

GREAT RIVER GREENING COOPERATIVE AGREEMENT

THIS AGREEMENT, hereinafter referred to as “Agreement”, is made _____ of _____, 2023, by and between **City of Baxter**, hereinafter referred to as “City” and **GREAT RIVER GREENING**, hereinafter referred to as “GRG”. Both GRG and the City can be referred together as the “parties” or separately as the “party”.

RECITALS:

GRG is a non-profit 501 (c)(3) conservation organization based in St. Paul, Minnesota organized for the purpose of conserving and caring for the land and water that enriches the lives of local communities; and

Great River Greening has received from the Minnesota and Environment Natural Resource Trust Fund:

- An appropriation under Minnesota Laws M.L. 2021, First Special Session, Chp. 6, Art. 6, Sec. 2, Subd. 08a to the commissioner of natural resources for “Camp Ripley Sentinel Landscape Forest Restoration and Enhancements” for an agreement with Crow Wing Soil and Water Conservation District for \$731,000 including a named sub-award of \$262,500 to GRG for ‘Restoration/Enhancement on Public Lands including Volunteer Engagement’. As a beneficiary of this funding, the City is subject to the terms as described in Exhibit A.

Whereas, both parties seek to enter into an agreement for the purpose of ecological and habitat restoration and enhancement at *Mississippi River Overlook Park (MROP)*, Baxter MN.

GRG desires to contribute \$38,000 towards the partnership project, and the City will contribute \$0- in cash and \$5,000 in in-kind contributions. The City and GRG seek to enter into an agreement for the purpose of detailing partnership contributions and the provision of Technical Services in support of the MROP project.

NOW THEREFORE, in consideration of the mutual undertakings and agreement contained within this agreement, the City and GRG hereby agrees as follows:

SCOPE OF AGREEMENT:

Ecological enhancement of approximately 13 acres of upland habitat at MROP.

GRG agrees to provide the following services:

- Write management brief
- Grant management including reporting.
- Project management including professional services and field services
- RFPs, contracts, coordinating labor forces including volunteer event(s) if any, and oversight.
- Reporting to City.

The City agrees to provide the following list of services:

- Assist with hauling cut jack pine from Jack Pine Savanna unit, to City's waste wood staging area.
- Provide outreach and communication to City residents and other local and regional stakeholders
- Provide outreach and communication to adjacent landowners, particularly the landowner just south of a known buckthorn infestation, for approval to remove buckthorn plants on the property line at a minimum, and ideally to remove and stump treat buckthorn plants on private property within 50' of the MROP property line.
- Assist with volunteer recruitment, if any.
- Supply associated GIS shapefiles and parcel data.
- Provide ready access to the site including parking for GRG and associates including project evaluators; UTV, and/or truck access to Jack Pine Savanna Unit and to the proximity of buckthorn infestations.

The scope is further detailed in Exhibit B.

COMPENSATION:

GRG shall contribute \$38,000 worth of services over the course of the project through

- payment for services to a third party
- accrued expenses, and/or
- calculation of the value on an hourly basis for GRG personnel hours provided.

TERM OF CONTRACT

This agreement shall remain in effect until June 30, 2024, or until all obligations set forth in this agreement have been satisfactorily fulfilled or unless earlier terminated as provided, whichever occurs first.

NOTICES

The authorized agents for the City and GRG are as follows:

LANDOWNER

City of Baxter

Authorized Contact

Josh Doty, Community Development Director

Address

13190 Memorywood Dr.
Baxter, MN 56425

Contact Phone Number

218-454-5111

Email Address

JDoty@baxtermn.gov

GRANTEE

Great River Greening

Authorized Contact

Wiley Buck, Senior Program Manager

Address

251 Starkey St., Suite 2200
St. Paul MN 55107

Contact Phone Number

(651) 318-8667

Email Address

wbuck@greatrivergreening.org



PARTNER AND STATE AUDIT

Pursuant to Minn. Stat. Section 16C.05, Subd. 5 (2007), the books, records, documents, and accounting procedures and practices of GRG relative to this agreement shall be subject to examination by the City and the State Auditor. Complete and accurate records of the work performed pursuant to this agreement shall be kept by GRG for a minimum of six (6) years following termination of this agreement for such auditing purposes. The retention period shall be automatically extended during the course of any administrative or judicial action involving the City regarding matters to which the records are relevant. The retention period shall be automatically extended until the administrative or judicial action is finally completed or until the authorized agent of the City notifies GRG in writing that the records need no longer be kept.

INDEMNITY

Both GRG and the City agree to defend, indemnify, and hold one another, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses resulting directly or indirectly from any negligent act or omission on the part of the GRG, or its subcontractors, partners or independent contractors or any of their agents or employees, in the performance of or with relation to any of the work or services to be performed or furnished by the vendor or the subcontractors, partners or independent contractors or any of their agents or employees under the agreement.

GRG shall be responsible for the professional quality, technical accuracy, and the coordination of all services furnished by GRG under this agreement. GRG shall, without additional compensation, correct or revise any errors or deficiencies in GRG's final reports and services.

SUBCONTRACTS

GRG shall ensure and require that any subcontractor agrees to and complies with all of the terms of this agreement. Any subcontractor of GRG used to perform any portion of this agreement shall report to and bill GRG directly. GRG shall be solely responsible for the breach, performance or nonperformance of any subcontractor.

FORCE MAJEURE

The City and GRG agree that GRG shall not be liable for any delay or inability to perform this agreement, directly or indirectly caused by, or resulting from, strikes, labor troubles, accidents, fire, flood, breakdowns, war, riot, civil commotion, lack of material, delays of transportation, acts of God or other cause beyond reasonable control of GRG and the City.

DATA PRACTICES

GRG, its agents, employees and any subcontractors of GRG, in providing all services hereunder, agree to abide by the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as amended, and Minn. Rules promulgated pursuant to Ch. 13. GRG understands that it must comply with these provisions as if it were a government entity. GRG agrees to indemnify and hold the City, its officers, department heads and employees harmless from any claims resulting from the GRG's unlawful disclosure, failure to disclose or use of data protected under state and federal laws.

TERMINATION

This agreement may be terminated by either party, with or without cause upon 30 days written notice to GRG or the Authorized Agent of the City. This Agreement may also be terminated by GRG upon seven-day written notice to the City in the event that Project funding is disrupted or terminated.

INDEPENDENT CONTRACTOR

GRG and it, its employees, agents, subcontractors, and representatives shall not be considered employees, agents or representatives of the City. Except as otherwise provided herein, GRG shall maintain, in all respects, its present control over the means and personnel by which this agreement is performed. From any amounts due GRG, there shall be no deduction for federal income tax, FICA payments, state income tax, or for any other purposes which are associated with an employer/employee relationship unless otherwise required by law.

Payment of federal income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of GRG.

INSURANCE

GRG shall not commence work under this agreement until it has obtained, at its own cost and expense, all insurance required herein. All insurance coverage shall be maintained by GRG until final completion of the work.

a. Workers' Compensation

- 1) State: Minnesota – Statutory
- 2) Employer's Liability with minimum limits of:
 - Bodily Injury by Accident: \$100,000 each Accident
 - Bodily Injury by Disease: \$100,000 each Employee
 - Bodily Injury by Disease: \$500,000 policy limit
- 3) Benefits required by union labor contracts: as applicable

In the event GRG is a sole proprietor and has not elected to provide workers' compensation insurance, GRG shall be required to execute and submit an affidavit of sole proprietorship in a form satisfactory to the City before entering into the agreement.

b. Commercial General Liability

Including Premises, Operations, Products, Completed Operations, Advertising, and Personal Injury Liability, with the following minimum limits of liability:

- \$2,000,000 Aggregate
- \$2,000,000 Products & Completed Operations Aggregate
- \$1,000,000 Personal Injury & Advertising Injury
- \$1,000,000 Occurrence
- \$ 100,000 Fire Damage Limit
- \$ 5,000 Medical Expense

c. Commercial Auto Liability

Automobile Liability should include Hired and Non-Owned, and the City should be named as an additional insured.

Minimum limits of liability shall be:

- If split limits: \$1,000,000 each person/\$1,000,000 each occurrence for Bodily Injury \$1,000,000 each occurrence for Property Damage
- If combined single limit: \$1,000,000 per occurrence

Insurance for GRG Subcontractors and GRG Associates shall follow the MnDNR insurance guidelines for work on MnDNR Fish and Wildlife lands, in effect as of July 1, 2021 as referenced in Exhibit C

GRG shall not commence work under this agreement until copies of insurance policies are provided to the City of Baxter. GRG shall also name the City of Baxter as additional insured.

CONTROLLING LAW

The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this agreement, the legal relations between the parties and performance under the agreement. The appropriate venue and jurisdiction for any litigation hereunder will be those courts located within the County or City Name, State of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the State of Minnesota. If any provision of this contract is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

SUCCESSORS AND ASSIGNS

The City and GRG, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this agreement and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this agreement. Neither the City nor GRG shall assign, sublet, or transfer any interest in this agreement without the prior written consent of the other.

EQUAL EMPLOYMENT AND AMERICANS WITH DISABILITIES

In connection with the work under this agreement, GRG agrees to comply with the applicable provisions of state and federal equal employment opportunity and nondiscrimination statutes and regulations. In addition, upon entering into this agreement, GRG certifies that it has been made fully aware of GRG's Equal Employment Opportunity and Americans with Disabilities Act Policy, attached hereto and incorporated herein as **Exhibit A** through both oral and written communications, that it supports this policy and that it will conduct its own employment practices in accordance therewith. Failure on the part of the GRG to conduct its own employment practices in accordance with City Policy may result in the withholding of all or part of regular payments by the City due under this agreement unless or until GRG complies with the Partner policy, and/or suspension or termination of this agreement.

CHANGES

The parties agree that no change or modification to this agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this agreement. The execution of the change shall be authorized and signed in the same manner as for this agreement.

SEVERABILITY

In the event any provision of this agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties unless such invalidity or non-enforceability would cause the agreement to fail its purpose. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the City and GRG relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby.

CITY OF BAXTER

BY: _____

NAME: _____

TITLE: _____

DATE: _____

GREAT RIVER GREENING:

BY: _____

NAME: Kateri Routh

TITLE: Executive Director

DATE: _____

Grant Manager: wsb 7.26.23

Director of Operations: TR 07/26/2023

Director of Finance: GS 07/26/2023



**EXHIBIT A: State of Minnesota – 2021 Minnesota Environment and Natural Resources Trust Fund
Camp Ripley Sentinel Landscape Forest Restoration and Enhancements**

Grantee
Great River Greening
251 Starkey Street, Suite 2200
Saint Paul, MN 55107
(651) 665-9500

Partner
City of Baxter
13190 Memorywood Dr.
Baxter, MN 56425
218-454-5100

As a beneficiary of this funding, the City is subject to the terms below:

COMPLIANCE

The City acknowledges that these funds are proceeds from the State of Minnesota Environment and Natural Resources Trust Fund which is subject to certain legal restrictions and requirements, including Minnesota Statutes Chapter 116P. The City is responsible for compliance with this and all other relevant state and federal laws and regulations in the fulfillment of the Project.

LIABILITY

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

ACCESS AND MONITORING

The City agrees to allow the Recipient and the State access at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant agreement, including a final inspection upon program completion. At least one monitoring visit per grant period on all state grants of over \$50,000 will be conducted and at least annual monitoring visits on grants of over \$250,000.

Following closure of the program, the State’s authorized representatives shall be allowed to conduct post-completion inspections of the site to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.

ACKNOWLEDGMENTS AND ENDORSMENT

Acknowledgment. The City must acknowledge financial support from the Minnesota Environment and Natural Resources Trust Fund in program publications, signage and other public communication and outreach related to work completed using the appropriation. Acknowledgment may occur, as appropriate, through use of the fund logo or inclusion of language attributing support from the fund according to posted guidelines (https://www.lccmr.leg.mn/pm_info/acknowledgement_guidelines.pdf)



The City must install and maintain acknowledgement signs supplied by GRG at trailheads and/or parking lots.

Endorsement. The City must not claim that the State endorses its products or services.

ECOLOGICAL AND RESTORATION PLAN

For all restorations, the Grantee in coordination with the City must prepare and retain an ecological restoration and management plan that, to the degree practicable, is consistent with current conservation science and ecological goals for the restoration site. Consideration should be given to soil, geology, topography, and other relevant factors that would provide the best chance for long-term success and durability of the restoration. The plan must include the proposed timetable for implementing the restoration, including, but not limited to, site preparation, establishment of diverse plant species, maintenance, and additional enhancement to establish the restoration; identify long-term maintenance and management needs of the restoration and how the maintenance,



management, and enhancement will be financed; and use current conservation science to achieve the best restoration.

LONG-TERM MANAGEMENT PLAN

As a partner with GRG, the City commits to maintaining the investment put forward over time.

Exhibit B: Scope of Work

Ecological enhancement of up to 13 acres at MROP:

1. Develop management brief.
2. 50-90% thinning of jack pine of various ages, at the Jack Pine Savanna Unit. City will assist with in-kind hauling to City waste wood disposal area, at no cost. The city has the opportunity to field locate the final boundary of the Jack Pine Savanna work. Specifically, the Norway/Birch boundary on the south side of the site (located north of the firebreak) shall remain undisturbed.
3. Treatment of non-native invasive herbaceous species, including known trailside locations of spotted knapweed (*Centaurea stoebe*).
4. Treatment of non-native invasive woody shrub species at known trailside locations of common buckthorn (*Rhamnus cathartica*).
5. Conduct RFPs, team review, and award subcontracts, if any; oversee implementation by subcontractors. Coordinate all labor forces including GRG crew members, contractors, volunteers, and/or college clubs.
6. Conduct zero (0) to one (1) or more volunteer events at the site to engage community members in meaningful, appropriate, educational, and impactful activities.
7. Manage Minnesota Environment and Natural Resource Trust Fund grant including reporting, auditing; and distribution of grant funds for GRG subcontracts, supplies, materials, travel expenses, and labor.
8. Plug planting of native species as appropriate to improve the Jack Pine Savanna.

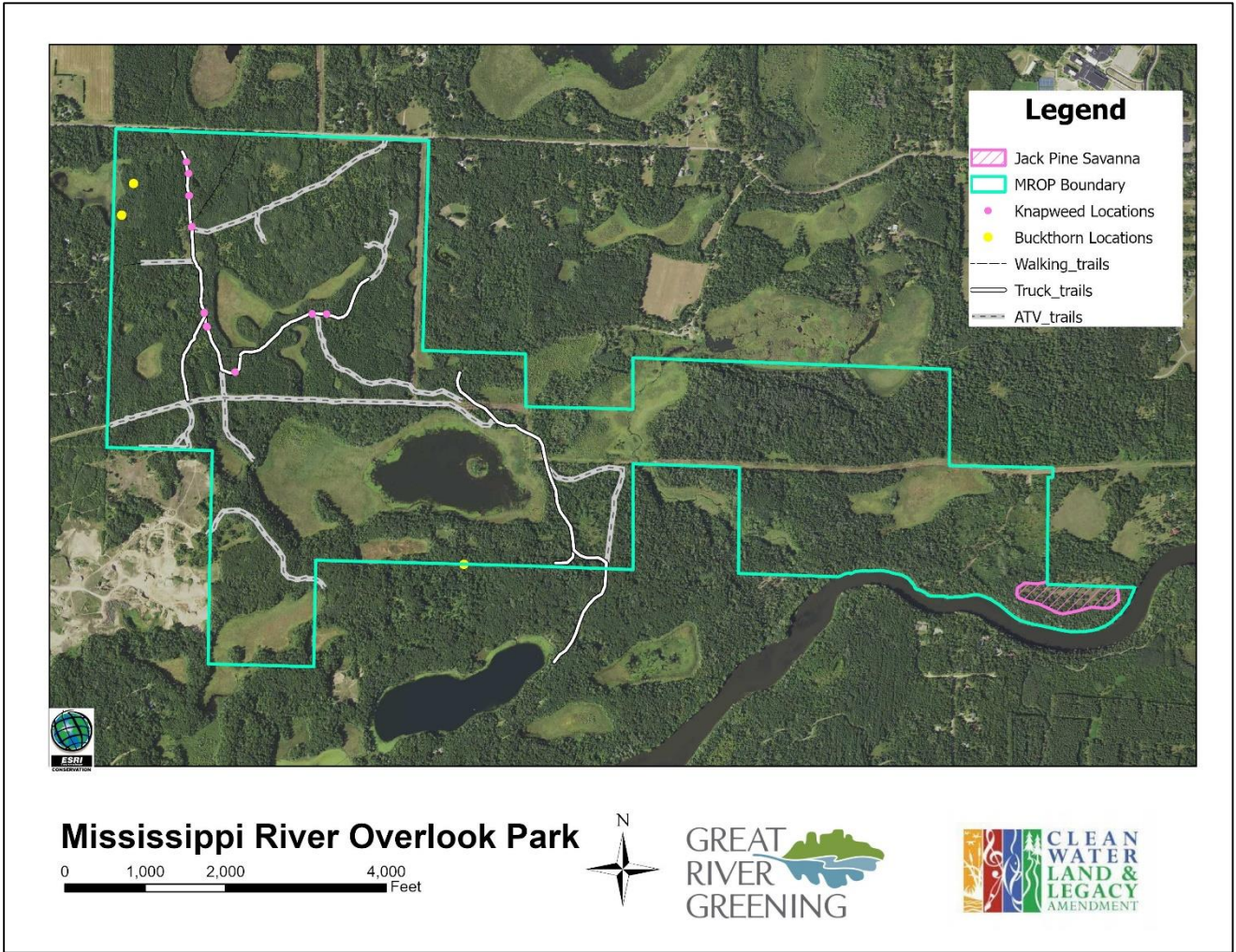


Figure B1: Project Location

Exhibit C: MnDNR Insurance Requirements and Waiver for Fish and Wildlife Land



Insurance Waiver/Reduction Request Form

This form needs to be approved in advance of service being started.

Background and Rational for Request: *Project(s) fit criteria outlined in June 4, 2018, letter from the DNR Commissioner's Office to the Risk Management Division of the Department of Administration. DNR requested acknowledgment that program managers may require less than the minimum insurance coverage for the following types of contracts and services listed below.*

Region/Area	FAW Statewide
Project Initiator:	Mandy Uhrich
Contact Information:	218-203-4314; mandy.uhrich@state.mn.us
Description of Project:	Approved Natural Resource Development services: Bud capping, hand tree planting, hand tool or small power tool vegetation removal, hand fence installation, hand seed harvest, spot herbicide application, timber stand improvement, nuisance beaver trapping/ removal, remote area farming type of activities, and conservation grazing.
Number/List of Sites:	FAW administered public lands statewide
Contract Period Dates:	July 1, 2021 through June 30, 2022
Estimated Cost:	\$ varies by contract
<p>Justification for Insurance waiver/reduction (if service is NOT listed below, the Commissioner's Office approval is required – be very specific in your reason for reducing or waiving insurance):</p> <p>The project activities listed above typically occur in remote areas of the public land, away from generally traveled public roads and typically occur when public use in the treatment areas is minimal. The risk to the public or DNR staff is minimal. Projects are usually smaller in size and cost. Due to the size, cost and location within the state, these projects are usually more attractive to local, smaller contractors or neighboring farmers, who do not typically carry the insurance coverage required to work on state land. It is cost prohibitive to increase coverages due to the low value of these projects. This insurance waiver and reduction becomes important to ensure there are interested, qualified and quality contractors who are willing and able to perform the work.</p>	

Except as indicated below, full insurance coverage for General Liability, including automobile and Workers Compensation is required for all projects on DNR lands or lands controlled by the DNR. It is also required when the DNR engages a contractor to work on someone else's property unless the property is owned or leased by the contractor. Workers Compensation is always required, unless exempt.

Commercial Automobile Liability: If vehicle is towing equipment or is a commercial vehicle, liability limits will be the same as required under the General Liability Insurance. If General Liability is waived, a vendor must provide proof of coverage for no less than \$1,000,000 combined single limit for automobile.

Personal Automobile Liability: If personal vehicle is used, they are to maintain the following coverages:

- No-fault insurance
- Liability insurance
- Uninsured/Underinsured Motorist insurance

Blanket Waiver/Reductions:

- Within each category below, waiver and reduction restrictions are defined.
- A blanket waiver/reduction form is required each fiscal year.
- When doing a blanket and insurance is waived or reduced for multiple projects the approving division is assuming the potential cost for claims and/or liability.

One Insurance Waiver/Reduction Request form is required for each category of service.

Natural Resource Development

Select type of waiver and type of service.

- One time Waiver Blanket Waiver
 One time reduction to \$ _____ Blanket Reduction to \$ _____

Waive General Liability Insurance on the following types of projects.

Remote area agreements, defined as areas where public contact is unlikely, no generally traveled public roads are adjacent to the area, and no recreation area or area where members of the public would be adjacent to the area – farming operation type work such as mowing, plowing, shearing, disking, mechanical tree planting and food plots.

Utility companies and other government agencies with a qualifying statement.

Timber stand improvement (hand tools and small power tools).

Bud capping.

Hand herbicide application/tree planting/seed collection/harvesting.

Beaver trapping.

Resource/habitat assessment, field inventories, wildlife/native plant surveys.

Require \$1,000,000 General Liability insurance on the following types of projects.

Grazing and browsing on Wildlife Management Areas.

Require only \$500,000 General Liability insurance on the following types of projects

(Blanket reductions are not allowed for these types of services)

Motorized equipment type agreements in non-remote areas-grading, shearing, plowing, disking, cutting fire breaks, mechanical tree planting, brush raking, roller chopping, blading, food plots, etc.

Facility Maintenance Activities *(Blanket reductions are not allowed for these types of services)*

Require \$500,000 General Liability insurance on the following types of projects:

Low cost repairs and services, such as lock changes/repairs, painting, carpentry work, fixing gutters, light cleaning and similar work under \$2,500. Projects must not involve plumbing, heating, electrical work, or hazardous materials or substances.

Snowplowing, mowing, or shovelling at DNR field stations, horse trail waste cleanup, and short-term portable toilet rental (no pumping required).

Waive insurance:

Structural Emergency Fire Protection – Volunteer Fire Departments.

Require only \$1,000,000 General Liability insurance on the following types of projects:

Garbage hauling

Portable / Vault toilet / Septic pumping

Fleet/Rolling Stock and Equipment Management

Select type of waiver and type of service.

One time Waiver Blanket Waiver

Waive General/Auto Liability or Garage Liability and Garage Keeper's/Watercraft Liability insurance on the following type of service.

Routine service/maintenance and repairs (examples include but are not limited to oil changes, tire replacement, body work, boat winterization, blade sharpening) at vendor premises for equipment where repair/maintenance/service is under \$10,000 AND a road test, or water test is not required.

Require \$500,000 General/Auto Liability or Garage Liability and Garage Keeper's/Watercraft Liability at a level at least equivalent to the value of the equipment being repaired on the following types of services

- Repairs at vendor premises for equipment where repair/maintenance/service is over or anticipated to be over \$10,000 and/or a road/water test is required.

Public Use of DNR Lands Where Permits Are Required Not Including Special Use Permits For Prescribed Burns (Blanket reductions are not allowed for these types of services)

Require only \$500,000 General Liability insurance on the following types of activities:

- Organized events not involving motorized vehicles such as rock climbing, footraces, dog trials, volunteer tree planting, nesting cover, birding, bird or wood duck house installations.

Concession Agreements (Blanket reductions are not allowed for these types of services)

Waive General Liability insurance on the following type of activity:

- Vending machines
 Low risk rentals of equipment, such as snowshoes. Note: concession agreements must include a hold harmless provision for the State and require them to have a release form given to renters/participants that also hold the State harmless.

Professional/Technical Not Including Engineering or Architectural Services

(Blanket reductions are not allowed for these types of services)

Require full General Liability, including Errors and Omissions coverage. The amount may be reduced or waived on the following types of projects with written justification:

- Writers/photographers/editors, public participation and other facilitators, trainers, organizational development consultants, creative arts, and recreation activity demonstrators.
 Laboratory services that are being analyzed at a vendor's location (not at a DNR site).

NOTE: If DNR or stakeholders could be adversely impacted as a result of vendor errors or omissions relating to lab analysis, exercise caution before waiving or reducing insurance limits for this service!

- Professional / Technical contracts \$5,000 or under

Note: Insurance is not required on an annual plan, however, it should be assessed on a case by case basis based on the risk involved. If the risk is determined to be high, you may want to use a full P/T contract.

Contractor Activities That Involve Hazardous Materials or Substances, Hazardous Waste, or Other Pollutants Including Herbicides

A vendor/contractor is required to maintain Pollution/Chemical Liability Insurance when their work for the state involves hazardous materials or substances, hazardous waste, or other pollutants. Herbicides are considered a hazardous material. Pollution Liability insurance or an equivalent pollution/chemical liability coverage can be endorsed on another form of liability coverage such as general liability or a professional errors and omissions policy.

Select type of waiver and type of service.

- One time Waiver Blanket Waiver

Require only \$500,000 Pollution Insurance

- Broadcast ground spraying of pesticides with the use of a:
- skidder
 - tractor
 - dozer
 - ATV

Waive Pollution Insurance

- Hand spraying of pesticides:
- pesticide cut-stump applications
 - ground spot spraying
 - spraying individual plants
 - backpack spraying

- spraying of animal browse repellents. Animal browse repellents are considered by MN Dept of Agriculture as a pesticide but most use non-chemical means of repelling with application on individual plants

Require Full Pollution Insurance for aerial applications of pesticides - If a vehicle is required to carry DOT regulated pesticides to the airplane, they will need additional automobile endorsement: CA 9948 Endorsement – Pollution Liability– Broadened coverage.

Public Access/State Forest Campgrounds/State Day Use Areas Maintenance Agreements

(Blanket reductions are not allowed for these types of services)

- Waive General Liability Insurance. Require Workers' Compensation Insurance if applicable.
- Personal Automobile Liability: If personal vehicle is used, they are to maintain the following coverages:
- No-fault Insurance
 - Liability Insurance
 - Uninsured/Underinsured Motorist Insurance

Call When Needed Helicopter and Single Engine Air Tanker for Fire Control

Require \$1,000,000 Automobile Liability Insurance at time of contract award.

- One time Waiver Blanket Waiver
- Vendors that are awarded a contract on a "call as needed" basis are required to have \$1,000,000 in Commercial Automobile Liability at the time of contract award with the acknowledged understanding that upon being called to perform services, they will obtain and provide proof of \$2,000,000 Commercial Automobile Liability. The updated Certificate of Insurance (COI) would be required to be received prior to any scheduled flight times.

Note: When insurance is waived, you are assuming the potential for claims and/or liability against your division's operating budget of at least \$1,500,000 if something would happen that the state was found liable for the cause.

Requested by:	Habitat Program Administrator	Mandy Uhrich	Digitally signed by Mandy Uhrich Date: 2021.02.10 09:00:24 -06'00'
Reviewed by:	Supervisor	Jamie Gangaware	Date: Digitally signed by Jamie Gangaware Date: 2021.02.10 11:08:39 -06'00'
Approved by:	Division Director (signature required)	David Olfelt	Digitally signed by David Olfelt Date: 2021.02.25 09:52:41 -06'00'
		Michael A. Larson	Date: Digitally signed by Michael A. Larson Date: 2021.02.19 12:11:27 -0600

Section Mgr

If service is NOT listed above, the Commissioner's Office signature is required. Fill out the first section of this form including the justification for insurance waiver/reduction section, and select from the options below.

OTHER

- Waive General Liability
- Reduce General Liability to \$ _____
- Waive / Reduce _____ Liability to \$ _____

(Circle appropriate)

Approved by:	Commissioner's Office		Date:
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