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October 15, 2021

The Honorable Warren Limmer, Chair  
Senate Judiciary and Public Safety  
Finance and Policy Committee  
95 University Avenue W., Room 3221  
St. Paul, MN 55155

The Honorable Carlos Mariani, Chair  
Public Safety and Criminal Justice Reform  
Finance and Policy Division  
381 Rev. Dr. Martin Luther King Jr. Blvd.  
Saint Paul, Minnesota 55155

The Honorable Ron Latz  
Ranking Minority Member  
Senate Judiciary and Public Safety  
Finance and Policy Committee  
95 University Avenue W., Room 2215  
St. Paul, MN 55155

The Honorable Brian Johnson  
Ranking Minority Member  
Public Safety and Criminal Justice Reform  
Finance and Policy Division  
243 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
St Paul, MN 55155

**Re: Minnesota Tax Court's Interagency Transfers, FY2021**

Dear Senators and Representatives:

In accordance with Minnesota Laws of 2017, First Special Session, Chapter 4 Article 2 Section 16 and Minnesota Statutes section 15.0395, attached is the specified list of FY2021 interagency and intra-agency transfers, and copies of the required agreements.

Please do not hesitate to contact me if you have additional questions.

Sincerely,

Wendy S. Tien  
Chief Judge

October 15, 2021

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Enc.

c: Chris Steller, Legislative Reference Librarian

**Tax Court**

FY 2021 Transfers

October 15, 2021

TRANSFER FROM					TRANSFER TO					Purpose of Transfer	Legal Authority for Transfer
Transfer Out Agency	Transfer Out Fund Name	Transfer Out AppropID	Transfer Out AppropID Name	Transfer Out Amt	Transfer In Agency	Transfer In Fund Name	Transfer In AppropID	Transfer In AppropID Name	Transfer In Amount		
J68 Tax Court	1000 General	J680000	Tax Court of Appeals	(250,000)	MNIT	2001-Other Misc Special Revenue	G467174	ITA22.074 J68 C-Track Upgrade	250,000	INFORMATION AND TELECOMMUNICATIONS ACCOUNT C-Track Upgrade	MS 16E.21
<b>TOTAL</b>				(250,000)					250,000		



# State of Minnesota Interagency Agreement

ODY No. ITA22.074  
CPRS No. 78563

This Interagency Agreement (“Agreement”) is between the Office of MN.IT Services (“MNIT”) and Minnesota Tax Court (“AGENCY”).

## Agreement

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### 1. Term of Agreement

- 1.1 Effective date. July 1, 2021, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
- 1.2 Expiration date. June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

### 2. Scope of Work

MNIT is supporting AGENCY with a project to conduct essential, and regularly scheduled, upgrades from AGENCY’s current version of C-Track software to the latest versions recommended by the vendor. This ensures the ongoing viability of the AGENCY’s electronic docketing system. Work may include customization and configuration for the Tax Court.

Upgrades will increase public access to AGENCY by permitting e-filing and access to public dockets. Furthermore, electronic filing and docketing eliminates the cost of hardcopy paper duplication and filing. Electronic filing and docketing is mandatory in a paperless litigation environment.

### 3. Consideration and Payment

The AGENCY agrees to contribute \$250,000.00 USD to the Information and Telecommunications Account (“ITA”) for this project.

### 4. Conditions of Payment

- 4.1 MNIT Financial Management shall provide the AGENCY Chief Financial Officer with the Statewide Integrated Financial Tools (“SWIFT”) system appropriation transfer instructions. As required by Minn. Stat. § 16E.0466, the AGENCY shall submit an appropriation transfer in SWIFT for the amount specified in Section 3 of this agreement.
- 4.2 MNIT shall serve as the fiscal manager for this agreement. Funds will be deposited in the ITA as authorized in Minn. Stat. § 16E.21 and will be budgeted for the project described in Section 2 above for the term of the agreement.

**4.3** The AGENCY shall not begin project activity until the MNIT Enterprise Project Management Office approves the required project planning documentation including: 1) Project Summary, 2) Resource Plan, 3) Project Requirements, and 4) Project Quality Plan.

**4.4** The AGENCY agrees that allowable direct and indirect costs associated with managing and supporting the implementation of the scope of work in Section 2 will be charged to the ITA contribution specified in section 3 above.

**4.5** In the event Legislative Advisory Commission (LAC) approval is not obtained, this Odyssey Agreement will be terminated via amendment. AGENCY is responsible for any obligation incurred after the execution of this agreement where LAC approval is not obtained. For projects approved by the LAC, AGENCY is responsible for any obligations incurred prior to LAC approval, unless otherwise approved by MNIT.

**5. Authorized Representative**

The AGENCY’S Authorized Representative is Tracey Sigstad, Chief Financial Officer, by phone at 651-201-2527, or by email at Tracey.Sigstad@state.mn.us, or their successor.

MNIT’s Authorized Representative is Tu Tong, Chief Financial Officer, by phone at 651-556-8028, or by email at tu.tong@state.mn.us, or their successor.

**6. Amendments**

Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

**7. Liability**

Each party will be responsible for its own acts and behaviors and the results thereof.

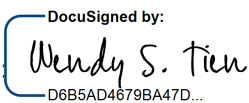
**8. Termination**

Either party may terminate this agreement at any time, with or without cause, upon 30 days’ written notice to the other party.

**1. Minnesota Tax Court**

*With delegated authority*

Name: wendy S. Tien

Signature:  D6B5AD4679BA47D...

Title: Chief Judge

Date: 6/23/2021

**2. Office of MNIT Services**

*With delegated authority*

Name: Tracy Gerasch

Signature:  58BF08075AF6441...

Title: Procurement Director

Date: 6/24/2021