Rittger's Subdivision to the City of Madison, Lake County, South Dakota. Motion carried unanimously.

Final Plat Approval – Plat of Lot 10A, Block 1 of Williams' 19th Addition to the City of Madison, Lake County, South Dakota

Ryan Hegg went through the Plat for the Williams' Brothers Addition. He stated that the new plat is taking 10' from one lot and adding to Lot 10A. The lot being borrowed from is still a conforming Lot.

Motion by Commissioner Johnson, second by Commissioner Wolff to approve the Final Plat of Lot 10A, Block 1 of Williams' 19th Addition to the City of Madison, Lake County, South Dakota. Motion carried unanimously

Final Plat Approval – Plat of Lot 13, Block 1 of Williams' 20th Addition to the City of Madison, Lake County, South Dakota

Ryan Hegg went through the Plat for the Williams' Brothers Addition. He stated that this plat creates a new Lot 13 out of part of the existing Lot 14. This replat would allow Lot 13 to be developed.

Motion by Commissioner Iverson, second by Commissioner Johnson to approve the Final Plat of Lot 13, Block 1 of Williams' 20th Addition to the City of Madison, Lake County, South Dakota. Motion carried unanimously.

There were no public input comments.

Motion by Commissioner Wolff, second by Commissioner Olson to adjourn. Motion carried unanimously.

The meeting adjourned at 7:17am.

Dan Whitlock
Planning Commission

**PLANNING COMMISSION PROCEEDINGS
CITY OF MADISON
December 14, 2021**

Chairman John Groce called the meeting to order at 7:03am.

The following members were present for roll call: Chairman John Groce, Commissioner Jim Iverson, Michael Johnson, Roger Olson, and Jennifer Wolff. Also present were Administrative Officials Ryan Hegg & Dan Whitlock, and City Administrator Jameson Berreth. Absent were Bob Maxwell, Donna Fawbush, and City Commission Liaison Jeremiah Corbin

Motion by Commissioner Olson to approve the December 1, 2021 Planning Commission minutes, second by Commissioner Wolff. Motion carried unanimously.

Motion by Commissioner Wolff, second by Commissioner Iverson to approve the December 14, 2021 agenda. Motion carried unanimously.

Motion by Commissioner Johnson, second by Commissioner Olson to move into Board of Adjustment at 7:06 am. Motion carried unanimously.

Motion by Commissioner Iverson, second by Commissioner Olson to move out of Board of Adjustment and into Planning Commission at 7:35 am. Motion carried unanimously.

Cannabis Cultivation Ordinance - There was a discussion on the Cannabis Cultivation Ordinance. Mr. Hegg explained the details of the Ordinance. He also stated that the meeting was meant for a discussion only and that no decisions would be made in today's meeting. Mr. Berreth thinks that we should have testing available for whatever the situation may be. It was discussed that the city would only approve one cultivation application and leave one for the dispensary. It was asked if one person would be able to use all available permits and what the testing includes? Some thoughts on what is included in the testing were potency, soil, health concerns. It was asked if the product would have to stay local when cultivated. Commissioners discussed the advantages of an indoor facility versus an outdoor facility. Some things discussed were that the growing process varies, rotation process for the growing, and having an extended growing season with an indoor facility. It was asked if the facility could do their own testing. There was some discussion on what things the medical cannabis is used to treat. Mr. Berreth was going to see if he could get some answers to the questions asked and get back to everyone with the answers.

Plat of Reinicke Pit Addition - Ryan went through the Plat for the Reinicke Pit Addition. The new plat will vacate Tract A and add to their existing lot where the residence is located. It will include their garden area and surrounding outbuildings.

There were no public input comments.

Motion by Commissioner Wolff, second by Commissioner Olson to adjourn. Motion carried unanimously.

The meeting adjourned at 8:04 am.

Dan Whitlock
Planning Commission

RESOLUTION NO. 2022-05

A RESOLUTION OF INTENT TO LEASE REAL PROPERTY

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MADISON, SOUTH DAKOTA:

That the City intends to enter into a Lease of Real Property for agricultural land with Tim Bird, commencing from March 16, 2022 to December 31, 2022 the following described property in Lake County, South Dakota:

Airport First Addition to Lake County, South Dakota; Airport Second Addition to Lake County, South Dakota; Airport Third Addition to Lake County, South Dakota; Airport Fourth Addition to Lake County, South Dakota; Lots Three (3) and Four (4) and the South One-Half of the Northwest Quarter (S ½ NW ¼), Township One Hundred Six (106) North of Range Fifty Two (52) West of the 5th P.M. except the Airport Industrial Park, which is also described and known as the West One-Half (W ½) of Section Four (4), Township One Hundred Six (106) North, Range Fifty Two (52) West of 5th P.M. except the Airport Industrial Park, subject to highway rights of way and utility easements.

The Lease will be in an amount of Eighteen Thousand Four Hundred Dollars (\$18,400.00) per year, payable by April 1, 2022. The City of Madison reserves the right to unilaterally amend, revise, change or terminate this lease in order to comply with any Federal Aviation Administration laws, rules or regulations.

BE IT FURTHER RESOLVED that this Resolution of Intent be published once at least ten (10) days prior to the hearing to be held on Monday, February 22, 2022 at 5:30pm in City Hall, Madison, South Dakota, in the Commission Room. Any persons wishing to present testimony may appear at said hearing or may file written comments with the Finance Officer at 116 W Center Street, Madison, South Dakota prior to said hearing. Disabled individuals may contact the Finance Officer for information and/or special assistance. The request should be made 24 hours in advance of the hearing.

Dated this __ day of February, 2022.

CITY OF MADISON

Mayor

ATTEST: _____
Finance Officer

**CITY OF MADISON
BOARD OF COMMISSIONERS PROCEEDINGS
MADISON, SD 57042**

January 31, 2022
Regular

The Board of Commissioners of the City of Madison met in regular session at 5:30pm on the 31st day of January with the following members present on roll call: Mayor Marshall Dennert and Commissioners Jeremiah Corbin, Kelly Dybdahl, Adam Shaw and Jerae Wire.

The Pledge of Allegiance was recited.

Motion by Commissioner Dybdahl to adopt the January 31st agenda. Motion seconded by Commissioner Wire. Motion carried unanimously.

Motion by Commissioner Shaw to move #4 - Personnel to New Business item #5 and approve the following items on the consent calendar: Minutes - January 24, 2022, Bills for Ratification - January 21, 2022, Claims for Approval - February 2, 2022, Authorize Mayor to Sign Final Closeout - AIP 3-46-029-020-2021 - South GA Apron Expansion Construction. Motion seconded by Commissioner Dybdahl. Motion carried unanimously.

Bills for Ratification - January 21, 2022:

PR#2 Deductions: City of Madison Flex One \$1,619.01; Health Pool of South Dakota \$39,153.00; Office of Child Support Enforcement \$900.00; SDRS \$20,178.29; SDSRP \$2,955.50.

Claims for Approval - February 2, 2022:

Alpha Media USA LLC Dec Snow Alert Banner 99.00; American Red Cross Basic Life Support 138.00; Aus/Doug Walking Pass Overpayment 30.00; Avenu Insights & Analytics Jan Application Host 3,295.29; Avera Medical Group Drug Testing/Outreach Svcs 178.40; Axon Enterprises Inc Taser 7 Basic Bundle 13,138.49; Bialas/Wade Crawford, NE Fire Svcs 1,454.76; Border States Electric Supply Ground Ferrule/Duckbill 749.28; Bounce Around Inflatables Inflatable Deposit 162.87; Carquest of Madison Jaws/Shop Supply/Filter 162.32; Child & Family Resource Development Class 15.00; Christiansen Complete Water Salt/Water Delivery 406.72; Coles Petroleum Products Inc EP-1 Mobilux 159.78; Core & Main GP LLC Hydrant Material/Repair 3,800.76; Craigs Welding Service Repair Aluminum Truck Box 232.00; Dooley Enterprises Inc Ammunition 1,020.38; Ethanol Products LLC Chemicals 2,935.19; F & M Coop Oil Co Fuel/Propane 200.92; Fastenal Co Air Filter 151.17; Great America Financial Svcs Finance Copier Agreement 342.91; Hunter Publishing Inc Minutes/Ordinances 140.94; Jencks & Jencks PC February Svcs/Contract 5,500.00; Johnson/Eric Crawford, NE Fire Svcs 1,699.75; Kustom Signals Inc Radar System 2,563.00; Lake County Rural Fire Board Crawford, NE Fire Svcs 3,740.00; Lake County Treasurer Flood Buyout 338.19; Lewis Drugs Inc Propane Exchange/Water 17.55; Lyle Signs Inc Street Signs 260.24; Madison Ace Hardware Spray Paint/Stencils 16.97; Madison Central School Ed Fndn Step-Up Scholarships 1,990.00; Madison Grocery Store Inc Chips/Crackers/Cookies 136.10; Mamas Maid Service Cleaning Service 1,081.25; Minnesota Municipal Util Assn Safety 1st Qtr 2022 900.00; Northwestern Energy Utilities 3,632.94; O Reilly Automotive Inc Wix Oil Filter 37.80; Office Peeps Inc Toilet Tissue/Copier Contract/Etc 938.60; Olson/Justin Crawford, NE Fire Svcs 1,178.44; Rons Saw Shop Chainsaw Repair 36.58; Running Supply Inc Shovel/Scraper/Scoop/Gloves 664.13; Sanitation Products Inc Henke Rev Endloader Plow 20,622.17; SD Dept of Agriculture Certification Exams 120.00; SD Public Health Laboratory Water Samples 159.00; Streichers Inc Uniform Pants 211.97; Sturdevants Madison Inc Batteries/Tachometer/Filters 106.23; Tyler Technologies Inc Design/Configuration 3,562.50; USA Blue Book Nitrile Gloves/Chemicals 773.58; Varns/Brooke Refund Youth Soccer/B-Ball 55.00; Vast Broadband Monthly Invoice 3,092.32; Wheelco Brake & Supply Inc Anti-Gel/Air Filter 163.18.

City Administrator Berreth asked that a COVID-19 Update and Discussion be included on the agenda. No changes to policies at this time. No employees are currently positive or close contacts. Updates and discussions will be reevaluated each week.

Motion by Commissioner Shaw, seconded by Commissioner Wire, to adopt Resolution No. 2022-04 - Amend Established Employee Compensation for 2022. Said Resolution changes the title of Administrative Assistant for the Engineer to Administrative Assistant II and adjusts the grade to a grade 13. Motion carried unanimously.

Motion by Commissioner Corbin, seconded by Commissioner Shaw, to authorize the Mayor to sign a professional services agreement with Banner Associates, Inc for work on the Park Creek Walls Site 2, 4th and 5th St Bridge Improvements for a cost not to exceed \$243,700.00. The total FEMA project cost to repair creek walls at Memorial Park is estimated to be \$2.3 million. Motion carried unanimously.

City Administrator Berreth shared a 2021 Creek Maintenance presentation, which outlined the work accomplished by City crews in 2021 and provided an update on the creek wall repair projects to be completed in 2022 and 2023.

City Administrator Berreth provided an overview of changes within the Personnel listing. Increases in wages were added for individuals within the Electric Department and Library Department for the extra duties they have taken on in the absence of hiring supervisors. Following discussion, motion by Commissioner Dybdahl, seconded by Commissioner Corbin, to approve personnel as presented. Motion carried unanimously.

Personnel:

Jayson Limmer - 5% Increase of rate paid in year; Teresa Nelson - 5% increase in salary paid in year; Mercedes Moeller - \$9.95/hour; Shania Schwebach - \$9.95/hour, \$10.05/hour; Seth Hastings - \$9.95/hour; Josie Bartscher - \$9.95/hour; Nicholas Carlson - \$9.95/hour; Melanie Argo - 5% increase of rate paid in year; Lisa Martin - 5% increase of rate paid in year.

Motion by Commissioner Shaw, seconded by Commissioner Wire, to enter into executive session pursuant to SDCL 1-25-2(1) at 6:06pm.

Motion by Commissioner Shaw, seconded by Commissioner Dybdahl, to come out of executive session at 7:09pm.

Motion by Commissioner Dybdahl, seconded by Commissioner Wire, to adjourn. Motion carried unanimously.

The Board of Commissioners adjourned at 7:10pm.

/s/Sonya Wilt
Finance Officer

Published once at the approximate cost of \$__.

CITY OF MADISON
PERSONNEL
FEBRUARY 2022

NAME	EFFECTIVE DATE	PRESENT STATUS	RECOMMENDED STATUS	PRESENT RATE/SALARY	RECOMMENDED RATE/SALARY	POSITION
Vogel, Jacob	1/26/2022	NA	PT<20	NA	\$9.95	Recreation Assistant
Hein, Elijah	1/31/2022	PT<20	PT<20	\$9.95	\$9.95	Recreation Assistant

**CITY OF MADISON
ADVERTISEMENT FOR BIDS**

Notice is hereby given that on the 24th day of February 2022, until 2:00 p.m., sealed bids will be received by the Board of Commissioners of the City of Madison, South Dakota, at the Office of the Finance Officer, 116 W Center Street, Madison, South Dakota 57042 and will then be publicly opened and read.

BID NO. 909 PADMOUNT SWITCHGEAR, TRANSFORMERS, PRIMARY CABLE, AND PULL BOXES

The following equipment shall be in accordance with the specifications and proposed form of contract now on file at the City of Madison, by this reference made a part hereof, as though fully set out and incorporated herein: Padmount Switchgear (Air Insulated); Three-Phase Padmount Distribution Transformers; 15 kV Primary Power Cable, Pull Boxes.

Material suppliers desiring a copy of the bid forms and specifications for individual use may obtain them from the Office of the Engineer, DGR Engineering, 1302 South Union, PO Box 511, Rock Rapids, Iowa 51246, telephone 712-472-2531, fax 712-472-2710, website www.dgr.com, e-mail dgr@dgr.com, no deposit required.

Bids shall be made out on bid forms furnished by the Engineer and shall be accompanied by a certified check, cashier's check or bank draft payable to the City of Madison in a sum equal to five percent (5%) of the total bid and drawn on a state or national bank or by bid bond in a sum equal to ten percent (10%) of the total bid issued by a surety authorized to do business in the State of South Dakota and made payable to the City of Madison. The bid security must not contain any conditions either in the body or as an endorsement thereon. Such bid security shall be forfeited to the City as liquidated damages in the event the successful bidder fails or refuses to enter into a contract within ten (10) days after the award of contract.

Payment for the equipment herein provided for will be made within thirty (30) days of receipt of the materials.

Bid envelopes must be clearly marked Bid No. 909 - Padmount Switchgear, Transformers, Primary Cable, and Pull Boxes

The Board of Commissioners reserves the right to defer acceptance of any bid for a period not to exceed thirty (30) days after the date bids are received and no bid may be withdrawn during this period. The Board also reserves the right to waive irregularities and to reject any or all bids.

By Order of the Board of Commissioners
City of Madison
Madison, South Dakota
Sonya Wilt
Finance Officer

Published twice at the approximate cost of \$__.

Date of Issuance: January 26, 2022
Owner: City of Madison
Contractor: HydroTech Service
Engineer: Banner Associates, Inc.
Project: Well House #1 Replacement

Effective Date: January 26, 2022
Owner's Contract No.:
Contractor's Project No.:
Engineer's Project No.: 23267.00
Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description:

Additional cost incurred to fill and plug the original caisson for Well #1. In addition to plugging the well, a plugging report was submitted to SD DANR.

Additional time needed for long lead times for ordered electrical gear.

Attachments: Invoice from HydroTech dated 1/19/22

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>285,000.000</u>	Original Contract Times: Substantial Completion: <u>October 31, 2021</u> Ready for Final Payment: <u>December 31, 2021</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ <u>--</u>	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: <u>--</u> Ready for Final Payment: <u>--</u> days
Contract Price prior to this Change Order: \$ <u>285,000.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>October 31, 2021</u> Ready for Final Payment: <u>December 31, 2021</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>15,937.50</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>March 31, 2022</u> Ready for Final Payment: <u>May 31, 2022</u> days or dates
Contract Price incorporating this Change Order: \$ <u>300,937.50</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>March 31, 2022</u> Ready for Final Payment: <u>May 31, 2022</u> days or dates

RECOMMENDED:
By: Kristin Buehl
Engineer (if required)
Title: Project Manager
Date: January 26, 2022

ACCEPTED:
By: _____
Owner (Authorized Signature)
Title: _____
Date: _____

ACCEPTED:
By: Dae Boucher
Contractor (Authorized Signature)
Title: owner
Date: 1-26-22

Hydro Tech Service
PO BOX 303
Pipestone, MN 56164

Hydro Tech Service
PO BOX 303
Pipestone, MN 56164
612-247-8033
www.hydrotechservice.com

Invoice

Bill To

City of Madison
116 W Center
Madison, SD
57042

Date	Invoice No.	P.O. Number	Terms	Project
01/19/22	2459		Due on receipt	

Item	Description	Quantity	Rate	Amount
Labor	12/22/21, 12/23/21, Service call to the City of Madison Water Treatment plant to seal off the old well #1 under the old control building per request. Instructions we given from Thein Well Co. for the proper well abandonment. Paperwork for this project will be submitted to the state from Thein Well Co.	1	2,600.00	2,600.00T
Parts	Fill sand mixture flowable. 136 Tons.	1	5,875.00	5,875.00T
Parts	Winter type concrete, flowable. 33 yds.	1	5,525.00	5,525.00T
Parts	Flowable fill top cap, 11yds.	1	1,375.00	1,375.00T
Mobilization		1	250.00	250.00T
			Subtotal	\$15,625.00
			<i>excise</i> Sales Tax (2.0%)	\$312.50
			Total	\$15,937.50

From: **Zack Thein** zack@theinwell.com
Subject: Madison SD
Date: December 9, 2021 at 3:01 PM
To: hydrotechservice@live.com



Hi Dave,

In regards to the Madison SD project. The cistern well that is 15' (dia) x 30', the well should be filled in with clean sand/gravel to 8' below surface, from there a cement plug from 8-3' would be required, the top three feet can then be filled with native materials/dirt .. My calcs show this is about 144 cu yds of sand/gravel, and 33 cu yds of cement.. let me know if you're figuring the same..

Let me know if you have any questions, and keep me in the loop as to when you thing you might try to get at this.

Thanks,

Zack Thein

Thein Well Company

P.O. Box 778

Spicer, MN 56288

www.theinwell.com

(800)450-8000

-Since 1893-



AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and the City of Madison, South Dakota with offices at 116 West Center Street, Madison, South Dakota 57042-0308 ("Client").

WHEREAS, Tyler and the Client are parties to an agreement dated September 25, 2018 ("Agreement"); and

WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. The items set forth in the sales quotation attached as Exhibit 1 and Exhibit 2 to this Amendment are hereby added to the Agreement as of the first day of the first month following the Amendment Effective Dates and, notwithstanding anything to the contrary in Exhibit 1 or Exhibit 2, ending coterminous with the SaaS Term as defined in the Agreement. Payment of fees and costs for such items shall conform to the following terms:
 - a. The annual SaaS fees payable under the Agreement shall be increased in the amount of \$9,799 for the Tyler Software added herein. The first year's annual SaaS Fees shall be invoiced on the first day of the first month following the Amendment Effective Date, prorated for the time period commencing on such date and ending concurrently with the Client's annual SaaS Term under the Agreement. Subsequent SaaS Fees shall be invoiced in accord with the terms of the Agreement.
 - b. Unless otherwise provided herein, services identified at Exhibit 1 and Exhibit 2 added to the Agreement pursuant to this Amendment, along with applicable expenses, shall be invoiced as provided and/or incurred.
2. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.
3. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

City of Madison, South Dakota

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Exhibit 1

Amendment Investment Summary

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

In the event a comment in the following sales quotation conflicts with a provision of this Amendment, the provision in this Amendment shall control.

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Quoted By: Ron Pieracci
 Quote Expiration: 5/29/22
 Quote Name: City of Madison SD - Add Items
 for Project Re-Launch

Sales Quotation For:

City of Madison
 116 W Center Street
 Madison SD 57042-0308
 Sonya Wilt
 +1 (605) 256-7502
 sonya.wilt@cityofmadisonsd.com

Shipping Address

City of Madison
 PO Box 308
 Madison SD 57042-0308

Tyler Annual Software – SaaS

Description	Annual
Incode	
Incode 10 Customer Relationship Management Suite	
Additional Handheld Meter-Reader Interface	\$ 1,929
Utility Billing Online Component (Based on # of Accts (\$.48 x # of Accts)	\$ 1,440
Meter Data Sync with Scheduler	\$ 5,787
Mobile Service Orders	\$ 643
TOTAL:	\$ 9,799

Term # of Years: 3

Tyler Fees per Transaction

Description	Net Unit Price
Incode	
Incode 10 Customer Relationship Management Suite	

IVR Solution for Utility Billing	\$ 1.25
Tyler Notify	
Notifications for Utility Billing	\$ 0.10

Services

Description	Hours/Units	Extended Price	Maintenance
Incode 10 Financial Management Suite			
Professional Services	345	\$ 44,850	\$ 0
Accounts Payable History Data Conversion	1	\$ 1,000	\$ 0
Accounts Payable Vendors Data Conversion	1	\$ 2,000	\$ 0
General Ledger History Data Conversion	1	\$ 750	\$ 0
General Ledger Chart of Accounts Data Conversion	1	\$ 1,750	\$ 0
Personnel Management -Payroll History Data Conversion	1	\$ 1,000	\$ 0
Personnel Management - Employees Records Data Conversion	1	\$ 2,250	\$ 0
Inventory Conversion Services	4	\$ 520	\$ 0
Inventory Conversion	1	\$ 2,500	\$ 0
Incode 10 Customer Relationship Management Suite			
Professional Services	239	\$ 31,070	\$ 0
Utility Billing Data Conversion	1	\$ 6,000	\$ 0
Incode Community Development Suite			
Professional Services	40	\$ 5,200	\$ 0
TOTAL:		\$ 98,890	\$ 0

Summary

	One Time Fees	Recurring Fees
Total SaaS		\$ 9,799
Total Tyler Services	\$ 98,890	
Summary Total	\$ 98,890	\$ 9,799

Detailed Breakdown of Professional Services (Included in Summary Total)

Description	Hours	Extended Price	Maintenance
Incode			
Incode 10 Financial Management Suite			
Accounts Receivable	12	\$ 1,560	\$ 0
Core Financials	108	\$ 14,040	\$ 0
Fixed Assets	12	\$ 1,560	\$ 0
Inventory Control	20	\$ 2,600	\$ 0
Personnel Management	100	\$ 13,000	\$ 0
Project Accounting	12	\$ 1,560	\$ 0
Purchasing	21	\$ 2,730	\$ 0
Employee Self Service - Employee Portal	32	\$ 4,160	\$ 0
Accounts Payable History Data Analysis	4	\$ 520	\$ 0
Accounts Payable Vendors Data Analysis	4	\$ 520	\$ 0
General Ledger History Data Analysis	4	\$ 520	\$ 0
General Ledger Chart of Accounts Data Analysis	8	\$ 1,040	\$ 0
Personnel Management History Data Analysis	4	\$ 520	\$ 0
Personnel Management - Employees Records Data Analysis	4	\$ 520	\$ 0
Sub-Total	345	\$ 44,850	\$ 0
Incode 10 Customer Relationship Management Suite			
Cashiering	25	\$ 3,250	\$ 0
Third Party Printing Interface	4	\$ 520	\$ 0
Utility CIS System -Electric/Water/Gas	160	\$ 20,800	\$ 0
Work Orders	22	\$ 2,860	\$ 0
Utility Billing Data Analysis	12	\$ 1,560	\$ 0
Mobile Service Orders	4	\$ 520	\$ 0
Additional Handheld Meter-Reader Interface	8	\$ 1,040	\$ 0
Meter Data Sync with Scheduler	4	\$ 520	\$ 0
Sub-Total	239	\$ 31,070	\$ 0
Incode Community Development Suite			

Permitting	40	\$ 5,200	\$ 0
<i>Sub-Total</i>	40	\$ 5,200	\$ 0
TOTAL:	624	\$ 81,120	\$ 0

Comments

- Some services may be delivered remotely via web-based training.
- Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

Utility CIS System includes collections, tax lien process and import, utility payment import, a standard forms pkg., output director and one Utility handheld meter-reader interface.

Utility Billing conversion includes contacts/properties/accounts, meters, transaction/consumption/read history, metered services, non-metered service. Balanced transactions converted from current calendar year plus prior 2 years. Unlimited history imported upon request.

Accounts Payable conversions include Vendor Master Only - additional fee for historical views.

General Ledger History conversion includes unlimited historical records

General Ledger conversions include Chart of Accounts - additional fee for historical views.

Personnel Management History conversion includes unlimited historical records

Personnel Management/Payroll conversions include employee master, deductions/taxes, retirement, current leave totals, current direct deposit - additional fee for historical views.

Incode IVR Solution for Utility Billing-The payment packet is created in centralized cash collections. The IVR system gives the customer an account balance, the customer makes the payment by phone, and the account manager is updated with the payment record. NOTE: There is a \$1.25 per transaction fee associated with the IVR that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.

Notification for Utility Billing (\$0.10 per call) includes Customer notification by phone (call late notices and general notifications). Call lists are automatically generated and the account is updated after the call. It includes a custom message for each call type and the call message can be in English or Spanish. It generates reports based on call results. Note: The Utility will be billed at the rate specified above for all the calls made. The Utility will be billed quarterly by Tyler Technologies for calls conducted.

Incode Utility Billing Online Component displays the current status (late, cut off etc), the action needed to avoid penalty, current balance, deposits on file (optional), last payment date, last payment amount, payment arrangements on file, last bill amount, last bill date, bill due date, contracts on file and status, transaction history (online payments). Payment packet is created to be imported to utility system. Address information includes legal description, precinct, school district, and services at address(subject to data availability). Includes consumption history by service (including graphs), request for service (optional), information change request (optional), security -SSL (secure socket layer). Note that the customer pays \$1.25 fee per transaction for payment on-line.

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - o Implementation and other professional services fees shall be invoiced as delivered.
 - o Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - o Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - o If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - o Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____

Date: _____

Print Name: _____

P.O.#: _____



Exhibit 2

Amendment Investment Summary

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

In the event a comment in the following sales quotation conflicts with a provision of this Amendment, the provision in this Amendment shall control.

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Quoted By:
Quote Expiration:
Quote Name:

Ron Pieracci
7/11/22
Add hours for ExecuTime Re-launch

Sales Quotation For:

City of Madison
PO Box 308
Madison SD 57042-0308

Services

Description	Hours/Units	Extended Price	Maintenance
Executime			
Professional Services		\$ 2,568	\$ 0
TOTAL:		\$ 2,568	\$ 0

Summary

Total Tyler Services

One Time Fees

\$ 2,568

Recurring Fees

Summary Total

\$ 2,568

Detailed Breakdown of Professional Services (Included in Summary Total)

Description	Hours	Extended Price	Maintenance
Incode			
ExecuTime			
ExecuTime Time & Attendance	20	\$ 2,568	\$ 0
Sub-Total	20	\$ 2,568	\$ 0

TOTAL:	20	\$ 2,568	\$ 0
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Comments

- Some services may be delivered remotely via web-based training.
- Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.



Quoted By: Ron Pieracci
Quote Expiration: 7/13/22
Quote Name: Add ExecuTime Advanced Scheduling

Sales Quotation For:

City of Madison
116 W Center Street
Madison SD 57042-0308

Tyler Annual Software – SaaS

Description	List Price	Discount	Annual
Incode			
ExecuTime			
ExecuTime Advanced Scheduling Mobile	\$ 1,178	\$ 118	\$ 1,060
ExecuTime Advanced Scheduling	\$ 7,250	\$ 725	\$ 6,525
TOTAL:	\$ 8,428	\$ 843	\$ 7,585
Term # of Years:	3		

Services

Description	Hours/Units	Extended Price	Maintenance
Executime			
Professional Services		\$ 6,240	\$ 0
TOTAL:		\$ 6,240	\$ 0

Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 7,585
Total Tyler Services	\$ 6,240	
Summary Total	\$ 6,240	\$ 7,585

Detailed Breakdown of Professional Services (Included in Summary Total)

Description	Hours	Extended Price	Maintenance
Incode			
ExecuTime			
ExecuTime Advanced Scheduling	48	\$ 6,240	\$ 0
Sub-Total	48	\$ 6,240	\$ 0
TOTAL:	48	\$ 6,240	\$ 0

Comments

- Some services may be delivered remotely via web-based training.
- Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

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 - o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
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For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____

Date: _____

Print Name: _____

P.O.#: _____