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City of Medicine Lake

City Council Meeting Agenda December 4, 2023

6:00 PM - Call to Order

Pledge of Allegiance

Approval of agenda for December 4, 2023 meeting

Acknowledgment of Minutes from November 6, 2023 City Council Meeting

Hennepin County Sheriff Report, Sergeant Sam Nelson

Open Forum

- Council welcomes comments regarding speed bumps/humps
- Other road project comments

2024 Street and Utility Improvement Project: Dave Hutton SEH Consulting

- Bid Results – bid open December 4th at 1:00pm

Department Reports

- Fire Department: Chief Rich Halvorsen
- Public Works Superintendent: Chris Klar
- Bassett Creek Watershed Commissioner: Clint Carlson/Shawn Kennedy/Susan Wiese
- Planning Commissioner: Jesse Swanson
- Treasurers' Report: Gary Englert
 - Motion on monthly treasurer's report
 - 2024 Final Budget
 - Motion on final budget in the amount of \$_____
 - Tax Levy
 - Resolution adopting final tax levy for taxes payable in 2024

Officer Reports

- Councilmember Ruth Hovey
 - Two quotes for website redesign: Civic Plus and Town Web
- Councilmember Ron Tomczik
- Councilmember Connie Shaffer
- Councilmember McNaughton
 - SEH Construction Services Contract
 - SEH Ash Tree Services Contract
- Mayor Chris Heim

New Business



City of Medicine Lake

November 6, 2023

City of Medicine Lake Council Minutes - DRAFT

Present: Mayor Chris Heim; Councilors Ruth Hovey, Ron Tomczik, Bill McNaughton; Treasurer Gary Englert, BCWMC Commissioner Clint Carlson, Public Works Superintendent Chris Klar, Planning Commissioner Jesse Swanson, BCWMC TAC Susan Wiese, BCWMC Alt TAC Shaun Kennedy

Council and Staff Absent: Councilor Connie Shaffer, City Clerk Therese Polum, Fire Chief Rich Halvorson, Fire Chief Assistant Mike Fox

Other attendees: Shannon Sweeney with David Drown Associates, Dave Hutton with SEH Consulting, Kirstin Nielson.

Mayor Heim called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Minutes and Agenda

- **Motion to approve the agenda forwarded by Councilmember Tomczik and seconded by Councilmember McNaughton. Councilmembers Heim, Hovey, Tomczik, McNaughton in favor. Shaffer absent. Motion passed.**
- **Motion to approve the October 2, 2023 city council minutes forwarded by Councilmember Hovey and seconded by Councilmember McNaughton. Councilmembers Heim, Hovey, Tomczik, McNaughton in favor. Shaffer absent. Motion passed.**

Open Forum

- Jevne Park Project: Kirsten Nielsen
 - Reported SRF is preparing cost estimates for equipment and landscape ideas.
 - Reported tour of local landscape structures at a local company.
 - Reported need cost estimate to build out budget.
 - Reported fundraising is going well. In excess of \$150,000!
 - Reported council would like more details, target for the January or February meeting.
 - Reported old equipment will most likely be recycled.

Hennepin County Sheriff –Sergeant Nelson

- Reported speed indicator installed last week. Will be out a couple more weeks.
- Reported Sept 2 alarms, 2 suspicious calls. Oct. animal, 2 theft- one was misplaced property, one medical. Trending down. 21-23 numbers are consistent. This year part 5 are up- domestic, alarms, suspicious, thefts 31 for 2021, 2022 29, 33 in 2023.
- Reported HCSO hours are good. June 331 hours. 6 hrs a week, contract up to 4 hours per week.

Dave Hutton SEH and Shannon Sweeney David Drown Associates

- Dave Hutton presented the memo from SEH Consulting

- Dave presented on the BCWMC permit for mitigation. Provided info on BCWMC permit scheduled for the Nov. 17 meeting regarding Jevne Park mitigation grading work. Mitigation work may begin any time after permit is issued.
- Dave reported started advertising bids for road project. 21 days open for contractor to submit bids. Notice will be available in the bidding room by this Wednesday, notice will be in Sun Sailor Thursday's edition.
- Dave reported he and councilmember McNaughton met state bonding people. An agency has to be assigned. Public Facilities authority is assigned. They require 5-6 state mandated qualifications. Those are in the specs already. Bid opening Dec. 4th at 1:00pm. January council meeting is plan to vote on the bids.
- Dave reported on the request for a SEH contract amendment in the amount of \$32500.
- Council reviewed the SEH contract; initial contract was \$20,000, amendment earlier this year in the amount of \$30,300, new amendment tonight in the amount of \$32,500 per attached memo from SEH.

Motion to approve Resolution 23-27 a resolution approving an amendment to Short Elliot Hendrickson (SEH) Contract forwarded by councilmember McNaughton and seconded by councilmember Hovey. Councilmembers Hovey, Tomczik, Heim, McNaughton in favor. Shaffer absent. Motion carried.

Shannon Sweeny presented on the funding, required resolutions, and state statutes. Shannon presented the council with the full process of the funding from now to the sale of the future bonds. Shannon presented background from the city's past bond sale for the lift station. Shannon presented the need for an underwriter to negotiate the sale of the bond.

Shannon Sweeny reported street projects are funded by authority of state statutes. He reported on the tax levy pledge for repayment of the money borrowed. He reported on the waste disposal authority and street reconstruction authority as well as the tax abatement authority. He reported on the abatement resolution to reference new term on the bonds.

Council discussed.

Mayor Heim reviewed the financial obligations and stated we are tight and this project will just work with the anticipated interest rates.

\$7.5Million is anticipated full cost (including consulting fees)

\$3.5 Million from state bonds (50% match required)

\$2.8 Million from city sale of bonds

\$1.2 Million from city cash funds

At 5.6% interest rate, roughly \$200,000 payment for 30 years. This will use all of our city funds.

City also has a GO waste bond payment of \$50,000 for 30 years from Lift Station project.

Mayor Heim said next year the city will work to reduce the city budget by 8% or \$50,000.

January 8, 2024 Council meeting will include: award construction contract, award SEH support contract, agreement with bonding, and agreement with public facility authority.

Motion to approve Resolution 23-28 a resolution amending property tax abatement for certain property located in the city of Medicine Lake forwarded by councilmember McNaughton and seconded by councilmember Hovey. Councilmembers Hovey, Tomczik, Heim, McNaughton in favor. Shaffer absent. Motion carried.

Motion to approve resolution 23-29 a resolution approving the issuance of general obligation bonds subject to the approval of the mayor and city clerk and ratification by the city council. Forwarded by councilmember McNaughton and seconded by councilmember Hovey. Councilmembers Hovey, Tomczik, Heim, McNaughton in favor. Shaffer absent. Motion carried.

Motion to accept the Underwriter or Placement Agent Engagement Letter from D.A. Davidson, Paul Donna forwarded by councilmember McNaughton and seconded by councilmember Tomczik. Councilmembers Hovey, Tomczik, Heim, McNaughton in favor. Shaffer absent. Motion carried.

Fire Department Report – Rich Halverson (absent) Report via email

- Reported two calls
- Reported electrical work in fire hall..
- Reported on Halloween party support.
- Reported fire department is \$10,000 over budget on spend however have brought in \$16,000 from a nice grant and pizza sales.

Public Works Superintendent Report – Chris Klar

- Reported plans to coordinate the Jevne Park mitigation grading work and hopeful this will still occur this November.
- Reported parks will close this weekend.

Bassett Creek Watershed Management Commission Report – Clint Carlson and Shaun Kennedy and Susan Wiese

- Reported Hennepin County Chair Fernando held a meeting to pull together a community works program.
- Reported will attend a watershed training meeting.
- Reported on the BCWMC monthly steering committee meeting.
- Reported on the proposed City of Medicine Lake Natural Resources Committee
 - James L. and two others from AMLAC agreed to join
 - Hopeful for 7-member total
 - Hopeful for an initial meeting soon

Planning Commission Report – Jesse Swanson

- Reported on Cannabis
 - Ideas to ban smoking in parks and public property.
 - Modify ordinance to accommodate these rules.
 - Moratorium on new business selling cannabis until State determines rules.
 - Office of Cannabis management is available to assist.
 - Brad will send a memo regarding suggested verbiage.
- Reported on proposed regulations to obtain 75% for city water within next 10 years to meet our obligations to the City of Plymouth
 - Options being considered: New construction, sale of home, splitting a lot, new well/redrilled or cost exceeds connection costs. Revisit in 5 years to see where we sit as far as numbers.
 - Options being considered: New wells, new construction, large construction, sale of home require hook-up to city water.
 - Draft language will be developed.

Treasurer's Report – Gary Englert

- Receipts in reporting period: \$31,716
- Receipts year to date: \$573,069
- Disbursements in reporting period: \$68,411
- Disbursements year to date: \$610,720
- Capital Project Reserve Balance: \$907,705
- Debt Service Reserve Balance: \$32,638
- Reported high building permit activity primarily to roofing work
- Reported insurance premium and advisory services were largest disbursements
- Reported on bond debt payment scenarios
- Reported \$182,000 has been raised for the Jevne park project this year
- Reported on “cash in the bank”
 - October 31, 2023 \$1.4M in total
 - \$147,000 dedicated to Jevne Park
 - \$33,000 related to debt service to bonds
 - \$22,000 for fire department
 - \$885,000 set for road project
 - \$325,000 set for general fund
 - We spend on average \$40,000 per month for normal activities
 - Second half of tax arrives in November (\$250,000)
 - We currently have \$250,000 reserved in the city that is not marked
 - We have another 6-months to save for first bond payment (\$100,000 potential)
 - Thus we will have close to \$1 million in cash for road project by next summer
 - I/I program the council can designate to road project
 - Thus City has a \$250,000 potential relief if necessary.
 - If we exhaust the capital reserve fund we will still have some cash in the bank
- Mayor Heim would like to next look deep at the budget to see if council reduce budget by \$50,000.

Motion to approve resolution 23-30 a resolution accepting a monetary gift of \$31,620 from attached list to benefit the City of Medicine Lake Parks Department for Jevne Park forwarded by councilmember Hovey and seconded by councilmember McNaughton. Councilmembers Hovey, Tomczik, Heim, McNaughton in favor. Shaffer absent. Motion carried.

Motion to approve the summary spending, receipts and cash balances through October 31, 2023 forwarded by Councilmember McNaughton and seconded by Councilmember Tomczik. Councilmembers Hovey, Tomczik, Heim, McNaughton in favor. Shaffer absent. Motion carried.

Officer Reports:

Councilmember Hovey

- Reported on potential new website. Waiting to vote until additional feedback from city clerk.
- Discussion on whether city needs an electronic permitting platform.

Councilmember Tomczik

- Reported met with Gabriel J. regarding wake boat concerns and progress

Councilmember Shaffer (absent)

- No Report

Councilmember McNaughton

- Reported on EAB tree inventory
 - 265 trees 17 in Jevne. 88 in fair condition-candidates for treatment. 101 in poor, two were treated in 2021. 76 are dead.
 - 50 are currently being treated. All 265 will need to be removed unless treated.
- Reported Flare Heating callout out to fixed blower motor on rooftop (heater was not kicking on)
- Reported on roof leak in fire hall, temporary patch was installed.
- Reported on discussion to consider periodic inspections on the city hall building
- Reported that the Real Estate Office parking lot work dumped asphalt in the right-of-way
 - Councilor Shaffer is addressing.

Mayor Heim

- Reported on Pickleball
 - Mayor would like to resolve this issue at the December meeting. Heim has a proposed letter in development to make park rules.
 - Council discussed.
 - Council agreed to leave the set-up as is right now; no changes until park funds and estimates more clear.
 - Council agreed to delay any action until more details arrive regarding the park plan and whether there is available funding for pickleball.
- Public Works Superintendent reminded the council that the Jevne Park project was first and foremost a pavilion and playground equipment. Pickleball striping was added in later.
- Mayor Heim has heard comments regarding the speed humps/bumps
 - Council discussed
 - Council will invite citizens to offer their input at the December meeting

New Business

Special council meeting 11/16 for assessor. Virtual meeting.

Motion to approve resolution 23-31 a resolution designation a polling place forwarded by councilmember McNaughton and seconded by councilmember Hovey. Councilmembers Hovey, Tomczik, Heim, McNaughton in favor. Shaffer absent. Motion carried.

Motion to adjourn forwarded by councilmember McNaughton and seconded by councilmember Hovey. Councilmembers Hovey, Tomczik, Heim, McNaughton in favor. Shaffer absent. Motion carried at 9:04pm.

Respectfully submitted,

Therese Polum
City Clerk

Approved on: _____

HENNEPIN COUNTY SHERIFF'S ENFORCEMENT SERVICES DIVISION
ACTIVITY REPORT 2023 Year to Date
City of Medicine Lake

ACTIVITY CODES

													2023
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
PART I													
Homicide													0
Crim Sex Cond													0
Robbery (Person)													0
Agg Assault (Weapon)													0
Burglary (Dwelling)													0
Theft					1					2			3
Theft - Juvenile Suspect													0
Gas Drive Off													0
Credit Card Fraud													0
Stolen Motor Vehicle				1									1
Arson													0
Child Abuse/Neglect													0
Forgery	1												1
TOTAL - PART 1	1	0	0	1	1	0	0	0	0	2	0	0	5

PART II

Kidnapping													0
Other Assault													0
Other Assault - Juvenile													0
Other Sex													0
Violation Protection Order													0
Damage to Property / Vandalism													0
Weapon Offense													0
Narcotics													0
Liquor Violation													0
Disorderly Conduct													0
Disorderly Conduct - Juvenile													0
Fleeing in MV													0
Harrassing / Threatening Call													0
Harassing Phone - Juvenile													0
Trespassing					1								1
Terrotistic Threats													0
Interfere W/911 Call													0
GM False Info													0
Misc Criminal Offense													0
Mis Criminal Offense - Juvenile													0
TOTALS - PART II	0	0	0	0	1	0	0	0	0	0	0	0	1

ACTIVITY CODES

ACTIVITY CODES

												2023
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD

PART III

Missing Person													0
Missing Person - Juvenile													0
Runaway													0
Lost Property													0
Found Person													0
Found Property													0
Vehicle Abandoned													0
Recovered Stolen MV													0
TOTALS - PART III	0	0	0	0	0	0	0	0	0	0	0	0	0

PART IV

Fatal Vehicle Accident													0
PI Vehicle Accident													0
PI Hit and Run Accident													0
PD Vehicle Accident													0
PD Hit and Run Veh Accident													0
Vehicle in Ditch													0
Other Accident													0
Water Emergency Assist - WP													0
Firearm Accident													0
Animal Bite													0
Fire				1									1
Deceased Party													0
Medical	1	2		2	1	1	1			1			9
Intox Person													0
TOTALS - PART IV	1	2	0	3	1	1	1	0	0	1	0	0	10

ACTIVITY CODES

ACTIVITY CODES													2023
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
PART V													
Domestic - Physical													0
Domestic - Verbal						1							1
Domesitc - Child as Victim													0
Domestic - Child as Witness													0
Domestic - Child as Suspect													0
Child Protection Involved													0
Fight													0
Disturbance				1	2		1	4					8
Civil dispute													0
Guns Recovered													0
Alarm	2			1		1	1		2				7
Open Door													0
Suspicious				1	3			1	1				6
False Info - Misd													0
Fleeing on foot													0
Warrant Arrest							1						1
911 Hang Ups		1				1							2
Welfare Check					1		1						2
Assist Citizen/Motorist	1												1
Information													0
Miscellaneous Animal Call	1				4	2	1	4		1			13
Driving Complaints by Public													0
Misc - All Others				1									1
Detail													0
Transport													0
Traffic Control													0
House, Building & Equip Move													0
DWI Court Supervision													0
Unoccupied Vehicle													0
Road Hazards								1					1
K-9 Assist													0
Arrested/Booked							1						1
OFP Served													0
Search Warrant													0
Assist VOTF													0
Assist Narotics													0
Assist ESU													0
Assist Warrants													0
Weapons Recovered													0
TOTALS - PART V	4	1	0	4	10	5	6	10	3	1	0	0	44

ACTIVITY CODES

												2023
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD

CITATIONS

DWI													0
Moving Violation													0
Driving After Cancellation (DAC)													0
Driving After Suspension (DAS)													0
Driving After Revocation (DAR)													0
DAC-IPS (GM)													0
DL / Reg Violations													0
Open Bottle													0
Unsafe/Illegal Equipment													0
Poss Small Amt Marijuana													0
Parking													0
No Insurance													0
Truck Violations													0
Seatbelts													0
Misc Citations - All Others													0
Intent to Escape MV Tax (GM)													0
Underage Consumpt and/or Poss													0
Underage Consumption - Juvenile													0
Status Offenses - Juvenile													0
FOSS Law													0
TOTALS CITATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0

WARNINGS

Written Warning													0
Verbal Warning						3							3
TOTALS - WRITTEN WARNINGS	0	0	0	0	0	3	0	0	0	0	0	0	3

GRAND TOTAL ACTIVITY	6	3	0	8	13	9	7	10	3	4	0	0	63
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Treasurer's Report

December 4, 2023

Activity through November 30, 2023

	Month	Year-to-Date
Received	\$ 31,318	\$ 604,387
Spent or reserved	61,011	671,731

Balances as of November 30, 2023

Cash in bank	<u>\$ 1,403,502</u>
General Fund	264,719
Capital Project Reserve, General	900,514
MLFD Vehicle Fund	22,941
Debt Service	36,805
Donations	178,523

Indebtedness	
GO Waste Water Bonds	<u>\$ 910,000</u>

Capital Project Reserve:

	Capital Project Reserve, General	MLFD Vehicle Fund		Total
Balances as of November 30, 2023	\$ 900,514	\$ 22,941	\$ -	\$ 923,455

Debt Service Reserve:

		GO Waste Disposal Bonds	Total
Balances as of November 30, 2023		\$ 36,805	\$ 36,805

Donations, excluding MLFD:

	Month	Year-to-Date	Balance
Received, to be presented to Council	<u>\$ 1,030</u>		
Accepted	<u>\$ 31,620</u>	<u>\$ 182,633</u>	
Spent		<u>\$ 20,709</u>	
Balance on hand			<u>\$ 178,523</u>

Discussion Items

- * Resolution to accept Jevne Park Project donations.
- * Approve Final 2024 Annual Budget
- * Resolution for 2024 Tax Levy

Respectfully submitted,
Gary Englert, Treasurer

City of Medicine Lake
Summary Spending, Receipts and Cash Balances – 2023

Including receipt and disbursement activity through 11/30/23

Report #	11	Actual Current Year		Budget	Budget	Last Year		
Category		11/1 - 11/30	YTD	remaining	Full Year	11/1 - 11/30	YTD	Full Year
Fire department, excl. payroll		8,354	37,639	(5,639)	32,000	12,861	40,656	47,196
Fire department, capital spending		-	3,869	4,131	8,000	456	7,714	3,724
Fire department, vehicle fund		750	10,250	(1,250)	9,000	750	8,250	12,691
Fire department, payroll		340	3,740	448	4,188	340	3,420	3,760
MLFFRA Pension - City		-	10,000	10,000	20,000	-	10,000	20,000
MLFFRA Pension - State Aid		12,719	15,719	(3,119)	12,600	-	11,837	11,837
Total fire department		22,163	81,218	4,570	85,788	14,407	81,877	99,208
Police		-	17,910	250	18,160	8,583	17,081	17,081
Street maintenance		844	8,084	12,816	20,900	2,700	12,022	12,682
Street lighting		-	5,061	439	5,500	490	5,134	5,627
Snow removal		-	15,090	(6,090)	9,000	-	8,950	8,950
Streets, Capital Project		-	20,256	-	-	-	-	-
Garbage and recycling		3,937	42,426	2,738	45,164	3,750	37,872	41,622
Metro Waste Control		3,131	37,566	(0)	37,566	3,021	36,247	36,247
Sewer system		588	22,059	10,791	32,850	151	19,201	19,366
Sewer system, capital project		-	97,225	-	-	-	478,588	478,588
Water services		-	-	-	-	-	-	-
City Hall		2,301	15,105	-	-	779	14,170	15,527
Clerical supplies		-	1,143	2,157	3,300	404	2,896	3,417
Events		-	3,160	(160)	3,000	-	2,993	2,993
Other expense city hall		252	4,249	13,751	18,000	238	4,330	4,565
City Hall, capital project		-	-	-	-	-	2,434	6,424
Communication		664	4,495	205	4,700	353	3,347	3,573
Advisory, engineering services		4,379	91,943	(56,843)	35,100	1,899	151,946	160,849
Legal services		219	1,711	2,389	4,100	-	4,278	4,278
Building inspection		-	5,699	21,701	27,400	-	7,065	15,379
Park		3,393	37,259	241	37,500	180	19,297	25,494
Park, capital project		-	-	-	-	900	12,271	12,271
League & Ass'n Dues		-	753	61	814	-	792	792
Bassett Creek Commission		-	4,332	-	4,332	-	3,988	3,988
Payroll		(26)	5,251	5,049	10,300	528	8,524	9,507
Insurance		-	12,105	(2,905)	9,200	-	9,441	10,640
County Assessor		-	10,000	(200)	9,800	-	9,500	9,500
Audit		-	-	-	-	-	-	-
Election expense		-	-	3,100	3,100	-	1,327	2,902
FF Relief Association		-	545	(545)	-	-	-	-
Special projects		-	-	-	-	-	-	8,500
Debt service expenditure		-	42,735	-	-	-	16,185	16,185
Lake Aquatic Quality		-	-	-	-	-	-	-
Surface Water Mgt. Plan		-	-	-	-	-	-	-
MN Small Stormwater (MS4)		-	-	-	-	-	-	-
Subtotal		41,844	587,381	13,514	425,574	38,383	971,754	1,036,155
Cap. Project, Debt Svc. Provision		19,167	244,566	(14,566)	230,000	19,167	210,833	230,000
Cap. Project, Debt Svc. Utilization		-	(160,216)	-	-	-	(589,727)	(605,095)
Total spending & reserve		61,011	671,731	(16,157)	655,574	57,549	592,861	661,060
Receipts:				Remaining				
Real estate taxes		-	303,165	284,909	588,074	-	297,404	562,500
Fiscal disparities		-	7,602	3,798	11,400	-	9,889	14,127
MN Small City Assistance		-	-	-	-	-	-	-
MN Market Value Credit		-	-	-	-	-	-	-
MN Aid to Fire Dept.		12,719	20,820	(4,620)	16,200	6,600	18,437	18,617
Henn. Co. Aid to Roads		-	-	-	-	-	-	-
Henn. Aid to Municipalities		-	4,306	(4,306)	-	-	1,659	1,659
Assessments		-	-	-	-	-	-	-
Liquor & game licenses		-	8,500	-	8,500	-	8,500	8,500
Building permits and fees		2,046	20,552	8,248	28,800	740	43,589	45,043
Rental licenses		-	5,250	(5,250)	-	-	-	-
M.L.F.F.R.A.		-	-	-	-	-	-	-
Hall rental		-	-	-	-	-	-	-
Interest		-	41,908	(40,308)	1,600	2,811	12,464	15,794
Insurance dividend & refund		-	1,492	(492)	1,000	-	2,309	3,212
Metro waste		-	-	-	-	-	-	-
Escrow receipts		-	-	-	-	(88)	19,913	19,913
Donations		16,553	184,787	(184,787)	-	-	7,300	10,991
American Recovery Plan and CRF		-	-	-	-	-	20,436	20,436
All other, including grants		-	6,006	(6,006)	-	-	20	20
Total receipts		31,318	604,387	51,187	655,574	10,063	441,919	720,811
Net receipts, spending, reserve		(29,693)	(67,344)	0	0	(47,486)	(150,942)	59,751
Bank balances:		Ending	YTD change			Ending	YTD change	Year-end
Checking		369,849	(14,402)			168,613	(345,735)	384,251
Money market, 4M Fund		277,212	(93,818)			369,794	57,848	371,030
Money market, 4MP Fund		756,441	135,476			618,905	618,905	620,965
Ending balances		1,403,502	27,256			1,157,313	331,018	1,376,245

City of Medicine Lake

Profit and Loss Detail

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Ordinary Income/Expenses					
Income					
Building permits					
11/08/2023	Deposit		Building permits	23-051 Dorweiler 251 Peninsula	519.84
11/08/2023	Deposit		Building permits	23-056 Warner 264 Peninsula	211.90
11/08/2023	Deposit		Building permits	23-057 Skajewski 123 Peninsula	410.22
11/10/2023	Deposit		General receipts	Road Permit 253 Peninsula 10/3/23	50.00
11/14/2023	Deposit		General receipts	Road Permit 253 Peninsula 231003	50.00
11/25/2023	Deposit	9409	Building permits	23-059 Hawkins 127 Peninsula	492.81
11/25/2023	Deposit	9766	Building permits	23-058 115 Peninsula	211.58
11/25/2023	Deposit	1262	Building permits	Road Permit Orensten 5 Colonial Circle	100.00
Total for Building permits					\$2,046.35
Donations					
11/08/2023	Deposit		General receipts	Jevne Park Res 23-30	1,000.00
11/08/2023	Deposit		General receipts	Jevne Park Res 23-30	100.00
11/08/2023	Deposit		General receipts	Jevne Park Res 23-30	2,500.00
11/08/2023	Deposit		General receipts	Jevne Park Res 23-30	10,000.00
11/10/2023	Deposit		General receipts	Jevne Park Res 23-30	1,456.40
11/10/2023	Deposit		General receipts	Jevne Park-Res 23-30	20.00
11/10/2023	Deposit		General receipts	Jevne Park Res 23-30	1,456.41
11/14/2023	Deposit		General receipts	Jevne Park Res 23-30	20.00
Total for Donations					\$16,552.81
MN Aid to Fire Dept.					
11/15/2023	Deposit		State of Minnesota	2023 MN Fire Relief Pension contribution	12,718.94
Total for MN Aid to Fire Dept.					\$12,718.94
Total for Income					\$31,318.10
Expenses					
Advisory & engineering services					
11/26/2023	Bill	007-002-179	Hoisington	01 General Planning Services	3,150.00
11/26/2023	Bill	007-002-179	Hoisington	03 Planning Commission Mtg	1,228.92
Total for Advisory & engineering services					\$4,378.92
Capital Project Reserve Provision					
11/20/2023	Journal Entry	GE2311-01		Reserve provision - 23 Nov	15,000.00
Total for Capital Project Reserve Provision					\$15,000.00
City Hall					
Cleaning services					
11/26/2023	Bill		Seamans, Tiffany	Hall cleaning services 2310	100.00
Total for Cleaning services					\$100.00
Maintenance, city hall					
11/26/2023	Bill	0055139-IN	Flare Heating & Air Conditioning	Replaced Inducer Motor and Wheel	1,225.75
11/26/2023	Bill	0055113-IN	Flare Heating & Air Conditioning	Annual maintenance agreement	266.50
11/29/2023	Bill	10-3 thru 11-28	K.L.A.R.S. Inc.	mowing	680.00
Total for Maintenance, city hall					\$2,172.25
Other expense city hall					
11/17/2023	Expense		Intuit Inc.	QBO 2311	90.00
11/20/2023	Expense		Microsoft	RECURRING PAYMENT AUTHORIZED ON 10/17 MSFT * E0300PIP93 WA S463291040112986 CARD 2961 MSBILL.INFO	108.00
11/20/2023	Expense		Microsoft	RECURRING PAYMENT AUTHORIZED ON 10/17 MSFT * E0300PIP93 WA S463291040112986 CARD 2961 MSBILL.INFO	54.28
Total for Other expense city hall					\$252.28
Supplies					
11/01/2023	Journal Entry	GE2311-04		reverse WF 2309-09...duplicated by bank feed entry	-9.99
11/01/2023	Journal Entry	GE2311-04		reverse WF 2309-09...duplicated by bank feed entry	-9.99
11/28/2023	Expense		Ubiquiti Inc	phone-2311	9.99
11/28/2023	Expense		Ubiquiti Inc	phone - 2311	9.99

City of Medicine Lake

Profit and Loss Detail

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Total for Supplies					\$0.00
Utilities					
11/01/2023	Journal Entry	GE2311-05		correct Xcel bill payment 10/31/23	0.50
11/22/2023	Expense		CenterPoint Energy	utilities 2311	27.96
Total for Utilities					\$28.46
Total for City Hall					\$2,552.99

City of Medicine Lake

Profit and Loss Detail
November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION				AMOUNT
Communication								
11/08/2023	Expense		Century Link	PURCHASE	AUTHORIZED ON	10/07 CENTURYLINK LUMEN	800-	65.00
				244-1111 LA S583280400154597	CARD 2961			
11/29/2023	Bill	307011	Rapit Printing	Newsletter				220.92
11/29/2023	Bill	usps 11/20/23	Ruth Hovey	Laker Envelopes				378.20
Total for Communication								\$664.12
Debt service provision								
11/20/2023	Journal Entry	GE2311-01		Reserve provision - 23 Nov				4,166.75
Total for Debt service provision								\$4,166.75
Fire department								
Dues and subscriptions								
11/26/2023	Bill	2024 MSFDA dues-MLFD	Minnesota State Fire Department Association	MN State Fire Dept Assoc				130.00
11/26/2023	Bill	6724	MN State Fire Chiefs Association	Dues 2024				315.00
Total for Dues and subscriptions								\$445.00
M.L.F.F.R.A. Pension								
11/29/2023	Bill	2023 MN pass-thru	M.L.F.F.R.A. Special Fund	2023 MN. Fire Relief Pension Pass-thru				12,718.94
Total for M.L.F.F.R.A. Pension								\$12,718.94
Maintenance, fire dept								
11/10/2023	Bill	1	Ideal Electric, LLC	decom siren, install new electric sub panel and circuits				3,600.00
Total for Maintenance, fire dept								\$3,600.00
Payroll fire dept								
11/26/2023	Bill		Halvorsen, Richard	Fire chief month				300.00
11/26/2023	Bill		Fox, Michael T.	Asst Fire Chief month				40.00
Total for Payroll fire dept								\$340.00
Supplies								
11/10/2023	Bill	1000214298	Henn. Co. Info. Tech Dept.	Radio lease fee 23 10				470.45
11/29/2023	Bill	I1664595	Streicher's	uniforms				373.98
11/29/2023	Bill	I1640365	Streicher's	uniforms				261.99
11/29/2023	Bill	I1662454	Streicher's	uniforms				80.00
11/29/2023	Bill	I16622737	Streicher's	uniforms				154.98
11/29/2023	Bill	I1594591	Streicher's	uniforms				64.99
11/29/2023	Bill	I1590592	Streicher's	uniforms				82.00
11/29/2023	Bill	I1649579	Streicher's	uniforms				159.99
11/29/2023	Bill	I1649578	Streicher's	uniforms				80.00
11/29/2023	Bill	I1647559	Streicher's	uniforms				59.99
11/29/2023	Bill	I1646061	Streicher's	uniforms				113.99
11/29/2023	Bill	I1645359	Streicher's	uniforms				179.99
11/29/2023	Bill	I1643262	Streicher's	uniforms				160.00
Total for Supplies								\$2,242.35
Training								
11/26/2023	Bill	Impact EMS_MJ 11/3	Fox, Michael T.	EMS refresher-MJ Zappa				150.00
11/26/2023	Bill	AMT EMR 3248_3357	Fox, Michael T.	EMR Recert: J Swanson, J Benolkin				390.00
11/26/2023	Bill	MFSCB Recert 11/1	Fox, Michael T.	MFSCB recert-Paul Lentz				26.25
11/29/2023	Bill	11/7 MLFD simulation	Initial Attack Fire Training, LLC	Live Burn/Ventilation training 11/7/23				1,500.00
Total for Training								\$2,066.25
Vehicle fund provision								
11/20/2023	Journal Entry	GE2311-01		Reserve provision - 23 Nov				750.00
Total for Vehicle fund provision								\$750.00
Total for Fire department								\$22,162.54
Legal services								
11/10/2023	Bill	259054	Chestnut Cambronne PA	city assessment process disease tree removal; options for city program re residential water hook-up costs				145.00
11/10/2023	Bill	259053	Chestnut Cambronne PA	nuisance charges, criminal complaint				74.00
Total for Legal services								\$219.00
Park and recreation								
Maintenance								

City of Medicine Lake

Profit and Loss Detail

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
11/29/2023	Bill	10-3 thru 11-28	K.L.A.R.S. Inc.	mulch/mowing/water/tree removal	3,393.00
Total for Maintenance					\$3,393.00
Total for Park and recreation					\$3,393.00

City of Medicine Lake

Profit and Loss Detail
November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Payroll expenses					
Payroll Tax Expenses					
11/26/2023	Bill		Halvorsen, Richard	Fire chief FICA tax withheld	-18.60
11/26/2023	Bill		Fox, Michael T.	Asst Fire Chief Medicare w/held	-0.58
11/26/2023	Bill		Fox, Michael T.	Asst Fire Chief FICA w/held	-2.48
11/26/2023	Bill		Halvorsen, Richard	Fire chief Medicare withheld	-4.35
Total for Payroll Tax Expenses					\$ -26.01
Total for Payroll expenses					\$ -26.01
Sanitation					
Garbage collection					
11/10/2023	Bill	0894-006440491	Republic Services #894	residential waste 23 10	2,467.18
11/10/2023	Bill	0894-006440491	Republic Services #894	residential organic waste 23 10	735.00
Total for Garbage collection					\$3,202.18
Metro sewer					
11/10/2023	Bill	0001164365	Metro. Council Environmental Services	Wastewater services 2023-12	3,130.52
Total for Metro sewer					\$3,130.52
Recycling fee					
11/10/2023	Bill	0894-006440491	Republic Services #894	residential recycle 23 10	735.00
Total for Recycling fee					\$735.00
Sewer system					
11/22/2023	Expense		CenterPoint Energy	lift station utilities 2311	16.13
11/29/2023	Bill	10-3 thru 11-28	K.L.A.R.S. Inc.	lift station fill mitigation work	572.00
Total for Sewer system					\$588.13
Total for Sanitation					\$7,655.83
Streets					
Maintenance, street					
11/29/2023	Bill	10-3 thru 11-28	K.L.A.R.S. Inc.	no solicit signs; tree removal	843.92
Total for Maintenance, street					\$843.92
Total for Streets					\$843.92
Total for Expenses					\$61,011.06
Net Income					\$ -29,692.96

City of Medicine Lake

Checking Account Activity

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	ACCOUNT	AMOUNT
Bill Payment (Check)					
11/10/2023	Bill Payment (Check)	17635	Ideal Electric, LLC	Checking	-3,600.00
11/10/2023	Bill Payment (Check)	17637	Republic Services #894	Checking	-3,937.18
11/10/2023	Bill Payment (Check)	17634	Henn. Co. Info. Tech Dept.	Checking	-470.45
11/10/2023	Bill Payment (Check)	17633	Chestnut Cambronne PA	Checking	-219.00
11/10/2023	Bill Payment (Check)	17636	Metro. Council Environmental Services	Checking	-3,130.52
11/26/2023	Bill Payment (Check)	17639	Fox, Michael T.	Checking	-603.19
11/26/2023	Bill Payment (Check)	17640	Halvorsen, Richard	Checking	-277.05
11/26/2023	Bill Payment (Check)	17641	Hoisington	Checking	-4,378.92
11/26/2023	Bill Payment (Check)	17644	Seamans, Tiffany	Checking	-100.00
11/26/2023	Bill Payment (Check)	17638	Flare Heating & Air Conditioning	Checking	-1,492.25
11/26/2023	Bill Payment (Check)	17642	Minnesota State Fire Department Association	Checking	-130.00
11/26/2023	Bill Payment (Check)	17643	MN State Fire Chiefs Association	Checking	-315.00
11/29/2023	Bill Payment (Check)	17647	M.L.F.F.R.A. Special Fund	Checking	-12,718.94
11/29/2023	Bill Payment (Check)	17645	Initial Attack Fire Training, LLC	Checking	-1,500.00
11/29/2023	Bill Payment (Check)	17646	K.L.A.R.S. Inc.	Checking	-5,488.92
11/29/2023	Bill Payment (Check)	17650	Streicher's	Checking	-1,771.90
11/29/2023	Bill Payment (Check)	17649	Ruth Hovey	Checking	-378.20
11/29/2023	Bill Payment (Check)	17648	Rapit Printing	Checking	-220.92
Total for Bill Payment (Check)					\$ -40,732.44
Deposit					
11/08/2023	Deposit		Building permits	Checking	519.84
11/08/2023	Deposit		Building permits	Checking	211.90
11/08/2023	Deposit		Building permits	Checking	410.22
11/08/2023	Deposit		General receipts	Checking	1,000.00
11/08/2023	Deposit		General receipts	Checking	100.00
11/08/2023	Deposit		General receipts	Checking	2,500.00
11/08/2023	Deposit		General receipts	Checking	10,000.00
11/10/2023	Deposit		General receipts	Checking	70.00
11/10/2023	Deposit		General receipts	Checking	1,456.40
11/10/2023	Deposit		General receipts	Checking	1,456.41
11/14/2023	Deposit		General receipts	Checking	70.00
11/15/2023	Deposit		State of Minnesota	Checking	12,718.94
11/25/2023	Deposit		Building permits	Checking	211.58
11/25/2023	Deposit		Building permits	Checking	492.81
11/25/2023	Deposit		Building permits	Checking	100.00
Total for Deposit					\$31,318.10
Expense					
11/08/2023	Expense		Century Link	Checking	-65.00
11/17/2023	Expense		Intuit Inc.	Checking	-90.00
11/20/2023	Expense		Microsoft	Checking	-108.00
11/20/2023	Expense		Microsoft	Checking	-54.28
11/22/2023	Expense		CenterPoint Energy	Checking	-16.13
11/22/2023	Expense		CenterPoint Energy	Checking	-27.96
11/28/2023	Expense		Ubiquiti Inc	Checking	-9.99
11/28/2023	Expense		Ubiquiti Inc	Checking	-9.99
Total for Expense					\$ -381.35

City of Medicine Lake

Balance Sheet

As of November 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	369,849.11
Money Mkt 4M - General fund	277,212.19
Money Mkt 4MP - Capital Projects	756,440.74
Savings	0.00
Total Bank Accounts	\$1,403,502.04
Total Current Assets	\$1,403,502.04
Fixed Assets	
Property and equipment	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$1,403,502.04
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Capital Project Reserve	923,455.44
Debt Service Reserve	36,805.21
Total Other Current Liabilities	\$960,260.65
Total Current Liabilities	\$960,260.65
Long-Term Liabilities	
Sewer bond	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$960,260.65
Equity	
Opening Bal Equity	122,064.42
Retained Earnings	388,520.95
Net Income	-67,343.98
Total Equity	\$443,241.39
TOTAL LIABILITIES AND EQUITY	\$1,403,502.04

City of Medicine Lake

Profit and Loss

November 2023

	TOTAL	
	NOV 2023	JAN - NOV, 2023 (YTD)
Income		
Building permits	2,046.35	20,552.29
Donations	16,552.81	184,786.83
Fiscal disparities		7,601.54
Henn. Aid to Municipalities		4,305.63
Insurance dividend		1,492.00
Interest earned		41,907.79
Liquor License		8,500.00
MN Aid to Fire Dept.	12,718.94	20,819.94
Other		6,006.00
Real estate taxes		303,165.44
Rental license		5,250.00
Total Income	\$31,318.10	\$604,387.46
GROSS PROFIT	\$31,318.10	\$604,387.46
Expenses		
Advisory & engineering services	4,378.92	91,943.19
Bassett Creek Watershed		4,332.00
Building inspection service		5,699.18
Capital Project Reserve Provision	15,000.00	81,251.35
City Hall		
Cleaning services	100.00	1,100.00
Clerical supplies		1,142.98
Events		3,160.29
Maintenance, city hall	2,172.25	6,974.73
Other expense city hall	252.28	4,248.71
Supplies	0.00	637.87
Utilities	28.46	6,392.86
Total City Hall	2,552.99	23,657.44
Communication	664.12	4,495.44
County assessor		10,000.00
Debt service expenditure		42,735.00
Debt service provision	4,166.75	3,099.25
Fire department		
Capital project, fire dept.		3,869.25
Dues and subscriptions	445.00	885.00
M.L.F.F.R.A. Pension	12,718.94	25,718.94
Maintenance, fire dept	3,600.00	6,339.47
Payroll fire dept	340.00	3,740.00
Supplies	2,242.35	20,724.65
Training	2,066.25	9,690.31

City of Medicine Lake

Profit and Loss

November 2023

	TOTAL	
	NOV 2023	JAN - NOV, 2023 (YTD)
Vehicle fund provision	750.00	10,250.00
Total Fire department	22,162.54	81,217.62
Fire Relief Association		545.00
Insurance		12,105.00
League and association dues		753.00
Legal services	219.00	1,711.00
Park and recreation		
Maintenance	3,393.00	29,351.93
Outside services		6,846.27
Supplies, park		771.20
Utilities		289.74
Total Park and recreation	3,393.00	37,259.14
Payroll expenses		
Payroll Expenses		3,800.00
Payroll Tax Expenses	-26.01	1,451.12
Total Payroll expenses	-26.01	5,251.12
Police		17,909.75
Sanitation		
Capital Project		97,224.84
Garbage collection	3,202.18	34,656.09
Metro sewer	3,130.52	37,566.24
Recycling fee	735.00	7,770.00
Sewer system	588.13	22,058.89
Total Sanitation	7,655.83	199,276.06
Streets		
Capital Project		20,255.75
Lighting		5,060.70
Maintenance, street	843.92	8,084.45
Snow removal		15,090.00
Total Streets	843.92	48,490.90
Unapplied Cash Bill Payment Expense		0.00
Total Expenses	\$61,011.06	\$671,731.44
NET OPERATING INCOME	\$ -29,692.96	\$ -67,343.98
NET INCOME	\$ -29,692.96	\$ -67,343.98

Capital Projects - By Project
For the Month Ended November 30, 2023

	General	MLFD Vehicle Fund	GO Waste Disposal Constuction Fund	TBD Street & Utility improvements	Jevne Park Improvements	Total
12/31/21 Balance	\$ 604,392		\$ 621,521	\$ -		\$ 1,225,913
12/31/22 Balance	\$ 786,648	\$ 12,691	\$ 32,613	\$ -		\$ 831,952
1/31/23 Balance	\$ 769,882	\$ 13,441	\$ (0)	\$ -		\$ 783,323
2/28/23 Balance	\$ 784,045	\$ 14,191	\$ (0)	\$ -	\$ -	\$ 798,236
3/31/23 Balance	\$ 797,783	\$ 14,941	\$ (0)	\$ -	\$ -	\$ 812,723
4/30/23 Balance	\$ 796,495	\$ 15,691	\$ (0)	\$ -	\$ -	\$ 812,186
5/31/23 Balance	\$ 814,046	\$ 16,441	\$ (0)	\$ -	\$ -	\$ 830,487
6/30/23 Balance	\$ 814,822	\$ 17,191	\$ (0)	\$ -	\$ -	\$ 832,012
7/31/23 Balance	\$ 832,911	\$ 17,941	\$ (0)	\$ -	\$ -	\$ 850,852
8/31/23 Balance	\$ 851,274	\$ 20,691	\$ (0)	\$ -	\$ -	\$ 871,964
9/30/23 Balance	\$ 866,274	\$ 21,441	\$ (0)	\$ -	\$ -	\$ 887,714
10/31/23 Balance	\$ 885,514	\$ 22,191	\$ (0)	\$ -	\$ -	\$ 907,705
Activity - MTD						
Capital project reserve provision-General	15,000					15,000
Capital project reserve provision-MLFD Vehicle		750				750
11/30/23 Balance	\$ 900,514	\$ 22,941	\$ (0)	\$ -	\$ -	\$ 923,455

Debt Service Reserve - By Project
For the Month Ended November 30, 2023

	GO Waste Disposal Constuction Fund	TBD Street & Utility improvements	Total
12/31/21 Balance	\$ 2,151	\$ -	\$ 2,151
12/31/22 Balance	\$ 33,706	\$ -	\$ 33,706
1/31/23 Balance	\$ 6,448	\$ -	\$ 6,448
2/28/23 Balance	\$ 10,614	\$ -	\$ 10,614
3/31/23 Balance	\$ 14,781	\$ -	\$ 14,781
4/30/23 Balance	\$ 18,948	\$ -	\$ 18,948
5/31/23 Balance	\$ 23,115	\$ -	\$ 23,115
6/30/23 Balance	\$ 27,281	\$ -	\$ 27,281
7/31/23 Balance	\$ 20,138	\$ -	\$ 20,138
8/31/23 Balance	\$ 24,305	\$ -	\$ 24,305
9/30/23 Balance	\$ 28,472	\$ -	\$ 28,472
10/31/23 Balance	\$ 32,638	\$ -	\$ 32,638
Activity - MTD			
11/1/23 Debt Service reserve provision	4,167		4,167
11/30/23 Balance	\$ 36,805	\$ -	\$ 36,805

1/12 of 2023 Tax Levy

GO Waste Disposal Bond Payment Schedule Series 2021A; \$930,000; repaid thru 2/1/2052 Current Year & Next Five Years...				Pledged Revenues @ 105% of payment	
	Principal	Interest	Total	Tax Levy	Tax Levy Year
8/1/22		\$ 16,185.42	\$16,185.42		
2/1/23	\$ 20,000.00	\$ 11,425.00	\$31,425.00	47,739.94	2022
8/1/23		\$ 11,310.00	\$11,310.00		
2/1/24	25,000.00	11,310.00	36,310.00	50,001.00	2023
8/1/24		11,166.25	11,166.25		
2/1/25	25,000.00	11,166.25	36,166.25	49,699.13	2024
8/1/25		11,022.50	11,022.50		
2/1/26	25,000.00	11,022.50	36,022.50	49,397.25	2025
8/1/26		10,878.75	10,878.75		
2/1/27	25,000.00	10,878.75	35,878.75	49,095.38	2026
8/1/27		10,735.00	10,735.00		
2/1/28	25,000.00	10,735.00	35,735.00	48,793.50	2027
8/1/28		10,485.00	10,485.00		
2/1/29	25,000.00	10,485.00	35,485.00	48,268.50	2028

CITY OF MEDICINE LAKE
RESOLUTION NO. 23-_____

A RESOLUTION ADOPTING FINAL TAX LEVY FOR TAXES PAYABLE IN 2024

WHEREAS, the City Council has given final approval to the budget for calendar year 2024. The budget require monies to be raised from property taxes on taxable property in the City of Medicine Lake.

General Levy	\$
Bonded Indebtedness	\$
Total Levy	\$

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICINE LAKE, COUNTY OF HENNEPIN, MINNESOTA that the amounts listed above be raised by property tax on taxable property in the City of Medicine Lake for taxes payable in 2024 as set out in the 2024 budget.

BE IT FURTHER RESOLVED, that the said property tax levy be certified to the County Auditor of Hennepin County on or before December 28, 2023.

The forgoing resolution was moved by Councilmember _____ and seconded by Councilmember _____.

The following Councilmembers voted in the affirmative:

The following Councilmembers voted in the negative:

ADOPTED: December 4, 2023

Chris Heim, Mayor

Attest: Therese Polum, City Clerk

**CITY OF MEDICINE LAKE
RESOLUTION NO. 23-_____**

A RESOLUTION ADOPTING FINAL TAX LEVY FOR TAXES PAYABLE IN 2024

WHEREAS, the City Council has given final approval to the budget for calendar year 2024. The budget require monies to be raised from property taxes on taxable property in the City of Medicine Lake.

General Levy	\$581,354.87
Bonded Indebtedness	\$49,699.13
Total Levy	\$631,054.00

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICINE LAKE, COUNTY OF HENNEPIN, MINNESOTA that the amounts listed above be raised by property tax on taxable property in the City of Medicine Lake for taxes payable in 2024 as set out in the 2024 budget.

BE IT FURTHER RESOLVED, that the said property tax levy be certified to the County Auditor of Hennepin County on or before December 28, 2023.

The forgoing resolution was moved by Councilmember _____ and seconded by Councilmember _____.

The following Councilmembers voted in the affirmative:

The following Councilmembers voted in the negative:

ADOPTED: December 4, 2023

Chris Heim, Mayor

Attest: Therese Polum, City Clerk

Taxing Jurisdiction of **City of Medicine Lake**

2024 FINAL LEVY CERTIFICATION

I, **Therese Polum** Clerk of **City of Medicine Lake** hereby certify that a resolution establishing the levy upon taxable property in said Taxing Jurisdiction was passed by the governing body at a duly convened meeting held on **December 4**, 2023.

On motion it was resolved that the following sums of money be raised by tax upon the taxable property in said Taxing Jurisdiction for the following purposes for the current year:

LEVY ITEM	CERTIFIED LEVY*
1. General Revenue	581,354.87
2. Bonded Indebtedness**	49,699.13
A. TOTAL TAX CAPACITY BASED LEVY	631,054.00
B. MARKET VALUE BASED REFERENDUM LEVY***	
TOTAL TAX CAPACITY AND MARKET VALUE BASED LEVIES	\$ 631,054.00

* The levy amount by line item should already be reduced by Local Government Aid (LGA) and other resources used to finance your taxing jurisdiction's budget.

** Provide a breakdown of the certified levy by individual bond on page 2.

*** Per M.S. 275.61, Levies for the payment of debt obligations that are approved by voters after June 30, 2008 must be levied on net tax capacity.

I further certify that I have compared the foregoing with the original entry of the minutes of the meeting so held on **December 4**, 2023 as the same are recorded in the Book of Records of said Taxing Jurisdiction, and that the same is a correct transcript therefrom.
Given under my hand on this _____ day of _____, 2023.

Taxing Jurisdiction Clerk



municipal websites

OPEN

Website Design & Hosting Solution

Proposal valid for 60 days from date of receipt



**Powering and Empowering
Government**

CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

20+ Years
12,000+ Customers
900+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2023 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.

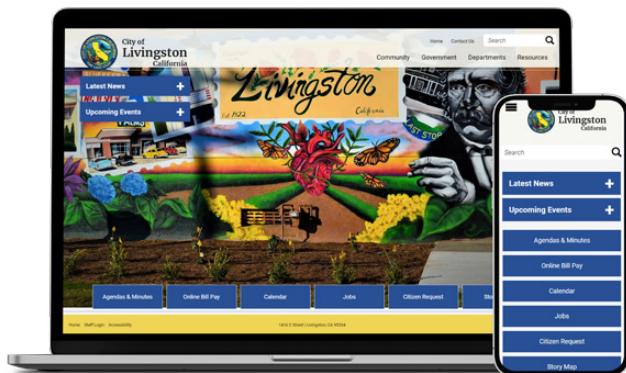


civicplus.com

Premium Designs

The included design portfolio will provide you with an idea of the different directions we can take your creative design. Your art director will work with you to understand your municipality's needs and style.

Our Premium Designs are ideal for communities that want a professional, mobile-friendly design without the added expense of extensive custom design work. A Premium Design offers all the same features and functionality; any differences are website design related. Premium designs have fewer custom design elements, such as a non-scrolling site element, while still retaining enough design elements to make the site yours. Customize your logo, color palette menu, quick link layouts, and background images.



Livingston, California
cityoflivingston.org



Hooper City, Utah
hoopercity.com



Arkansas City, Kansas
arkcity.org



civicplus.com

Ultimate Designs

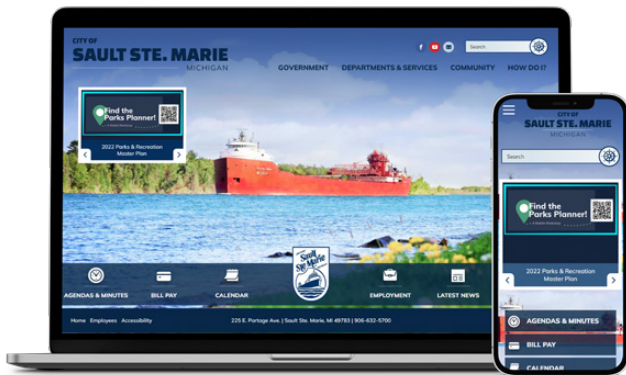
An Ultimate design allows you to start with a blank slate and provide optimal flexibility and design options for your new website. It is offered in both a scrolling and non-scrolling format. You will work with our designer to build a layout that uses our extensive widget library and add styling to give the site a unique look that fits your municipality.



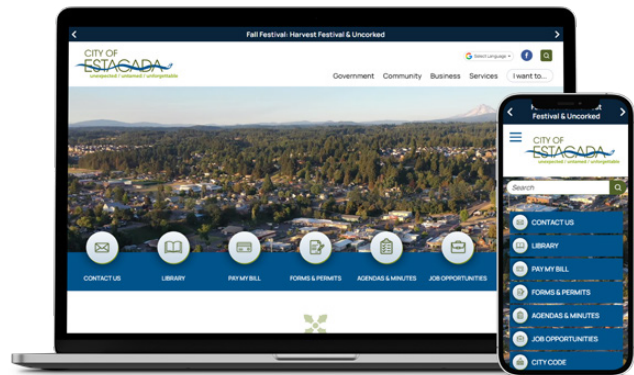
Clatsop County, Oregon
co.clatsop.or.us



Mission Springs Water District, California
mswd.org



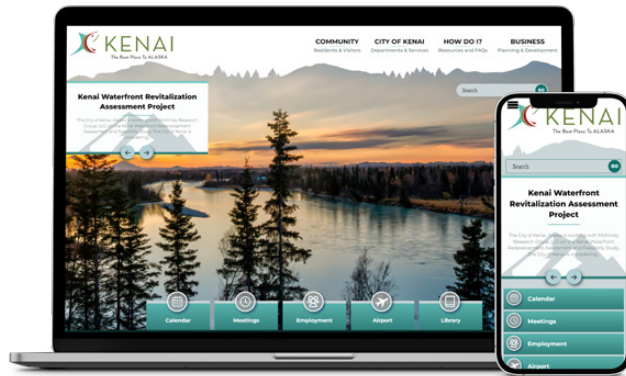
Sault Ste. Marie, Michigan
saultcity.com



Estacada, Oregon
cityofestacada.org



civicplus.com



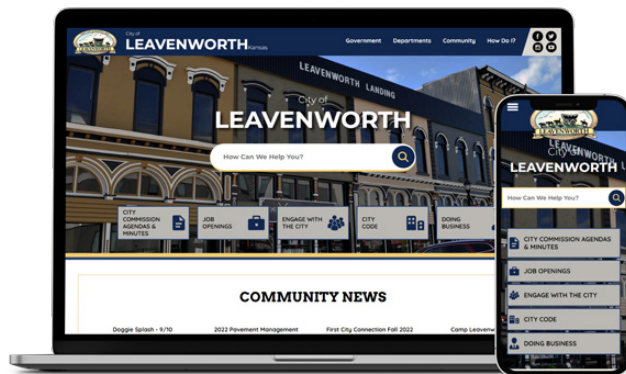
Kenai, Alaska

kenai.city



Wilsonville, Oregon

ci.wilsonville.or.us



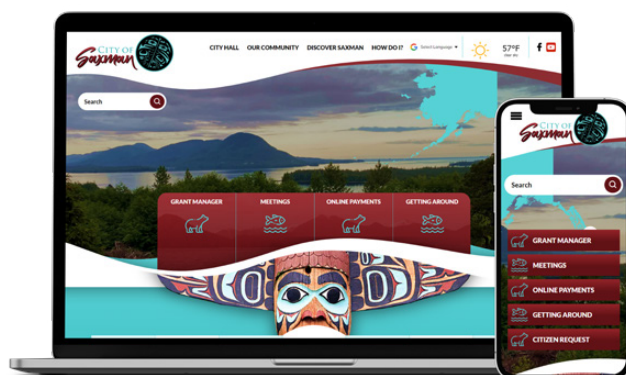
Leavenworth, Kansas

leavenworthks.org



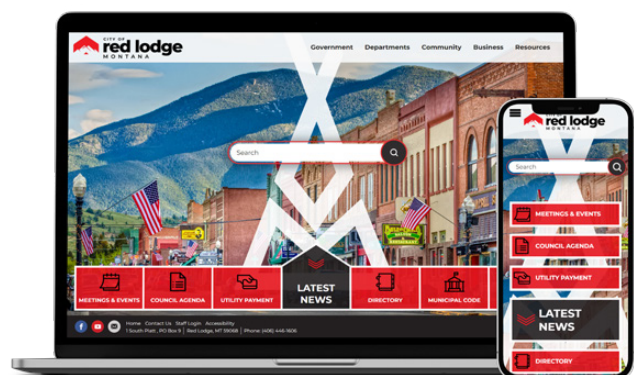
Royal Palm Beach, Florida

royalpalmbeach.com



Saxman, Alaska

cityofsaxman.com



Red Lodge, Montana

cityofredlodge.net



civicplus.com

CMS Features & Functionality

Our Municipal Websites Open are built using a CMS specifically for local governments and offers full feature sets for all your department's needs. Using CivicPlus for your website provides an excellent experience for both your staff and residents in the community. Granular permissions can allow each department to easily edit content and manage their residents' interactions.



We have the solution to the challenges you face with full feature sets for all your department needs!



Website Design Tailored to Your Needs



Hosting, Security, & Reporting



Modules That Provide Transparent Information



Resident Engagement Tools



Tools for Residents to Do Business Online



Convenient Access from Any Device



Intuitive & Easy to Use



Granular Permissions to Match Your Processes



ADA Compliance



Can Expand & Grow with Your Ever-Changing Needs

CivicPlus Website Features

WEBSITE DESIGN TAILORED TO YOUR NEEDS

Stunning Design – A professional art director will work closely with you to design a website that fits your municipality's style and needs.

Intuitive Site Navigation – Main navigation menu, via a mega menu or drop-down, keeps it simple to get to any page.

Image Displays – Interactive widgets that include photos and videos to showcase your community.



civicplus.com

Unlimited Number of Department Specific Pages (microsite) – A page specifically for an individual department/board that can automatically display department-specific information in the sidebar of your pages. This allows categorization and filtering by department and allows permissions to be department based.

Site Within a Site (subsite) – Add-on that allows any department/board or page to have an entirely different look and feel to match your department's style, while still being part of the same website and using the same backend CMS.

HOSTING, SECURITY, & REPORTING

Domain Management – CivicPlus can provide full-service domain hosting.

Secure Site Gateway – Every website receives an SSL certificate for your peace of mind.

Secure Login – Optimal security is available through Microsoft's Identity Server.

Single Sign On (SSO) – Ability to log into multiple CivicPlus products with the same login credentials.



Custom Identity Provider (IdP) – A custom IdP is available as an add-on through Azure AD, Okta, and ADFS.

CAPTCHA Secure – The CMS uses CAPTCHA technology to restrict auto-generated submissions.

Data Ownership – Customers always own the rights to all their data.

Audit Trail/History Logs – The CMS captures and stores a complete history of content postings.

Analytics and Reporting – Google Analytics provide web analytics and other reporting is available such as a broken links report.

MODULES THAT PROVIDE TRANSPARENT INFORMATION ON YOUR SITE

Advanced Calendaring – Create meetings and events to be displayed in calendars throughout your website. Residents can easily use our calendars with custom filters, multiple event views, and export capabilities.

Meetings and Agendas – Manually post meetings and agendas on the website with a built-in module. For advanced functionality, including automated agenda and packet generation and live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Advanced Search in Your Website – Quickly search all pages and uploaded files across the website. Department-specific search options are also available.

News & Announcements – Display the most recent news on your home page or department pages.

FAQs – Easily show your most frequently asked questions and their corresponding answers.

Important Alerts – Prominently display urgent messages on the home page and/or department home pages to notify residents of time-sensitive information, such as closings or inclement weather warnings.

Document Center – Staff can upload and manage documents in one central repository.

Image Library – Store all your photos and graphical images in one central location for access by all applicable staff.



Staff Directory – Manage staff names and contact information in one central repository, and easily display applicable staff members on various pages.

Business Directory – As an optional add-on, this feature lists information about businesses within your community by category; businesses can also submit their information on a form to be approved by your staff before publishing.

Embedded Videos & iFrames – Embed Vimeo or YouTube videos or iFrame in third-party partners on any page.

Dynamic Site Map – Sitemap configuration that search engines can easily consume.

RESIDENT ENGAGEMENT TOOLS

Unlimited Email Subscriptions/Notifications – Allow residents to subscribe and receive email alerts for new website posts that interest them.

SMS Subscriptions/Notifications – This add-on feature allows residents to subscribe and receive SMS text messages for new website posts they're interested in.

RSS Feeds – RSS feeds are available for department updates, news, and urgent alerts.

TOOLS FOR RESIDENTS TO DO BUSINESS ONLINE

Requests, Feedback, and Submissions from Residents via Web Forms – Our fully customizable web forms allow for a variety of resident interaction. Form submissions can be automatically routed to a specific person or department. Common uses cases of our custom web forms include:

- Service Requests
- Contact Us
- Surveys and Polling
- Applications
- Suggestions, Complaints, and Tips

Interactive Maps – Provide a graphical representation of location-specific information shown on a map.

Job Postings and Applicants – Staff can post job openings, allowing residents to browse available jobs online and apply through an online form submission.

Payments – Citizens can make payments online through CivicPlus Pay (add-on) or you can iFrame or link out to another third-party payment system.

CONVENIENT ACCESS FROM ANY DEVICE

Responsive Design / Mobile Support – Your website design will be built to automatically adjust and scale so that it works well on all devices regardless of screen size, including wide screen monitors, tablets, and mobile devices.



INTUITIVE & EASY TO USE

Intuitive CMS – Easiest website editing with only a few clicks that's intuitive for even non-technical users.

Text and Image Editors – One WYSIWYG editor interface, similar to Microsoft Word, for all types of content, as well as an image editor to adjust focal points on photos.

Previewing – Edit pages to your liking before publishing to the live website.

Scheduling Options – Schedule content to automatically publish and unpublish on your site at a specific date and time.

Social Media Integrations – Quickly auto-post to Twitter and Facebook while you're adding content, news, or alerts to your website. Conversely, we often use iFrames to display your Twitter and/or Facebook feeds right on your website page. Our web pages also come equipped with built-in YouTube video players.

Versioning – All previous versions of pages are saved online, allowing you to view or re-publish at any time.

Google Translate – Translate content on your site to multiple languages, utilizing Google Translate, for ease of use for all residents.

Easy to Use Forms Builder – Feature-rich webform builder available for simple and advanced tasks, that when submitted can be routed to the appropriate people.



Content Efficiencies – Create and manage content once and have it display multiple places.

Tags/Views – All files can be easily found through filters of tags on items such as documents and images.

GRANULAR PERMISSIONS TO MATCH YOUR PROCESSES

Roles & Permissions – User accounts are assigned a role, granting the users specific levels of permissions within the CMS.

Department Specific Permissions – Permissions can be set so individuals have access to edit their own department's content (or multiple departments) without having to rely on an IT director or Administrator to make website changes for them.

Menu Manager – Department users can manage their own sub-menus, and advanced users control primary navigation and homepage components.

Private Page Permissions – Easily create private pages that are password protected with a log-in, for internal use.

Unlimited Users and Pages – Customers can add unlimited staff users and create unlimited pages to their website.



ADA COMPLIANCE

Start Compliant – The CivicPlus implementation team builds websites that are ADA WCAG 2.0 compliant.

Stay Compliant – Tools are built into the system to reduce the chances of violating ADA compliance guidelines, such as requiring an Alt Tag on photos that are uploaded. We offer our Monsido Web Governance program to provide a wide array of tools for maintaining the quality, ADA compliance, internal policy compliance, and optimal functionality of your site. And as a partner program, we can include AudioEye for automatic ADA remediation at a discounted rate.

Your CivicPlus Website Can Expand and Grow with Your Ever-Changing Needs

- Your new website will be built on the trusted Drupal platform.
- Full functionality is available with an unlimited number of uses to meet your needs now and in the future.
- Integration with CivicPlus product suites for many additional benefits. For example:
 - SSO, email notifications, text notifications (add-on), and a resident portal.
 - Access to add-on other integrated CivicPlus products such as service request, FOIA, social media archives, or mass emergency notification software.
- Free regular group trainings to continuously keep new staff trained.



Implementation

Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your new CivicPlus Municipal Websites Open. Your exact project timeline can vary based on the determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, adherence to approval deadlines, and other factors. Some of the phases listed here can overlap and occur concurrently.

Based on our experience, the estimated timeline for the successful completion of your website project is approximately 10-12 weeks. A finalized schedule will be compiled after we meet with you.

PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN	3-4 Weeks	<ul style="list-style-type: none">• Website Assessment• Website Design Meeting• Project Manager Meeting
PHASE 2: DESIGN & BUILD	2 Weeks	<ul style="list-style-type: none">• Design Concept Creation & Approval (Ultimate designs)• Website Setup, Configuration, and Customization
PHASE 3: MIGRATE CONTENT	1-2 Weeks	<ul style="list-style-type: none">• Content Finalization & Departmental Review• Directory Pages/Staff Directory and Ordinances/Resolutions• If purchased: Projects, Commercial/Industrial Properties, Business Directory,
PHASE 4: STAFF TRAINING	2-3 Weeks	<ul style="list-style-type: none">• Flexible staff training schedule allows attendance over an extended timeframe, even allows individuals to repeat a session at their direction
PHASE 5: TESTING	1 Week	<ul style="list-style-type: none">• Functional Testing• Acceptance Testing
PHASE 6: GO LIVE	1 Week	<ul style="list-style-type: none">• Go Live



Approaching Your Project Implementation

Communication & Management

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed.

Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan. Tasks, deliverables, and milestones are aligned to deliver your website in an optimal timeframe

Cloud Coach utilization, combined with regular check-ins with your project manager, provides ample opportunities to review project progress quickly and efficiently.



Phased Approach

PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN

Website Assessment	CivicPlus will analyze your current website(s) to assess the existing navigation, features/functions, and content quality.
Website Design Meeting	<p>CivicPlus will conduct a design meeting with a customer- defined web advisory team. We recommend the advisory team be limited to a maximum of four members who will provide input regarding the overall design of the new website, including the site branding and high-level site navigation. The individual or team will review website version images provided by the designer.</p> <p>Deliverables: Website design specifications (graphic design, information)</p>
Project Manager Meeting	<p>CivicPlus assigns a qualified Project Manager to guide you through the Website Content build-out. They will assist you with determining the content to be migrated or developed. During your initial meeting they will discuss topics such as website menuing, domains & DNS, training approach, and a variety of other related website topics.</p> <p>Deliverables: Customer will develop an overall understanding of how the process will flow right through to Implementation.</p>



civicplus.com

PHASE 2: DESIGN & BUILD

Design Concept Creation & Approval (Ultimate Designs)	<p>CivicPlus will complete concepts for the homepage. These concepts will incorporate all the graphical elements and layouts. You will select a concept after a series of iterative design revisions—up to six mockup revisions. You will officially sign-off on the final website design selected once it meets your expectations.</p> <p>Deliverables: Design concepts, Finalized design (Adobe XD)</p>
Website Setup, Configuration, & Customization	<p>CivicPlus will create a fully functional website that includes the elements described in this proposal.</p> <p>CivicPlus will finalize the remaining components within the approved design and navigation as part of the website setup.</p> <p>Deliverables: Functional website setup, Content migration initiated</p>

PHASE 3: MIGRATE CONTENT

Content Finalization & Departmental Review	<p>CivicPlus will migrate all content for your staff to review and finalize before go-live. See the pricing section for the specific number of included pages.</p> <p>Deliverables: Content creation and migration, Homepage and Departmental content review</p>
Directory Pages Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions	<p>Depending upon website options selected and the volume of data CivicPlus may provide you with a custom Microsoft Excel template to complete to allow for auto-importing.</p> <p>Deliverables: Content creation and migration, Departmental content signoff</p>
Agenda & Minutes Migration	<p>The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.</p>



PHASE 4: STAFF TRAINING

Staff Training

Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend training sessions over 3–4-week period prior to going live. During this time, you have the option of repeating any session as desired. Our flexible scheduling of sessions will make it easier to fit training into your weekly schedule.

Deliverables: Online Training with a Qualified Instructor, Video Conference, Videos and User guides

PHASE 5: TESTING

Functional Testing

CivicPlus will perform a series of tests across multiple browsers and operating system versions to confirm site functionality and all features documented in this proposal.

Deliverables: Complete and Comprehensive Testing

Acceptance Testing

A standard webpage is defined as one that contains a title, body text, and up to five links, file attachments, or images. We will provide a custom quote if you require migration of more complex pages.

Deliverables: Site acceptance by customer

PHASE 6: GO LIVE

Go Live

We will work with you to make the appropriate Domain and DNS entry changes to initiate the process of making the new site available on the internet. Once the website is Live we will transition you to our Technical Support organization for the best post-implementation experience.

Deliverables: Final Website – Live!



M³ Integratable Meetings Management Migration & Server Configuration

Setting You Up for Immediate & Future Public Meetings Success

Systematically and accurately migrate up to five years of meetings PDF documents into your website's Meetings Directory (agendas, packets, minutes). The Meetings Directory, along with the website Calendar, is easy to manage and update within the CMS dashboard. It is also uniquely engineered to seamlessly integrate with the CivicPlus Agenda and Meeting Management solution which further integrates with our Codification solution. It is important to set this up properly on day one for optimal transparency, search, and as a foundation for future meetings management optimization.

Your Role During Implementation

A smooth, on-time deployment is dependent on the customer's participation, providing timely information and approving proofs quickly.

- The customer will make available relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort and create new content copy as needed.
- The customer will assign a single point of contact that will be responsible for coordinating the schedules of other project stakeholders.
- The customer will review any deliverables requiring formal approval within five business days and return all comments and issues at or before those five days have elapsed.
- The customer will assign one person who will act as the ultimate decision-maker in the case where consensus among the team cannot be reached.
- The customer must agree to the applicable terms of services for Google-related services such as Google Analytics and Google Maps to access those features. CivicPlus is not responsible for Google's decisions related to discontinuing services or changing current APIs.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding the technical functionality and usage of your new website.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

AWARD-WINNING



CivicPlus has been honored with two Gold Stevie® Awards, three Silver Stevie® Awards, and seven Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, and Remote Customer Service Innovation of the Year. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

MAINTENANCE

CivicPlus is responsible for all ongoing maintenance. This includes various security and other patches provided by the greater Drupal community, as well as any module updates provided by the module maintainers. We also provide ongoing development of our CMS with releases of new functionalities and features usually on a quarterly basis.

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites sites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. From our secure data center facilities to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

Your new website will be hosted by CivicPlus in conjunction with a third-party managed solution, Acquia, a software as a service provider specializing in the Drupal Platform ([acquia.com](https://www.acquia.com)). Acquia Cloud is built on AWS infrastructure using a High Availability architecture across AWS Availability Zones. The CivicPlus platform is multi-tiered with its load balancers, application, database, and a file system each on separate tiers. Multi-tier infrastructure has resiliency, performance, scalability, and security advantages over a single-tier system. This will allow CivicPlus to maintain greater control over hacking attempts and DDoS attacks and provide an easy pathway for us to implement feature upgrades and service patches.

Your website will be protected by several yearly industry audit certifications. Your infrastructure will also be protected from downtime via horizontal and vertical scaling capabilities that can handle as much traffic as is needed at any time. Please reach out if you would like more information on our audit certifications, infrastructure methodologies, hardware specifications, or any other aspect of the hosting and security of your new website.



Project Costs

Features & Functionality

- CivicPlus Municipal Website
- Unlimited user licenses
- Unlimited staff page creation ability

Implementation

- Premium/Ultimate Design
- Up to 150 pages Content Migration
- Pre-scheduled weekly training sessions allow you to register and attend sessions to fit your schedule

Annual Recurring Services

- Hosting & Security
- Software maintenance including service patches & system enhancements
- 24/7 Technical support
- Free monthly training webinars
- Access to the CivicPlus Help Center with click-through tutorials
- Dedicated customer success manager

M³ Integratable Meetings

Management Migration & Server Configuration

- Migrate up to 5 years of meetings PDFs to Meetings Directory

	Premium Design	Ultimate Design
One-Time Implementation Fee	No Fee	No Fee
M ³ Integratable Meetings Management Migration & Server Configuration	\$850 One-Time	\$850 One-Time
Hosting & Support Annual Fee	\$3,795	\$4,758
	20% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>AND</u> Codification	
	10% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>OR</u> Codification	



Optional Enhancements

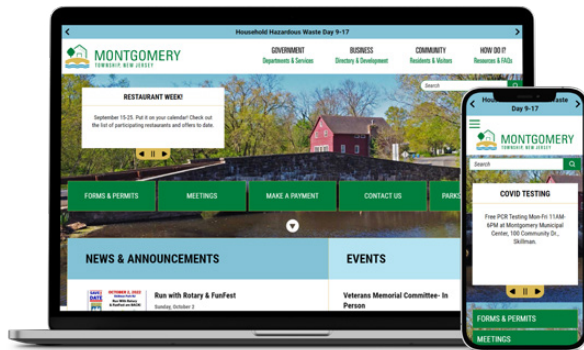
Optional Items	Cost
Business Directory	\$825 / year
Projects Directory	\$385 / year
Properties Directory	\$385 / year
Parks Directory	\$385 / year
Bids and RFPs	\$220 / year
Specialty Subsites	\$1,650 / year
Website Redesign Every Fourth Year (Ultimate Package Only)	\$825 / year
Chatbot for Residents	\$2,750 / year
Text Messaging (up to 20,000 SMS texts included)	\$550 / year
CivicPlus Pay	\$3,000 one-time \$1,785 / year
Additional Pages of Content Migration (150 pages and 3 years of meetings are migrated as a part of the base price)	\$250 / 50 pages



Specialty Subsite Graphic Designs

We also offer the option of having graphic designs for subsites that require specialized branding. These specialty subsites leverage your content management system and database, enabling the same functionality as your primary website with a unique look and feel.

Montgomery Township, New Jersey - Parks & Recreation Subsite



montgomerynj.gov

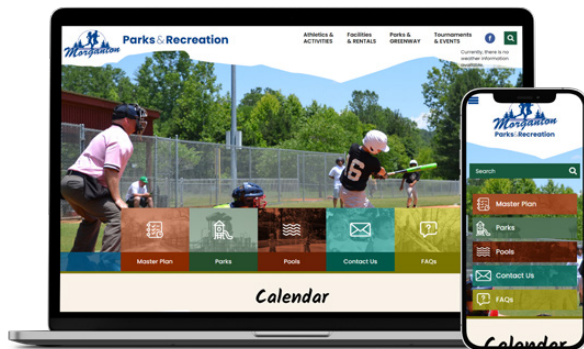


montgomerynj.gov/parksrec

Morganton, North Carolina – Parks & Recreation Subsite & Downtown Subsite



morgantonnc.gov



morgantonparksandrec.com/parksrec



downtownmorganton.com/main-street

Invoicing Details

- 100% of Year 1 costs upon contract signing.
- Annual recurring Services shall be invoiced on the start date of each Renewal Term.
- Annual Recurring Services shall be subject to a 5% annual increase beginning in Year 2 of service.
- All invoices are due within 30 days of the date of such invoice.

If the payment schedule and terms noted above does not meet your needs, please discuss with us so that we can try to accommodate your goals.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available.

A formal, summarized Statement of Work that delineates your chosen project scope will be provided for your review and final signature.

If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

Additional Solutions & Services

Our Civic Experience Platform provides a bridge between citizens and governments for positive interactions. We offer the following solutions and services for our customers:

- Meetings and Agenda Management
- Codification (Municode)
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and CRM
- Process Automation and Digital Services
- Public Works
- Fire and Life Safety Inspections
- Planning, Permitting, Licensing, and Code Enforcement
- Web Governance and ADA Remediation (ADA Compliance, Quality Assurance, Internal Policy Compliance, Site Functionality Optimization)
- Social Media Archiving
- FOIA Management

Visit our [website](#) or reach out to your Account Executive for additional information, a schedule a demo, or to obtain a quote.





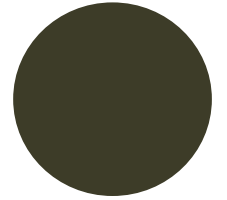
Medicine Lake, MN

Executive Summary

HELPING LOCAL GOVERNMENT INFORM, ENGAGE & PROTECT THEIR CITIZENS

How We'll Help

- Promote Transparency for Residents, Visitors, Businesses & Elected Officials
- A Research Based Design w/ Strong Internet Presence
- Strategic Partnership
- Sharing Nationwide Community Insight
- Beautiful UX/UI Navigation Experience for all users
- Encourage Municipal Economic Development
- Website Flexibility. Growing as the City Grows
- Multiple Calendars and Events
- Easily Handled by Small Staff
- Push out Email Alerts and Notices on the Website
- Schedule content updates, and schedule content removal
- ADA Compliant
- Multiple Software Options for other Departments
- Accessible on Any Device



Who Are We?

Our solutions enable municipalities of all sizes to rapidly and efficiently migrate traditional citizen services online to meet the new online imperative of local government.



25+ Years of experience



Over 12,500 Local Government Clients



100,000 Government Users



340+ Million Citizens Served in the U.S.



No Technical Expertise Needed



Solutions for Multiple Departments



Dedicated Support



Highly Invested in Research, Development, & Security



D9

Proposed Website Platform

Enhanced Website Solution.
Designed for Municipalities and
Organizations under 10,000
Citizens. Easy to use, quick to
update, with custom design options



15+ Website Modules



Search Capabilities



**Email & Text
Notifications**



**Drupal 9 Platform
Designed for
Government Use**



**Webforms Module
Surveys, Requests,
Fillable Forms**



**Full Content
Management Solution**

The Civic Experience

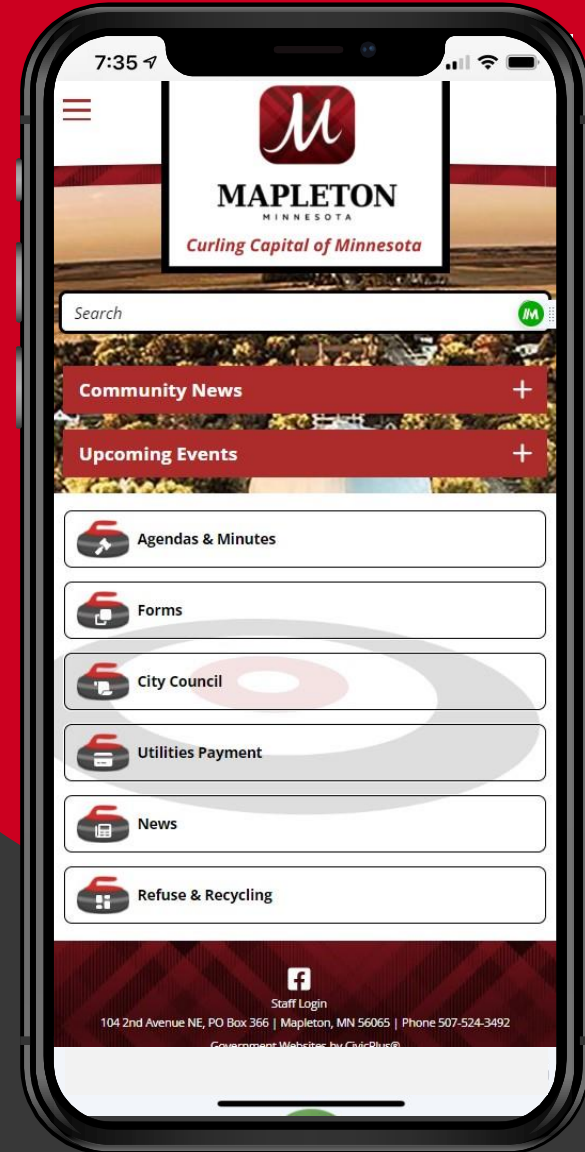
One Vendor, Multiple Software Options



Mobile Friendly Websites

Our government websites and CMS tools are mobile responsive and work on devices of all sizes to support what's easiest for citizens and government officials.

Mobile devices drove 61% of visits to U.S. **websites** in 2020, up from 57% in 2019.



Features & Functionality

- Responsive Mobile Friendly Design
- Simple Page Editor
- Best-in-Class Search Engine
- Social Media Integration
- Web Page Categories - create a page once, have it show up in multiple places
- Department Microsites (sites-within-a-site)
- Rotating Banners and Headline Articles
- Photo Album Slideshows
- Google Maps Integration
- Resource/Document Center
- Image auto-scaling and resizing
- Site Metrics (Google Analytics)
- Scheduled Publish On/Off Dates
- Unlimited User Logins
- Unlimited Content
- Word-like WYSIWYG Editor
- Email Subscriptions
- Jobs Listings
- Private Pages
- Unlimited Online Fillable Forms
- Emergency Alerts
- Meeting Agendas/Minutes/Videos
- Event Calendar
- Page Versioning / Audit Trail
- Latest News / Press Releases
- Anti-Spam Controls
- Email Harvesting Protection
- Broken Link Finder
- Dynamic Sitemap
- Support for Windows, Mac, Linux
- Video Integration (YouTube, Vimeo, etc.)
- You own the rights to all data
- Organization/Staff Directory
- Frequently Asked Questions (FAQs)
- Ordinances and Resolutions
- Share This Button (Facebook/Twitter)
- Secure Pages / SSL
- Printer-Friendly Pages

Add-Ons

- Bids and RFPs
- Projects Directory
- Parks and Trails Directory
- Property Directory (Commercial/Industrial)
- Business Directory
- SMS Text Notifications
- Specialty Sub-Site Graphic Designs
- Integrable CivicPlus Chatbot



Option A: Premium (Templated Design)

~~\$850 / One-Time~~

\$2,846 First Year

\$3,795 / Annually

**25% First Year Discount*



The Town of
Caswell Beach
North Carolina



city of
wakefield
nebraska



Town of
Jupiter Inlet Colony
FLORIDA

Option B: Ultimate (Custom Design)

~~\$850 / One-Time~~

~~\$3,569* / First Year~~

~~\$4,758 / Annually~~

**25% First Year Discount*





Purpose Built Website Design

1) ADA Compliance (WCAG 2.1 AA)

- Style-Guide and HTML Structure
- + Other Web Governance and Compliance Services Available If Desired on an On-going Basis

2) Drupal Open Source – Google Friendly

- As new versions are developed, Drupal is now designed to be backward compatible, making it quick, easy, and seamless to move to future versions.
- CivicPlus is a strategic partner within the Drupal community that optimizes the benefits you get from the larger Drupal development community

3) Industry-Leading Search Capabilities

4) Integration (Will integrate with current Municode Codification Services)

5) Easy Web Page Authoring

6) Create Content Once – Multiple Locations

7) Customer Service and Award-Winning Support

- You will be well-trained before going live via free, regularly-scheduled training that you can join as needed
- 24/7 Help Center Access
- Support Access by Phone and Email

Typical Project Timeline

14 – 18 Weeks



1

Initiate

PROJECT KICKOFF MEETING

Review deliverables, outline process, assign action items



2

Analyze

DESIGN & ARCHITECTURE

Discuss design preferences and vision



3

Site Implementation

IMPLEMENT DESIGN

Design is created, reviewed and approved in JPG format



4

Content Development

DEPARTMENT SPECIFIC MODULES AND CONTENT

Migrate webpages, documents, and files



5

Educate

USER TRAINING

CivicCMS will provide system training to empower users with the skills needed to maintain the website.



6

Launch

WEBSITE LAUNCH

The new website is scheduled to be made available to the public with live domain name.



Thank You



Richard L Jones
Solutions Consultant



785-323-4713



302 South 4th Street, Suite 500
Manhattan, Kansas 66502



www.civicplus.com



municode codification

POWERED BY CIVICPLUS



Codification and Your Community

Connecting Communities with the Laws That Govern Them

Your community will never stop improving, growing, and changing, which means you need easy and efficient processes to maintain your code of ordinances as your community passes new laws and makes changes for the better.

Municode Codification by CivicPlus® is the nation's leading codifier. Our team has decades of experience helping local governments across the country manage and maintain their local code of ordinances. We are continuously developing industry-leading technology to deliver your code via accessible print or digital versions for a brand-new codification or recodification of your existing code.



civicplus.com | 302 South 4th Street, Suite 500 | Manhattan, KS 66502 | 888.228.2233

municode codification

POWERED BY CIVICPLUS

What Our Solutions Bring to the Table

Experience and Depth of Team

- **Experience** – We are the most trusted and experienced codifier of local government codes in the nation with over 70 years of codification experience
- **Quality** – When you choose us, you'll work with an experienced team of legal editors and proofreaders who are committed to excellence in each product offered and the most accurate and timely service available
- **Expertise** – An in-house, full-time team of attorneys has been, and will continue to be there to help over 4,000 municipalities ensure the legal sufficiency of their codes of ordinances

Excellence and Timeliness

Are you looking for a partner that?

- A) Values keeping your code as up to date as you do?
- B) Cares deeply about the accuracy and legal sufficiency of your code?
- C) Is eager to host your code on the most advanced municipal websites?

We use best-of-breed technology to deliver your content in any form— web, mobile, and even print.

Professional Services Available to Boost Your Team's Efficiency

- Codification
- Recodification
- Supplementation including paper and electronic
- Legal review
- Republication
- State law reference footnote review
- State law reference linking



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Loose-Leaf Code Books

We will design and print the code book as well as your supplements so you can easily add sections or amendments.



Search Functionality

As a part of the integrated solution, users benefit from a unified search where results will pull from the online code.



Industry-Leading Online Code-Hosting Platform

Our platform is a fully responsive code hosting application featuring seamless navigation through local code using a collapsible table of contents, real-time-breadcrumb trail, and cross-reference linking with on-hover previews.



Municipal Law Research Tool

Search the most extensive collection of codified law and original ordinances in the country.



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municode codification

POWERED BY CIVICPLUS

Staff and Community Benefits

With CivicPlus's comprehensive codification solution, local governments can expect the following:

For Administrators

- Worry less about the tedious steps associated with codification, recodification, or republishing. Our experts make the process simple
- Amend the code easily by submitting legislation to our team of editors, proofreaders, and indexers so it is updated quickly and accurately
- Enjoy 24/7 access to code of ordinances on any device
- Rely on our industry-leading codification software to ensure your code is accurate, accessible, and available to the public, taking one more thing off your staff's list of ever-growing duties
- Stay equipped with additional tools to see versions of your code, easily tracking how it has changed over time
- Track when an ordinance was adopted thanks to the public meetings integration
- Benefit from a unified search on your website with results pulling from your online code

For Residents and Businesses

- 24/7 access to local government code of ordinances on any device
- Historical repository showing how the code has changed over time.
- Easily download and print sections of the code for easy reference
- Industry-leading search capabilities to help businesses find areas of the code most relevant to their operations
- Sign up to be alerted when changes are made to the code
- Users can see in which public meeting an ordinance was adopted thanks to the public meetings integration, providing optimal insight and transparency



Online Solutions to Make Your Life Easier



TOWNWEB® **Proposal for a Website & Communication Platform**

**Prepared for
CITY OF MEDICINE LAKE**

Delivered on: October 18, 2023 | **Submitted by:** Peter Stanko, Town Web | **Expiring on:** December 29, 2023

City of Medicine Lake
10609 South Shore Drive
Medicine Lake, Minnesota, 55441-4913

Dear Ruth,

Thank you for reaching out to us regarding your new municipal website needs. We appreciate the opportunity to assist you in this important endeavor.

At your municipality, you and your staff are tasked with sharing important information with your local residents. You need to keep them informed and engaged.

A municipal website is **the tool to accomplish this**. You need something that is professional-looking, easy to use, and effective in communicating with your constituents. Town Web offers the perfect solution to achieve this!

By choosing Town Web, you can take advantage of a website that is also a powerful communication tool. It is a website and software platform designed specifically for local government.

Our platform makes it easy for you to post official news and notices, community & government events, along with other department-related data. This means the activities within your other departments, such as Public Works, Zoning & Planning, Parks & Recreations, etc. can also be communicated to your local constituents.

Three things that set our solution apart from other municipal web development companies you may be evaluating:

1. Our sole focus is to **make your municipal life easier**. We make it easy for you to go in and post things. We make it easy for your residents to get the information they need. While your residents can always find the information on our website, we go a step further. *We provide you with a Communication Platform*. This means your residents can have these posts and updates sent directly to them via email or text message. Plus, it can all be posted on social media...all without any extra effort on your side!
2. Our Digital Online Solution provides a **user-friendly digital platform** for citizens to interact with their government. This platform features electronic versions of your commonly used forms. It also comes with a citizens' payment portal. This way all of your municipal services and fees can be paid online with a credit card. This innovative solution streamlines the interaction between the government and its citizens, delivering the *level of service they expect and deserve* in a post-pandemic world.

3. With our **white glove service**, you will receive exceptional support from our dedicated and friendly team. They are available 24/7 to assist with both your website and communication tool. *This comprehensive service means you do not need to burden your IT staff.* You can rely on the Town Web staff. We handle the creation of forms, workflows, and payment portals for you. This provides you with a seamless and stress-free experience.

We would like the City of Medicine Lake to take advantage of the benefits of a professional, easy-to-use, and effective municipal website and communication tool. The following pages in this proposal will show you more about the benefits you and your staff will get from Town Web.

Discover how our platform can simplify your municipal life, streamline communication with your constituents, and provide a user-friendly digital platform for online services and payments!

We also provide a detailed quote for the cost to implement this solution for your municipality. Please contact me or Chris to answer any questions. We both would love to help you take the first step towards a more efficient and effective municipal website and communication tool.

Sincerely,

A handwritten signature in black ink that reads "Peter S". The "P" is large and loops around the "e", and the "S" is a simple, bold stroke.

Peter Stanko

New Client Coordinator with Town Web

peter@townweb.com | chris.astrella@heygov.com | Toll-Free: 877-995-TOWN (8696)

THIS PROPOSAL OUTLINES THE BENEFITS OF TOWN WEB FOR THE CITY OF MEDICINE LAKE

The way municipalities communicate with their residents has drastically changed in the past two decades. Our team has interviewed many dozens of city administrators and town clerks.

We learned that it was easier to communicate the happenings and official notices of municipalities in the late 90s. By publishing the official notices in the local newspaper and running the loop of the video recordings on the local cable access television station, everybody would know what was going on. However, things have changed.

Newspapers aren't the primary source of news like they were in the 20th century. Municipalities needed to stay current with modern methods of communication. This includes using newer technology, like text messaging, emails, and various social media avenues.

The channels of communication have multiplied. The demographics of your citizens have become more diverse. Millennials prefer to consume information differently from the Baby Boomer generation.

The challenge of local government is to provide information to **ALL** their constituents. Even if they're considered "*digital dinosaurs*" and want everything on paper and want to write checks. Or if they're "*digital natives*" and want the same information, but accessible on their phone and paying with a credit card.

Or somewhere in between for the rest.

This is precisely the challenge that your website vendor needs to solve for you. Town Web is uniquely positioned to solve this problem in a way that saves you and your staff time. Plus, it provides an online citizen portal that your citizens deserve.

The current challenge facing many local governments is the difficulty of effectively communicating with your constituents. Many current municipal websites are outdated, difficult to navigate, and lack the necessary tools to keep the local residents informed and engaged.

We hear from countless others who also have problems maintaining a municipal website independently. It's cumbersome and overly complex. Still, many others do not get the type of support or assistance they expect to be successful in maintaining the website.

This problem is even more pressing in a post-pandemic world, where citizens are increasingly expecting digital services and communication from their government. The lack of an effective website and communication tool means that local governments are not able to effectively share news and notices, community and government events, and other department-related data. This has led to a decrease in the effectiveness of public services and an overall lack of engagement with local residents.

**THIS IS WHERE TOWN WEB'S ONLINE DIGITAL SOLUTION
HELPS YOU AND YOUR STAFF TREMENDOUSLY**

Project Scope

Below are the steps of the website and communication platform's project scope. Also included is an individual extra option for an **Elite Web Design package**. To make the process smooth and streamlined, we recommend that your organization appoint a single person to be our designated point of contact. This person should be the individual who we can work with for coordinating any meetings, and who has the authority to approve all design and project approvals for the project milestones.



Estimated Timeline

Depending on the quantity of content and the chosen layout and style of the website, the project can take between eight to 12 weeks.

The timeline for the Elite Web Design package adds an additional three to eight weeks to the project, depending on how quickly design sign-off is provided by your app.

The timeline for our Online Digital Solution add-on can be an additional four to eight weeks, depending on the number of departments involved and the number of forms you wish to have implemented.

TOWN WEB'S WEBSITE COMMUNICATION PLATFORM

We approach our projects in two distinct stages, each designed to address specific needs and deliver comprehensive solutions. The first stage focuses on the development of a website and communication platform, while the second stage revolves around the implementation of online modules to support government digitalization efforts. **Stage 1 includes:**

1. Designing and developing a website layout and user interface
2. Creating and integrating content such as text, images, videos, and other multimedia
3. Setting up and configuring website hosting and domain name (including a new dot.gov domain name)
4. Setting up and configuring new email addresses
5. Optimizing a website for search engine visibility
6. Setting up contact forms, analytics, and other interactive features
7. Writing custom scripts and code for specialized needs
8. Enhancing website security and protection from malware
9. Testing and debugging the website for usability, compatibility, and responsiveness
10. Website training
11. Go Live and website handoff

PROJECT TIMELINE

Enjoy a new site in 8 to 12 weeks!

Town Web's "SelectPlus" Package

Account set-up

- Contract Terms
- Sign Electronically
- Remit Payment
- Schedule Onboarding

Content Management

The Data Entry team will migrate over all of the existing content from an old site.

Municipal Representative will also send in any remaining content to be added via email, Dropbox, or Google Drive.

The Account Manager will follow up with any questions and check in with status updates.

Gather Feedback & Apply Changes

We will meet once again via Zoom to discuss any edits or additional content needed. You may email edits or a punch-list prior to the meeting so that most changes can be completed beforehand.

Set a date to go LIVE!

Launch

After final approval:

- Launch the site LIVE
- Receive login credentials
- Schedule live training
- Implement emails (add-on)
- Syndicate Facebook (add-on)
- Implement HeyGov (add-on)

Onboarding

Conduct a team meeting via Zoom between Account Manager, Project Manager & Municipal Representative.

- Discuss new or existing domain name + branded emails
- Choose a theme & color-scheme
- Discuss needs, features, existing & future content

Staged Website

Your Project Manager will stage the new website on the chosen theme to create a "staged website link." This is the beginning of organizing the content, navigation & menus. We follow best practices for municipal features and navigation.

When the project is 90% complete, the Account Manager will send you this link as a proof to review and schedule a "reveal meeting" via Zoom to discuss any edits needed.

Finishing Touches

Ensure that the site is optimized for SEO and mobile-view. Make the site loading time as fast possible. Set Google analytics to show up on Google search.

- Enable ADA widget
- Translation widget (add-on)
- Advanced search (add-on)



TOWNWEB®
Specializing in Municipal Website Design



(OPTIONAL) TOWN WEB'S ONLINE DIGITAL SOLUTION

For projects that include Town Web's entire Online Digital Solution, a set of additional steps come into play. These steps are executed concurrently with the project scope mentioned above and are handled by our expert team. **Stage 2 includes:**

Building Customized Forms:

- Create customized forms tailored to your municipality's specific services and needs
- Gather necessary information and enable online submissions for efficient processing

Reservation System Development:

- Design and develop a reservation system for municipal facilities and parks and recreation amenities.
- Enable residents to easily book and reserve these resources through your website.

QR Code Generation:

- Generate QR codes for remote payments, such as boat launch permits, facility rentals, and pool passes.
- Enable residents to make secure and convenient payments using their mobile devices.

Workflow Implementation:

- Establish workflows for approvals, notifications, and tracking of each form submission.
- Automate processes to streamline internal operations and enhance efficiency.

Secure Payment System Integration:

- Integrate a secure payment system and payment portal for online transactions.
- Ensure the confidentiality and security of residents' financial information.

Plugin and Widget Development:

- Develop plugins and widgets to embed forms and payment portals seamlessly within your website.
- Enhance the user experience by providing easy access to online services.

Accounting and Billing Integration:

- Connect the payment portal with your accounting and billing package.
- Streamline financial processes and facilitate accurate record-keeping.

Comprehensive Training and Support:

- Provide comprehensive training to familiarize you and your team with the integrated solution.
- Ensure you have the necessary knowledge to manage and utilize the system effectively.

Seamless Integration:

- Seamlessly integrate Town Web's Online Digital Solution within your new website.
- Ensure a cohesive and consistent user experience throughout your online platforms.

Ongoing Technical Support and Updates:

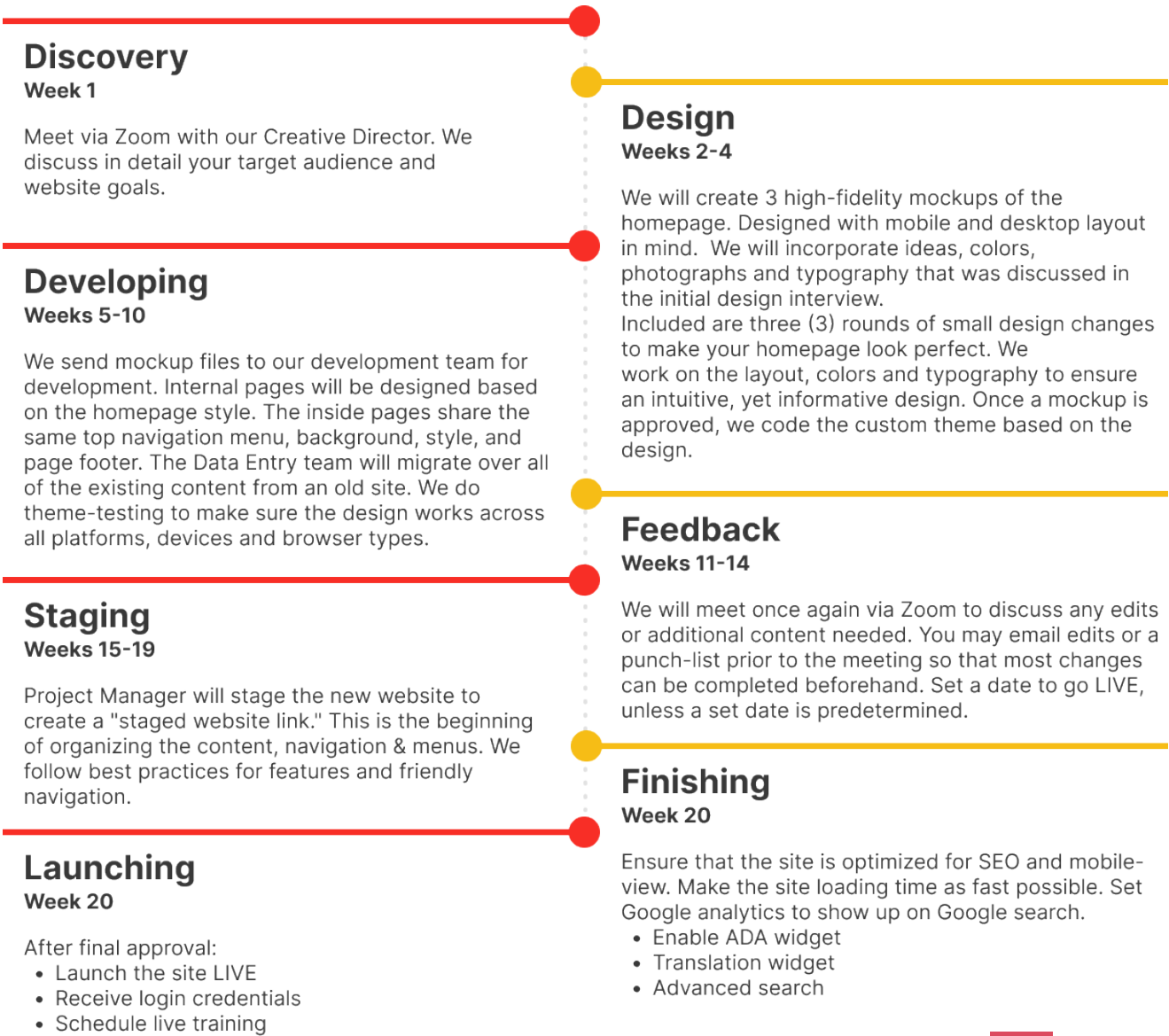
- Offer continuous technical support to address any issues or questions that arise.
- Provide regular updates to keep the solution up to date with the latest features and security measures.

By separating our projects into two stages and offering the option of Town Web's Online Digital Solution, we provide a comprehensive approach to meet your municipality's evolving needs. Whether you require a professional website and communication platform or seek to leverage advanced digital modules, we have the expertise and dedication to deliver solutions that empower your government to thrive in the digital age.

ELITE DESIGN PACKAGE

For municipalities that select the Elite Web Design Package, we provide additional steps in the project's scope of work. This includes more extensive branding and design work:

1. Branding and styling design
2. Selection of premium typography/fonts
3. Development of a UX/UI (User Experience/User Interface) style guide for desktop and mobile
4. Custom illustration or iconography
5. Custom page design for the homepage
6. Custom theme design for the department homepages
7. Custom image and illustration selection
8. Custom coding of the page and theme designs into website CMS



Design Concept and Approach

The design concept and approach for the new website for the municipality follow a user-centric design approach. Our goal is to create a website that is easy to use and understand for all users, regardless of their background or level of technical understanding.

The design will be modern and contemporary in its look and feel while remaining highly functional and organized. It will also be mobile-friendly since a sizable and growing chunk of your municipality's demographics will be Millennials. They will want to take advantage of a solution that is mobile-optimized.

Therefore our focus will be on creating a website that is aesthetically pleasing, while also being intuitive and easy to navigate, whether viewed on a desktop or on a mobile device or tablet. Plus, it will be ADA-compliant.

WEBSITE AND COMMUNICATION PLATFORM

Our lowest cost option for a new website and communication platform is to select from one of our readily available themes. Each of these is already designed, which saves on the cost of development and deployment. They can each be customized for your municipality by applying a new color scheme to the template and adding photographs provided by your organization. Once the project is approved, you'll work with your Project Manager and Account Manager to select a theme.

ELITE WEB DESIGN PACKAGE - OPTIONAL

For a bespoke web design option, you can select the Elite Web Design Package as an option. You will get the "full service" for a new custom web design. This means you will also be working directly with our branding team.

This extra work includes special meetings focused specifically on design. They also include facilitated Discovery and Branding exercises that you and your stakeholders are expected to attend to give their thoughts and inspiration.

These sessions are truly a lot of fun, with a lot of engagement both from our design and branding team and also from your side. It's considered a really enjoyable portion of the design portion of a new web design project.

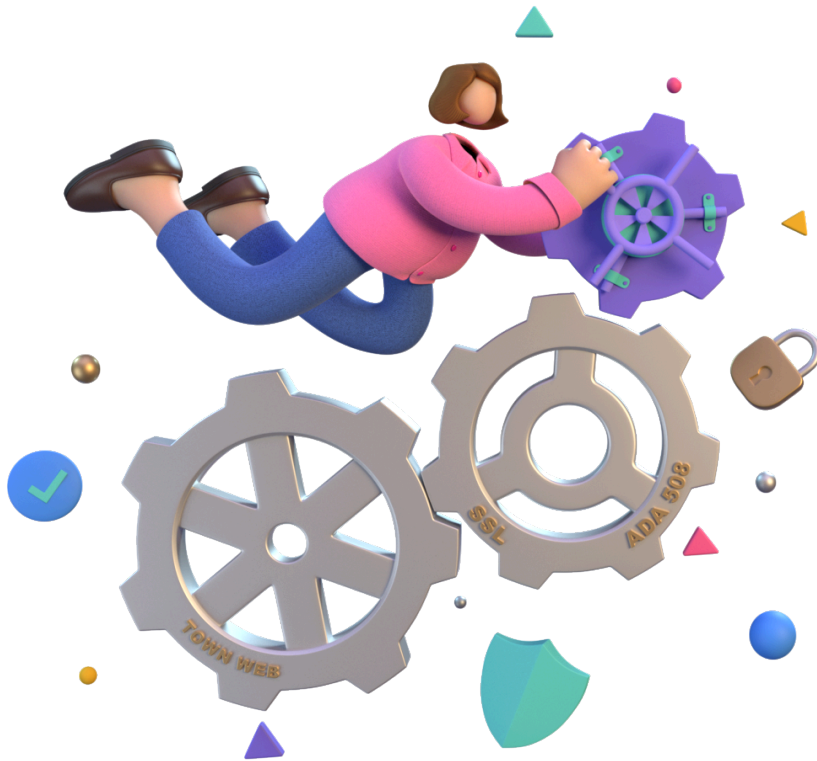
Many attendees have said time and time again "This was a lot more fun than I expected!"

These meetings guide the creation of your custom UX/UI (User Experience/User Interface) for the website. The same team will create a new style guide. The style guide will be used for the development of the desktop and mobile experiences of your new website. Our approach is an iterative process where you and your staff can provide feedback.

All work from the design and branding requires custom coding and theme development for the CMS.

Technical Overview

One of the biggest advantages you have with choosing Town Web is that we take care of the technical needs. You don't need to consume the resources of your internal or contract IT staff. We manage and maintain the infrastructure for the service and products that we deliver to you.



WEBSITE COMMUNICATION PLATFORM

We include all the hardware and software to manage your new Website and Communication Platform. The below list includes everything we manage and maintain on your behalf.

- Domain name management (including annual renewal)
- DNS (domain name service) service management, including MX (mail server) records
- Server maintenance (dedicated server or cloud servers)
- CMS (Content Management Service) Web hosting with a 99.9% uptime guarantee
- Database hosting
- Media file hosting (PDFs, images, and other related content)
- Site backups (including core website CMS files, media files, and database files) on a separate cloud server
- SSL (secure socket layer) certificates
- API (Application Programming Interface)

As part of our White Glove Service, you receive 24/7 Tier 1 technical support should any issues arise.

All of these requirements must be met in order to ensure that your new website is secure, reliable, and accessible to all users.

(OPTIONAL) TOWN WEB'S ONLINE DIGITAL SOLUTION

Town Web's Online Digital Solution is a comprehensive suite of government tools designed to streamline municipal processes and reduce administrative workload. With our solution, we facilitate the transition from traditional paper-based systems to efficient online platforms, saving valuable time for municipal staff. Our platform acts as a centralized hub, connecting citizens, departments, and local businesses onto one digital platform for seamless information flow.

By utilizing Town Web's Online Digital Solution, you can digitize forms, licenses, and applications, eliminating the need for manual paperwork. The submitted information can easily and securely traverse your entire organization, improving communication and data accessibility. Moreover, our solution includes a convenient payment portal, enabling you to collect credit card payments for municipal fees and services online, in person, and remotely. To enhance user experience, the forms, licenses, and applications built with Town Web's Online Digital Solution can be seamlessly embedded within your website. This integration allows for streamlined data collection and provides a user-friendly interface for citizens and businesses to submit information and make payments. With our solution, you can consolidate these essential functionalities within your website, simplifying the online experience for your constituents.

Additionally, we offer the "White-Glove" Service as part of our comprehensive package. Our experienced team will provide personalized onboarding assistance and support, working side-by-side with your staff and department heads. This "Done With You Service" ensures a smooth transition and empowers your team to leverage the full potential of Town Web's Online Digital Solution.

With Town Web's Online Digital Solution, you gain a powerful toolkit to digitize processes, streamline communication, and optimize efficiency within your municipality. Our solution brings together the necessary components for effective online governance, empowering your municipality to thrive in the digital era.

Current Accounting and Utility Billing Integrations:

- Banyon Data
- Caselle / CivicSystems
- GovPayNow
- MuniciPay
- Workhorse Software



Many Municipal Vendors and IT Staff have mentioned how open and easy-going it was to work with the Town Web tech team.

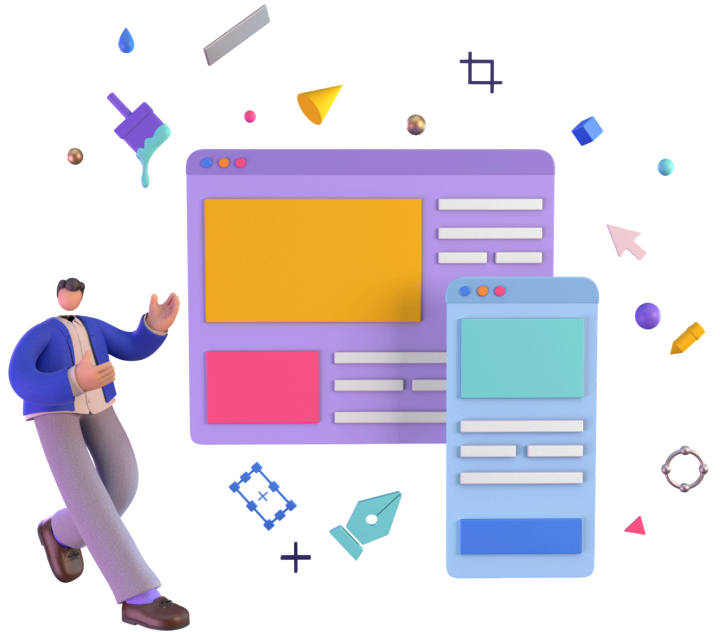
Website and Communication Platform

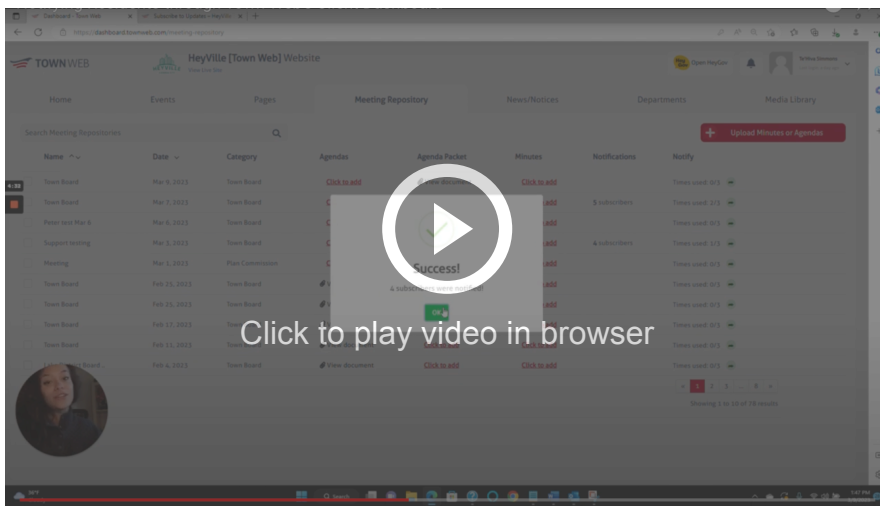
THE DASHBOARD

(THE PART THAT YOU AND YOUR STAFF WILL ACCESS REGULARLY)

The Dashboard is the administration area of a municipal website. This is where you and your municipal staff can manage the content of your website. It contains all the easy-to-use elements required to keep your residents informed.

- **Content Management System (CMS):** A CMS allows you to create, edit, and publish content on the website. This includes posts, pages, images, files and other images.
- **User Management:** You'll be able to manage and assign roles to different users with varying levels of access to the administration area
- **Site Navigation:** A site navigation system allows staff to manage the website's menu structure and create new pages or sections as needed
- **Media Library:** A media library is a central repository for all media files used on the website, including documents and images
- **Meeting Repository:** This is a subset of the Media Library and it's focused specifically on storing documents for your municipal meetings. All agendas, agenda packets, and meeting minutes are contained in this section
- **Department & Personnel Management:** This is the "who's who" at your municipality. Each person can be a member of a department. You can easily manage a directory of your municipality by the department. It's like building an official org chart
- **Subscribers:** Your residents and interested parties can subscribe to get notifications of the topics and news that they're most interested in. They also get to choose how they want to receive notifications (as in text, email, or social media posts)
- **Calendar of Events:** Each meeting and its related documents can be linked and embedded in the day's calendar of that event. Likewise, community events and other notices can be added and viewable within the calendar. It's also possible to include facility rentals/bookings in the calendar through our Online Digital Solution
- **Emergency Alerts:** This is the specific section to use when there is the need for a specific department to make an immediate post that is delivered and visible to all residents
- **Social Media Integration:** There are many channels for people to stay notified about the happenings of your municipality. Our software makes it easy to draft a message and blast it out through various social media channels





Click the rectangle to play the embedded video in the online version of the proposal!

OR:

Scan the QR Code - it will take you to YouTube to see the video on your smartphone:



THE WEBSITE

(THE PART THAT YOUR RESIDENTS WILL VIEW)

The Web is the administration area of a municipal website. This is where you and your municipal staff can manage the content of your website. It contains all the easy-to-use elements required to keep your residents informed.

1. Your residents will have access to a modern website and communication platform
2. It will be built to be mobile-friendly and ADA compliant
3. One of the greatest advantages is that they can Subscribe to notifications
4. This lets the pick and choose the categories and topics they want to get notified about
5. They can also select how they get notified, either as a text message or email
6. Plus, these same notifications can be viewed on social media
7. With a Town Web website and Communication Platform, your residents stay informed

ELITE WEB DESIGN PACKAGE

THE DESIGN PROCESS

For a visually enhanced website, we'll work with you and your stakeholders on a new design. This starts with facilitated Discovery and Branding exercises which you and your stakeholders are expected to attend to give their thoughts and inspiration.

We will be working on the UX/UI (User Experience/User Interface), and branding it to your municipality's personality.

We work on the specific aspects of typography/fonts. We'll create custom illustrations or iconography to provide elements of more personality and uniqueness.

We create an appealing new design for your homepage. And also spend a great deal of time building your new pages for your department.

You'll get a Style Guide that can be used throughout other marketing materials, including for social media posts, your letterhead, and other branding.

Town Web's Online Digital Solution - Modules

Town Web's Online Digital Solution is a digital cloud-based software platform with a payment portal that offers various capabilities and services as described below. It's built to help municipalities reduce their workload and save time by moving their systems online. In order to make it more accessible and understandable to our customers, we've divided it into modules, and branded them all as "HeyGov"

A large benefit of a Town Web's Online Digital Solution is how it connects various people, departments, and citizens onto one digital platform. At a basic level, it provides tools to draft, edit, and manage documents. The forms, licenses, and applications that are built with it can be embedded within your website. The forms can be tied to your payment system, allowing for seamless payments to be collected with each form and facilitating your bookkeeping.

HEYLICENCE

HeyGov digitizes and implements a transfer and flow process of your paperwork. With the HeyLicense Module, you can receive, and process any type of municipal form, license, application, or other document such as dog licenses, building permits, operators licenses, boat launch permits, and land use applications. When your citizens and local businesses are all out for their forms, licenses, and other documents, their submitted information can more easily flow throughout your entire organization. The HeyGov solution means that your "paperwork" will now be digital. Information flows and routes efficiently through your organization will custom-built workflow rules.

HEYGOV PAY

You also get to use HeyGov's payment portal and start collecting credit card payments through the HeyGov Pay Module. Municipal fees and payments can be collected online, in person, and remotely. Collected payments can reconcile directly with your Utility Billing or Accounting software for easy reconciliation.

HEYRESERVE

Should you wish to make your city more accessible for community or personal activities, HeyReserve Module allows your constituents and/or visitors to book city amenities such as park shelters and pavilions. Constituents and/or visitors are also able to review town rules, and policies, pay fees, and more.

HEY311

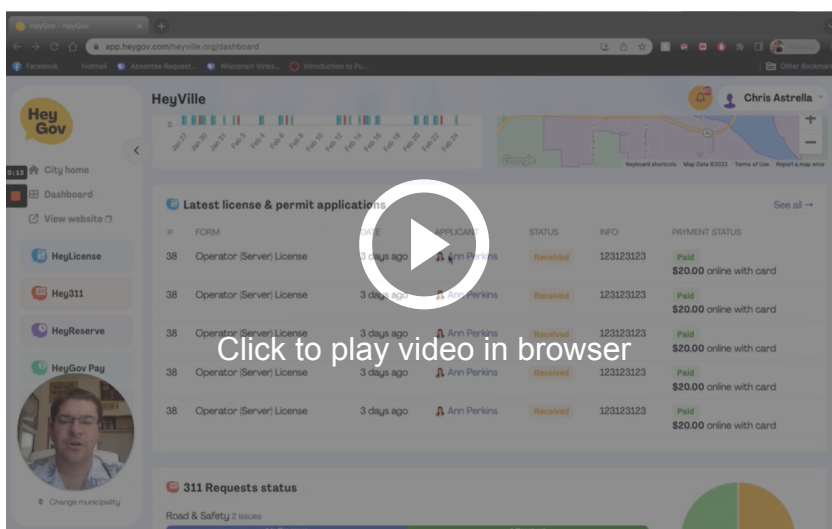
Hey311 enhances communication between citizens and your city. The platform provides a user-friendly interface for citizens to submit service requests and report non-emergency issues to the city. Your city can manage and respond to these requests efficiently, ensuring that all requests are tracked, assigned, and resolved in a timely manner.

THE ADMIN AREA

(FOR YOU AND YOUR STAFF)

As administrative users of the HeyGov section, you'll be able to manage all of the below information from within the Admin dashboard viewable at <https://app.heygov.com>

- **Department Management:** You can add and manage different departments
- **User Management:** You'll be able to manage the user roles of staff members in their respective department
- **License & Form Management:** You can create, edit, and manage forms, licenses, and permit applications using a drop & drag editor
- **Workflow Management:** Each form, license, or application can have a custom workflow added
- **Bank Account Management:** You can manage which bank account is used for each department
- **Payment Logic:** You can set the fees for each form/application with various combinations (e.g. non-resident fees, deposit fees, etc.)
- **Licensing & Forms Portal:** View all license and form applications, from draft to in progress, to "completed"
- **Payment Portal:** You can view all bills generated and paid
- **Citizens Portal:** You can view a list of all personnel who have filled out forms, and applications, make payments, or submitted 311 issues
- **311 Issue Tracker:** You can view and manage all reported issues & questions submitted by residents



Click the rectangle to play the embedded video in the online version of the proposal!

OR:

Scan the QR Code - it will take you to YouTube to see the video on your smartphone:



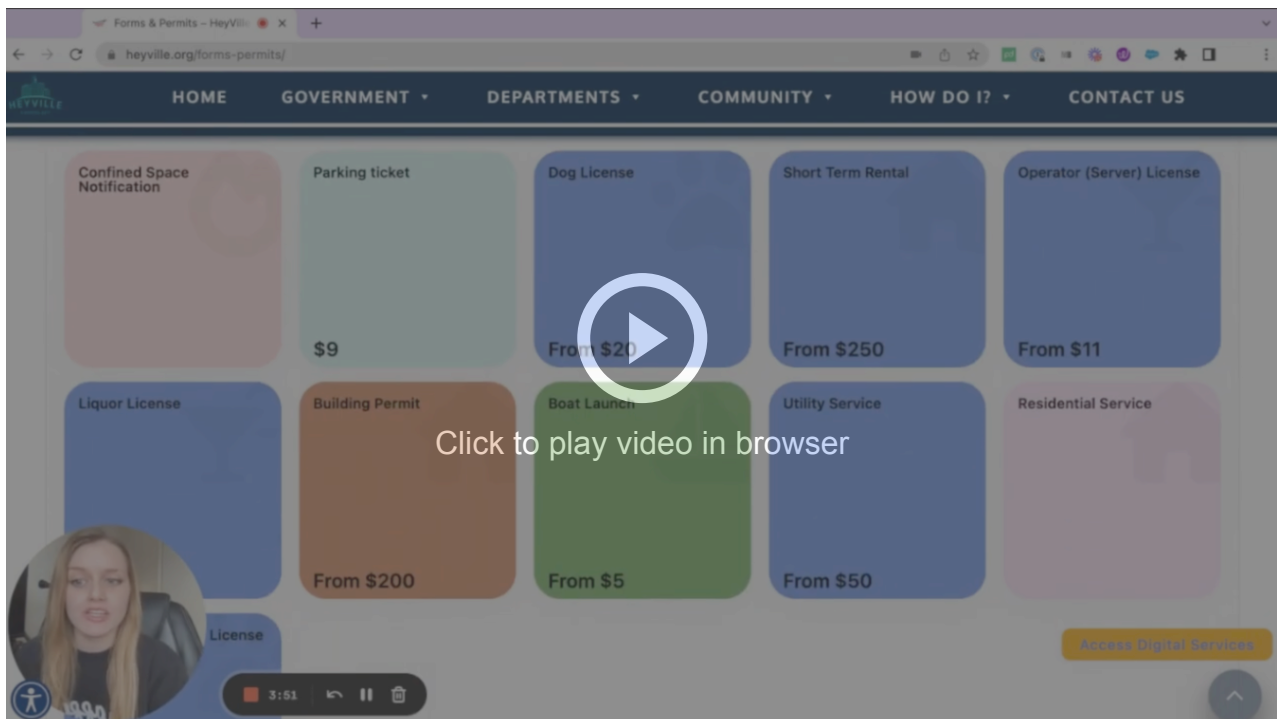
THE FRONT END

(FOR YOUR RESIDENTS)

On the front end, your residents will have access to a widget that is embedded on your site for them to report any issues or ask questions as part of the “311” service.

Residents can also access the citizen services and payment portal from within your website. We embed each form, license, and permit application onto the relevant page(s) within your municipal website.

Furthermore, they also have access to their citizen portal by logging into their account at <https://app.heygov.com>. Plus they can also use the iOS or Android apps, which are downloadable from the App Store and Android Play Store, respectively.



Click the rectangle above to play the embedded video in the online version of the proposal!

OR:

Scan the QR Code - it will take you to YouTube to see the video on your smartphone:



How we go the extra mile to make your life easier

We want to make you successful. We want you and your staff to get more done with less effort.

We already provide you with White Glove Service.

You and your team will already have access to 24/7 tech support.

You might be thinking, *"What else could we get that shows we go the extra mile?"*

I am so glad you asked. Because there is even more! I'll list what they are below each section.

TOWN WEB'S ONLINE DIGITAL SOLUTION

Content Migration is Done For You.

When you choose to switch over to a Town Web, we'll do the entire content migration for you.

You don't have to lift a finger! (or click a mouse, for that matter)

Free Website Redesign Every Three Years.

Technology changes. The design comes and goes out of style. We want to show that we're committed to a long-lasting relationship with you. You'll get the benefits of this commitment with a free website redesign every three years. This is a tremendous value for you and your residents. It ensures you are continually updated with the latest design trends and functionality.

Website Search.

A big feature that our current customers love is having an on-page web search engine. It's so good that many of your residents can use it to find what they're looking for instead of calling you!

Ability to Make Edits on Your Own.

Another thing that many of our new clients like having is the ability to edit page content on their own. Apparently, other systems prevent them from editing their own website. We don't lock you out. You have the freedom to make the needed website edits. But of course, you can *always* depend on us to help you whenever you want, because that's what White Glove Service is for.

Designing Pages for Tourism, Economic Development, and Business.

Several of our clients are focused on tourism. Larger organizations have Economic Development. And many others want to provide a listing directory of all local area businesses. Working with Town Web, we make this possible. These sections are included when you choose Town Web as your local government website and communication platform vendor.

Done-For-You Form Building.

So many times while onboarding new clients, they tell us they were sold on the "done-for-you" form-building service we offer. After all, we feel it's our duty. We're committed to saving your time and reducing the burden that your IT staff would have in supporting a technology solution.

We decided early on to always help new clients get up and running right away. The way to do this is to build the forms for you. We know how to do it. We can do it quickly. And heck, if you want to see how we do it, we'll be happy to record a video walk-through of how we build each of your forms.

Custom Integrations with your Accounting Package and/or Utility Billing Software.

We don't agree with "vendor lockdown". We've seen this with several other companies. Our stance is to "play nice" with other municipal software vendors. We want you, after all, to save time.

Because of this, we are committed to doing a 2-way API sync or file swap of payment details to/from Town Web to/from your Accounting Package or Utility Billing Software.

Branded Email Addresses (optional)

Introducing our Branded Email Addresses, a comprehensive email solution powered by Google Workspace. As a Google Certified Partner, we are proud to offer this tailored service specifically designed for municipalities. In partnership with Jatheon, a trusted provider of email archiving solutions, we ensure seamless communication, data retention compliance, and enhanced productivity.

RELIABILITY OF EMAIL SERVICE

Google Workspace is an enterprise-level solution of Gmail and is a leader in email services. It is known primarily for its reliable, uninterrupted email access to many millions of users worldwide. Its resilient infrastructure is trusted by numerous industries, including also government bodies. With Google Workspace, your municipality can rely on a consistent, high-quality service that guarantees seamless communication at all times.

UNPARALLELED SECURITY AND SPAM FILTERING

Experience the unparalleled security and reliability of Google Workspace. Its advanced technologies offer robust data protection, including encryption and cutting-edge spam and phishing detection, to keep your municipality's sensitive information safe. With features like Safe Browsing and two-step verification, Google Workspace provides an all-inclusive secure platform trusted by governments worldwide.

DATA RETENTION COMPLIANCE THROUGH JATHEON EMAIL ARCHIVING

Comply with data retention regulations effortlessly through our partnership with Jatheon. Their comprehensive email archiving solution captures, indexes, and securely stores all inbound and outbound emails. Simplify compliance with data retention requirements and easily retrieve archived emails when needed.

AMPLE STORAGE FOR YOUR MUNICIPALITY'S EMAILS

Enjoy ample storage capacity for your municipality's emails and files with our Branded Email Addresses powered by Google Workspace. Say goodbye to storage limitations and have peace of mind knowing that you have generous storage space for your business-related data. Store, manage, and access your information efficiently and effortlessly.

MOBILE ACCESSIBILITY FOR PRODUCTIVITY ON THE GO

Stay connected and productive from anywhere with the mobile accessibility of our Branded Email Addresses. Access your emails, documents, and calendars on any device, including smartphones and tablets. Remain responsive and productive, even when you are away from your desk or out in the field.



Website and Communication Platform Pricing Details

THE WEBSITE AND COMMUNICATION PLATFORM SETUP AND SUPPORT DETAILS

The setup is a one-time fee. It is the cost to build your site and is discounted with a three-year hosting agreement.

You will work with an Account Manager and Project Manager in real time for the design of your new municipal website. During the Onboarding Meeting, you will be shown all of our pre-built municipal themes from our design library. You get to select one, which we customize for you. We will customize the menu items, and the quick links and will custom design a banner based on the photographs you provide.

Included in your Website and Communication Platform setup fee:

- If you have an existing site, **we migrate all your old website content**
- You collaborate in real-time with a **dedicated Account Manager and Project Manager**

You can have:

- **Up to 12** web pages (plus the "Essential" municipal pages)
- Simple **navigation menu**
- **Site search** option
- **Up to 4 Quick Links** on the home page,
- **A calendar** to show your municipal events
- **With one (1)** Minutes & Agendas category
- News and Notices **with images**
- **Mobile-responsive** design
- Mass Notification System to
- Residents who **subscribed on the website, via email and/or text messaging**

The following are included in Town Web's hosting, maintenance, and support package:

- **"Next Business Day" unlimited technical support** that is "All-You-Can-Eat" via email
- **Content management** (uploading meeting agendas, minutes, news, notices, etc. for you)
- You get your own login and password so **you can make updates to the site on your own**, too
- Annual domain name renewal for .com, .org, .net, .us domains
- **24x7 website monitoring**, with technical and security **updates applied automatically**
- Monthly website backups stored off-site, with immediate website restores (if needed)
- One-on-one online **training every year**
- **Free access** to our training and support library

City of Medicine Lake Proposed Pricing

Description	Price	Qty	Total
Setup fee Town Web's Website & Communication Platform with Citizens' Engagement & Reporting App Hey311			\$800
Hosting, Maintenance, and Unlimited Support			\$1,200/year
<input type="checkbox"/> Town Web's Online Digital Solution (FULL PACKAGE) Can be checked/unchecked in the online version of the proposal; Can be divided into independent modules			\$2,000/year
<ul style="list-style-type: none"> • Hey311 - Citizens Engagement & Reporting App - included free! • HeyGov Pay - Collect Online Payments (unlimited forms) - individual pricing starts at \$1,200.00/year • HeyLicense - Online Digital Forms (unlimited forms and workflows) - individual pricing starts at \$1,200.00/year • HeyReserve - Online Bookings for Facility Rentals (unlimited venues) - individual pricing starts at \$1,200.00/year 			
<input type="checkbox"/> Elite Web Design Package			\$7,000
<input type="checkbox"/> Branded Email Addresses Powered by Google and Jatheon Archiving	\$216/year	1	\$216/year
<input type="checkbox"/> Facebook Syndication			\$300/year
<input type="checkbox"/> Embedded Livestream Meeting Video Feed			\$120/year
Domain Name Management The annual renewal fee for a .com, .org, .net, .us			\$15/year
TOTAL			\$2,015

The term of the contract is for three years.

The 1st year's fee: \$2,015.00

The 1st year's fee will be invoiced the day after the proposal is signed, and is due 60 days after invoicing.

The 2nd year's fee: \$1,215.00

The 2nd year's fee will be invoiced 12 months after the Website and Communication Platform goes live.

The 3rd year's fee: \$1,215.00

The 3rd year's fee will be invoiced 24 months after the Website and Communication Platform goes live.

City of Medicine Lake's Signature Page

At Town Web Design, LLC, we want to make sure that the City of Medicine Lake's new digital solutions be the last municipal digital solution that you'll ever need. You can be proud that your residents, tourists, and visitors will never say your municipal services are outdated.

By signing this quote, you will get everything listed in the Pricing Details section of the proposal.

-

The three big benefits to you include:

1. **Website and Communication Platform**

Your residents can gain 100% transparency in municipal decision-making by elected officials. They can stay up-to-date on topics that are important to them. They will be able to get instant notifications whenever categories they've subscribed to have new items posted.

2. **Payment Solution that Reduces Your Workload**

Town Web's Online Digital Solution is the world's most advanced payment platform for local government. It allows anything to be paid using any funding source through any device. Our solution is built to slash the administrative workloads of busy staff across America. Likewise, it provides the convenience that millions of demanding citizens want to have.

3. **24x7 Technical Support that is "All-You-Can-Eat"**

Your municipal staff at the City of Medicine Lake will love having us as your website provider because they will be able to rely on us for anything related to your website. All it takes is a call, email or chat message (including Facebook Messenger) and we can help them with their question or issue, and for no additional charges, we can even post or edit something on their behalf. This type of support will save you and your staff time and money.

 **SIGNATURE**
Ruth Hovey

Ruth Hovey, City of Medicine Lake, Council Member

To accept this quote, you can electronically sign it above, or sign and fax it to 321-600-9008. Once we have a signed copy, we will email you an invoice. Once the invoice is paid, your Account Manager Angi will contact you to schedule your Onboarding meeting!

Agreement for Professional Services

This Agreement is effective as of 12/4/2023, between City of Medicine Lake (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: CIP Street and Utility Project.

Client's Authorized Representative: Bill McNaughton
Address: 10609 South Shore Drive
Medicine Lake, MN 55441-4912
Telephone: 651.756.5844 **email:** bmcnaughton@cityofmedicinelake.com

Project Manager: David E. Hutton, PE
Address: 10650 Red Circle Drive, Suite 500
Minnetonka, MN 55343
Telephone: 952-797-2329 **email:** dhutton@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 07.14.16), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

The general scope of services is to provide full time, construction administration services, including Project Management, Bidding Services, Contract Administration, Construction Observation (i.e. Resident Project Representative), Material Testing, Surveying/Staking, Public Engagement and Final Closeout procedures. Please refer to the attached Attachment No. 1 and Task Hour Budget outlining our detailed scope of services.

Project Team/Resident Project Representative (RPR) Services

Please refer to the detailed scope of services (Attachment No. 1) for a detailed explanation of the proposed construction oversight team. RPR services will be provided in accordance with attached Exhibit B. We agree that no staffing changes will be made without prior City approval. We agree that the City reserves the right to request staff changes for any reason during the life of the project.

Schedule: The scope of services covers all project work in 2024 and 2025 with the following general schedule. It assumes the City is successful in obtaining State bonding funds with construction starting on or about July 1, 2022. The final schedule for each Stage of work outlined below for each year is in a large part determined by the contractor, as they are required to submit a detailed bar chart schedule as part of the Project Manual, for City consideration and approval. The schedule below is more general and solely for purposes of outlining that this will be a two year construction project.

2023

- | | | |
|----|---------------|---|
| 1. | November | Ad for bid submitted to official newspaper |
| 2. | Nov- Dec | Bidding period, including a pre-bid meeting with contractors |
| 3. | December 4 | Bid opening |
| 4. | Dec - January | Review bids and award contract |
| 5. | March- April | Contract secured; preconstruction meeting held (includes private utilities) |
| 6. | July – Nov | Stage 1 construction completed – all work except final wear and restoration |

2024

- | | | |
|----|----------|---|
| 7. | May-June | Stage 2 construction completed – final wear and restoration |
| 8. | July | Final Completion and final contract close out |

Payment: The estimated fee is subject to a not-to-exceed amount of \$483,896 including expenses and equipment as outlined below:

Task	Total Fee
1. Project Management/Permits/Administration	\$14,411
2. Bidding Services	\$7,899
3. Public Engagement	\$27,713
4. Contract Administration	\$49,528
5. Construction Staking/Surveying	\$89,032
6. Construction Observation (Inspection)	\$267,944
7. Close-out and Record plans	<u>\$27,368</u>
Total	\$483,896

Excluding the testing expenses, our core construction services fee (Tasks 4, 5, and 6) represents approximately 7.6% of the estimated construction costs which is within the typical range of a project of this size and complexity.

See the attached Task Hour Budget for a breakdown of each task and estimated hours per employee. Item # 6 includes \$41,943 for our subconsultant, Braun Intertec, to perform material testing services during construction.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1. The City will not exceed the maximum amount with prior approval by the City.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:

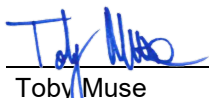
1. Section III(A)(1) is replaced with the following: "Undisputed portions of invoices are due and payable within 60 days or within 15 days of the most recent Client council meeting. No interest is charged on any past due invoices. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice or most recent Client council meeting, whichever is later. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.

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Short Elliott Hendrickson Inc.

City of Medicine Lake

By:


Toby Muse

Title:

Principal

By: _____

Title: _____

General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Basic Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
2. If Client has requested changes in the scope, extent, or character of the Project or the services to be provided by Consultant, the time of performance and compensation for Consultant's services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then Consultant shall promptly notify the Client regarding the need for additional services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional services, and to an extension of time for completion of additional services absent written objection by Client.
2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the services provided by Consultant and access to all public and private lands required for Consultant to perform its services.
2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.
4. Client shall require all utilities with facilities within the Client's Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. If requested in the scope of a Supplemental Letter Agreement, then Consultant may provide an Opinion of Probable Construction Cost. Consultant's Opinions of Probable Construction Cost provided for herein are to be made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Construction Cost prepared by Consultant. If Client wishes greater assurance as to probable Construction Cost, Client shall employ an independent cost estimator or negotiate additional services and fees with Consultant.

B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter or disposer of hazardous or toxic substances, therefore the Client agrees to hold harmless, indemnify and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Consultant's Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including, without limitation, lost rentals, increased rental expenses, loss of use, loss of income, lost profit, financing, business and reputation and for loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.
3. It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated

with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

SECTION V – DISPUTE RESOLUTION

A. Mediation

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or services provided under this Agreement, (except for unpaid invoices which are governed by Section III), shall be submitted to nonbinding mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.

B. Litigation – Choice of Venue and Jurisdiction

1. Any dispute not settled through mediation shall be settled through litigation in the state where the Project at issue is located.

SECTION VI – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service") and Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Consultant shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be Work Product or Work for Hire and Consultant shall not be restricted in any way with respect thereto.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its services, Client shall have the right in the form of a license to use Instruments of Service resulting from Consultant's efforts on the Project. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of services are available to Client subject to Consultant's current rate schedule.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.

Exhibit A-1
to Agreement for Professional Services
Between City of Medicine Lake (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated 12/4/23

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work. The Consultant will not exceed the maximum amount established in the contract without prior approval from the Client.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. See the 2022 Schedule of Expenses for the specific 2022 rates and the detailed Scope of Services to view which expenses are included in the project. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

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Exhibit B
to Agreement for Professional Services
Between City of Medicine Lake (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated 12/4/23

A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on-site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of shop drawings and samples.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
 - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

- Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
- 6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
 - 7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
 - 8. Records:
 - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or logbook, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
 - 9. Reports:
 - (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
 - 10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
 - 11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
 - 12. Completion:
 - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

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**City of Medicine Lake
CIP Street and Utility Project**

**Attachment No. 1
Scope of Services – Construction Management**

December 4, 2023

Assumptions

The basic assumption is that this scope covers both 2024 and 2025. For full time inspection time, we are assuming 30 weeks total for 2024 and 2025 (for final wear course of asphalt and final restoration items).

The attached Task Hour Budget provides estimated hours per person for each of the following tasks. The contract is an hourly, not to exceed contract so only hours worked will be billed. Attached are our 2023 hourly rates. At this point we cannot provide a 2024 rate schedule as we do not know what our labor costs will increase by.

We have added Braun Intertec as a subconsultant to our team to provide the necessary materials testing/laboratory work on the project. Their fee is included in Task 6, construction observation as an expense.

Task 1 – Project Management

1. Obtain permits from regulatory bodies, including Basset Creek Watershed District, Minnesota Department of Health water main construction permit, NPDES Stormwater Pollution Prevention permit, and City of Plymouth Permits.
2. Administer any required documentation to obtain funds for State Bonding or Federal infrastructure monies and also the Metropolitan Council I/I grant.
3. Manage internal SEH project teams, budget and schedule and provide QA/QC on all work. Process monthly invoices and manage any subconsultant invoices.
4. Manage and coordinate the work of the materials testing sub consultant.
5. Provide liaison to City CIP Committee and City Council.

Task 2 – Bidding Services

1. Prepare and submit ad for bid in local paper and QuestCDN for electronic bidding.
2. Distribution of bid documents via QuestCDN. Hard copies are not proposed to be distributed.
3. Answer bidder questions during the bidding process and issue any addendums as necessary.
4. Attend and run the bid opening. We are proposing to conduct electronic bid opening through the QuestCDN site under the SEH account.
5. Review and prepare the bid tabulation and award recommendation.
6. Attend the City Council meeting to award bids.

Task 3 – Public Engagement Plan

1. Be available to respond to resident or business owner questions daily or assist the City CIP committee in responding. Ensure contractor has a 24/7 emergency contact number available and provide to all residents.
2. Conduct formal neighborhood meetings to answer questions and provide information to the residents. We assumed 2 of these in our scope. One prior to the construction starting each year with the contractor present to discuss schedule, staging, impacts, communications protocols, etc. and a second one as desired by the City.
3. Provide monthly updates to City Council. Assumes a combination of in person updates at the Council meetings and written updates.

4. Develop a project web site and provide weekly updates to it. If the City desires, we can make the web site ADA accessible.
5. Develop an email blast list and provide weekly project updates. Also provide a weekly written update with the same information to distribute to those without email access.

Task 4 - Contract Administration

1. Prepare the contract documents and ensure proper execution.
2. Prepare notice to proceed letter.
3. Review all bonds and insurance to ensure compliance with the specifications.
4. Prepare final conformed contracts once all signatures have been obtained.
5. Additional SEH engineering technical support staff for contract administration is estimated at approximately 60 hours for the one-year period. This includes additional technical engineering support in the areas of geotechnical engineering, trenchless installation and electrical/signals as the field team requests.
6. This task consists of the following subtasks:
 - a. Coordinate with any private utilities in accordance with the Gopher State One Call law. Ensure that the contractor and private utilities communicate and plan ahead throughout the project to avoid conflicts and project delays.
 - b. Coordinate with Construction Materials Subconsultant to ensure testing is completed in accordance with the specifications and results are meeting the minimum requirements mandated by the specifications.
 - c. Attend and run the preconstruction meeting with the contractor and all utility representatives, including preparation of agendas and minutes.
 - d. Attend and run weekly construction meetings with the contractor and all utility representatives, including preparation of agendas and minutes.
 - e. Review all shop drawing and contractor submittals.
 - f. Review and recommend approval for any field change orders.
 - g. Track quantities and prepare monthly pay applications for the City Finance Director to process.
 - h. Oversee and submit the proper documentation for state bonding.
 - i. Review and approve the monthly pay applications as prepared by the City.

Task 5 - Construction Staking/Surveying .

1. Provide survey crew on site. Assumes an average of 8 hours per week over the duration of the project. They will be on site when needed by the contractor. If any re-staking is needed due to contractor lack of protection, the contractor reimburses us for those costs.
2. Equipment and mileage expenses are included in the total fee.

Task 6 - Full-time Construction Inspection or Resident Project Representative (RPR)

This task consists of providing full time inspection to ensure the construction is completed in accordance with the plans and specifications and ensures proper quality assurance and control.

1. SEH to provide primary full time, construction Resident Project Representative (RPR) to be on site for 230 weeks in 2024 and part time 4 weeks in 2025 for final wear course. We are assuming 45 hours per week for a total of 1,470 hours for the duration of the project. Plymouth has determined they will not provide inspection services but they will have utility staff monitoring the work periodically for their own quality assurance. SEH will only charge actual hours worked and the hours listed in the task hour budget are estimated for budgeting purposes only. The City agrees to pay for actual hours worked.
2. Provide materials testing during construction to confirm project specifications are met. We have added Braun Intertec to our team for this work.

3. Traffic Signal System (Dynamic Speed Signs) oversight and approval will be provided by our traffic engineer. We have assumed 20 hours of his time for the following activities:
 - a. Site visits as needed to review construction and address questions.
 - b. Stake traffic signal components.
 - c. Coordinate with Xcel Energy for providing power to the locations.
 - d. Review and approve shop drawings and other submittals.
 - e. Be present during signal turn on to ensure that signal system is operating properly.
 - f. Compile a punch list for signal work for contractor completion and follow up on progress of this work until all items are addressed.
 - g. Prepare record drawings of the signal system construction for City records.

Task 7 - Final Inspection/Close-out/Record Plans

1. Upon completion of the construction for each year, SEH will complete a final inspection and punch list for the year.
2. Assist the City in processing the final paperwork for state or federal funding, including the I/I grant from Metropolitan Council.
3. Provide Record Plans for the entire project covering both year's projects. This task includes final as-built topo survey on all structures, watermain appurtenances and creating final CAD drawing for the City.

Project Team

Attached is a proposed team organizational chart for the construction services phase of the project laying out the roles and responsibilities of each. Briefly, our team consists of:

- Dave Hutton will continue to serve as the client services manager and hands on overall Project Manager. He will largely handle the public engagement meetings and supervise the rest of the team and provide QA/QC, invoice management, and budget oversight.
- Blake Hansen will serve as the construction Project Manager. Blake has over 8 years' experience, managing a wide range of difficult and challenging construction projects. He will directly supervise the lead RPR/Inspector, lead construction meetings, and coordinate work directives and pay requests.
- Blake Hansen will also serve as the technical resource for the field staff during the project and assist Dave with public engagement. As the lead Design Engineer, it is critical that he be involved in the construction administration to provide necessary continuity between design and construction, along with background information on the various elements and decisions made during design. He will be active in the bidding and award phase of the project.
- Andrew Oslen will serve as the full time RPR/Inspector reporting directly to Blake and will be onsite full time. Andrew will be the day-to-day contact person for the contractor and residents with any questions or comments during construction.
- The construction team will also have experts in the areas of geotechnical engineering, trenchless construction and electrical/signals available for technical support.
- The project surveyor will be Brian Lenzen. Brian did all the preliminary topographical work that was used to generate the final plans and is very familiar with Medicine Lake.
- We have also added a materials testing subconsultant to our team, namely Braun Intertec.



Project Name: Medicine Lake Street and Utility Improvements

Client: Medicine Lake

SEH Project # 164639

Date: 12/4/2023

Prepared by: DEHutton

Reviewed By: BHansen

Prepared Date: 12/4/23

Reviewed Date:

Billing Title Employee Name	CSM/PM Hutton	PE Hansen	PE Gray	Survey Crew Chief Lenzen	Survey Tech Lenzen	RPR Olsen	PLS Brown	Accounting Rep Knutson	Admin Tech Anderson	Subconsultant & Expenses	Total
Task #1 - Project Management											
1.1											
Manage contract and sub consultant agreements	4								4		8
Invoice management	12							12			24
Overall team management - schedule, budget, etc.	12										12
Funding agency coordination - state or federal funds, etc.	8										8
Administer Metropolitan Council I/I grant and payment	2	8									10
1.2 Permits											
Obtain Minnesota Department of Health Permit		2									2
Obtain NPDES permit		2									2
<i>Assumptions: Based on bid documents, assumes that all other permits necessary will be obtained by the Contractor prior to beginning work.</i>											
Task Hours Summary	38	12						12	4	N/A	66
Task Fee Summary	\$10,143	\$2,272						\$1,481	\$515		\$14,411
Task #2 Bidding Services											
2.1 Bidding Services											
Prepare ad for bid. Assume e-bidding thru QuestCDN	1	2							2		5
Respond to bidder questions and issue addendums, if needed.	4	12							2		18
Open bids and review bidder qualifications	2	2							2		6
Prepare bid tabulations and make recommendation to City	2	2							2		6
Attend City Council meeting for bid award	2										2
Prepare conformed contracts for execution by City and contractor	1								2		3
Task Hours Summary	12	18							10	N/A	40
Task Fee Summary	\$3,203	\$3,408							\$1,288		\$7,899
Task #3 -Public Engagement											
3.1											
Create project web site and update weekly	10	40							4		54
Write monthly updates to City Council - assumes 12 monthly updates. Also includes up to 4 in person Council meeting presentations.	24	12							4		40
Attend City wide neighborhood meetings (assumes 2 in 2024).	16	16									32
Task Hours Summary	50	68							8	N/A	126
Task Fee Summary	\$13,346	\$12,873							\$1,031	\$464	\$27,713

	Billing Title	CSM/PM	PE	PE	Survey Crew	Survey Tech	RPR	PLS	Accounting	Admin Tech	Subconsultant &	Total
	Employee Name	Hutton	Hansen	Gray	Chief Lenzen	Lenzen	Olsen	Brown	Rep Knutson	Anderson	Expenses	
Task #4 - Contract Administration												
4.1	Construction Administration											
	Prepare contract documents, Notice to Proceed, and review all bonds and insurance.	4	16									20
	Review all shop drawings		40									40
	Review and approve any change order requests - make recommendation to Council for approval.	4	12									16
	Private Utility coordination		12									12
	Coordination of Material testing subconsultant		12									12
	Attend preconstruction and weekly construction meeting including preparation of agenda and minutes.	2	60									62
	Be available during the project to meet with residents and/or business owners to address questions/concerns, etc. General communication with the public		40									40
	State Bonding and/or Federal Infrastructure bonding documentation	20	10									30
	Task Hours Summary	30	202								N/A	232
	Task Fee Summary	\$8,007	\$38,241								\$3,280	\$49,528
Task #5 -Construction Staking												
5.1												
	Registered Land Surveyor office planning and coordination							40				40
	Prepare survey staking CAD and point files		4		6		20					30
	Establish field control				40	40						80
	Construction staking				200	200						400
	Task Hours Summary		4		246	240	20	40			N/A	550
	Task Fee Summary		\$757		\$33,102	\$31,772	\$2,803	\$7,380			\$13,217	\$89,032
Task #6 - Construction Observation												
6.1												
	Pre-construction assessment of existing conditions - photo and video log						20					20
	Full-time construction observation includes being on site at all times when the contractor is working and being available anytime for residents questions and interactions.						1450					1450
	Traffic signal system oversight.			20								20
	Geotechnical site inspection		40									40
	<i>Assumptions: One (1) Project Representative will be needed full time (45 hrs/week) for approx. 30 weeks from May to November 2024, and part time (20 hrs/week) in May of 2025 for wear paving and final closeout. Includes construction materials testing.</i>											
	Subtotal Hours		40	20			1470				N/A	1530
	Subtotal Fees		\$7,572.48	\$5,193.60			\$206,035.20					\$218,801.28
	Task Hours Summary		40	20			1,470				N/A	1,530
	Task Fee Summary		\$7,572	\$5,194			\$206,035				\$49,143	\$267,944

Billing Title Employee Name	CSM/PM Hutton	PE Hansen	PE Gray	Survey Crew Chief Lenzen	Survey Tech Lenzen	RPR Olsen	PLS Brown	Accounting Rep Knutson	Admin Tech Anderson	Subconsultant & Expenses	Total
Task #7 -Close-out and Record Plans											
7.1											
Site walk thru and create punch list						12			4		16
Coordinate completion of all punch list items						24					24
As-built survey, structures, and all field modifications				24	24						48
Draft up final as-built record plans to provide to City		16				60					76
Collect all final close-out paperwork and process final pay applications. Attend City Council for final close out recommendation.	2					4			4		10
1 year warranty walk through and follow up		4				8			2		14
Task Hours Summary	2	20		24	24	108			10	N/A	188
Task Fee Summary	\$534	\$3,786		\$3,229	\$3,177	\$15,137			\$1,288	\$216	\$27,368
Task #1 - Project Management											
Task Hours Summary	38	12						12	4	N/A	66
Task Fee Summary (includes expenses)	\$10,143	\$2,272						\$1,481	\$515		\$14,411
Task #2 Bidding Services											
Task Hours Summary	12	18							10	N/A	40
Task Fee Summary (includes expenses)	\$3,203	\$3,408							\$1,288		\$7,899
Task #3 -Public Engagement											
Task Hours Summary	50	68							8	N/A	126
Task Fee Summary (includes expenses)	\$13,346	\$12,873							\$1,031	\$464	\$27,713
Task #4 - Contract Administration											
Task Hours Summary	30	202								N/A	232
Task Fee Summary (includes expenses)	\$8,007	\$38,241								\$3,280	\$49,528
Task #5 -Construction Staking											
Task Hours Summary		4		246	240	20	40			N/A	550
Task Fee Summary (includes expenses)		\$757		\$33,102	\$31,772	\$2,803	\$7,380			\$13,217	\$89,032
Task #6 - Construction Observation											
Task Hours Summary		40	20			1,470				N/A	1,530
Task Fee Summary (includes expenses)		\$7,572	\$5,194			\$206,035				\$49,143	\$267,944
Task #7 -Close-out and Record Plans											
Task Hours Summary	2	20		24	24	108			10	N/A	188
Task Fee Summary (includes expenses)	\$534	\$3,786		\$3,229	\$3,177	\$15,137			\$1,288	\$216	\$27,368
Project Summary											
Project Hours Summary	132	364	20	270	264	1,598	40	12	32	N/A	2,732
Project Fee Summary (includes expenses)	\$35,232	\$68,910	\$5,194	\$36,331	\$34,949	\$223,976	\$7,380	\$1,481	\$4,123	\$66,320	\$483,896

SEH HOURLY BILLABLE RATES – 2024

CLASSIFICATION - OFFICE STAFF	BILLABLE RATE ⁽¹⁾
Principal	\$195.00 – \$335.00
Project Manager	\$160.00 – \$295.00
Senior Project Specialist	\$155.00 – \$280.00
Project Specialist	\$115.00 – \$215.00
Senior Professional Engineer I	\$135.00 – \$225.00
Senior Professional Engineer II	\$165.00 – \$280.00
Professional Engineer	\$125.00 – \$200.00
Graduate Engineer	\$100.00 – \$170.00
Senior Architect	\$145.00 – \$260.00
Architect	\$125.00 – \$190.00
Graduate Architect	\$100.00 – \$135.00
Senior Landscape Architect	\$135.00 – \$210.00
Landscape Architect	\$110.00 – \$155.00
Graduate Landscape Architect	\$100.00 – \$125.00
Senior Scientist	\$150.00 – \$215.00
Scientist	\$105.00 – \$170.00
Graduate Scientist	\$95.00 – \$135.00
Senior Planner	\$155.00 – \$250.00
Planner	\$125.00 – \$190.00
Graduate Planner	\$105.00 – \$150.00
Senior Right of Way Specialist	\$140.00 – \$200.00
Right of Way Specialist	\$90.00 – \$150.00
Senior GIS Analyst	\$130.00 – \$215.00
GIS Analyst	\$120.00 – \$185.00
Project Design Leader	\$145.00 – \$230.00
Lead Technician	\$125.00 – \$205.00
Senior Technician	\$105.00 – \$165.00
Technician	\$75.00 – \$145.00
Graphic Designer	\$105.00 – \$170.00
Administrative Professional	\$65.00 – \$160.00

CLASSIFICATION - FIELD STAFF	BILLABLE RATE ⁽¹⁾
Professional Land Surveyor	\$135.00 – \$205.00
Lead Resident Project Representative	\$110.00 – \$195.00
Senior Project Representative	\$110.00 – \$170.00
Project Representative	\$90.00 – \$155.00
Survey Crew Chief	\$100.00 – \$165.00
Survey Instrument Operator	\$70.00 – \$125.00

(1) The actual rate charged is dependent upon the hourly rate of the employee assigned to the project.
The rates shown are subject to change.

SEH SCHEDULE OF EXPENSES – 2024

Vehicle Mileage Rates

2024 IRS Rate TBD

Vehicle Allowance Costs

Resident Project Representative\$16.00/day

Survey and Field Vehicle \$4.90/hour + 2024 IRS mileage rate/mile

Survey Equipment

Robotic Total Station \$35.00/hour

Global Positioning System (GPS)..... \$35.00/hour

Computer Equipment

Computer Charges per Direct Hour of Labor \$5.80/hour

Other Equipment Expenses

SEH uses many different types of equipment, such as traffic counters; flow meters; air, water, and soil sampling kits; inspection cameras; density meters; and many others. Our equipment is frequently upgraded to utilize current technology. You will be charged for equipment usage per your agreement with SEH. Equipment not included on this list that is needed to complete a specific project will be scoped on a per project basis.

IDENTIFIABLE REPRODUCTION AND REPROGRAPHIC COSTS ⁽¹⁾

Item	8½x11	11x17	Large Format	Per Item
Black/White Copy (single-sided, standard white paper)	\$0.07	\$0.24	\$0.95 + \$0.50/sq. ft.	
Color Copy (single-sided, standard white paper)	\$0.46	\$1.02	\$0.95 + \$2.55/sq. ft.	
Mylar			\$5.00	
Laminated Foamcore - up to 30"x42" - larger than 40"x60"			\$40.00 \$75.00	
Binding - wire - comb				\$3.60 \$3.20
Covers - custom - standard				\$0.15 \$0.03
Tabs (white)				\$0.20
Mailing/Processing				UPS or USPS rates

(1) SEH assumes that reports will be prepared and delivered electronically. On the occasion where reports or other reprographic services are needed, these reports and reprographic services will be scoped and costed on a per project basis determined by the need of the project and specific service requested.

Rates and expenses are subject to change and may not be accompanied by immediate notification.

CITY OF MEDICINE LAKE
RESOLUTION # _____

**RESOLUTION APPROVAL OF CONSTRUCTION SERVICES CONTRACT WITH
SHORT ELLIOTT HENDRICKSON (SEH)**

BE IT RESOLVED by the City Council of the City of Medicine Lake as follows:

WHEREAS, the City of Medicine Lake is commencing a utility and road project in early 2024.

WHEREAS, the City of Medicine Lake requires an engineering firm to provide construction services for the duration of the project (November 2023-July 2025).

NOW THEREFORE, BE IT RESOLVED, that the City Council of Medicine Lake hereby authorizes the approval of the Agreement of Professional Services with Short Elliott Hendrickson (SEH) totaling \$483,896.00. These funds will be funded by the capital reserve as part of the City's Capital Improvement Project.

The foregoing resolution was moved by Councilmember _____ and
seconded by Councilmember _____.

The following Councilmembers voted in the affirmative:

The following Councilmembers voted in the negative / absent:

ADOPTED: December 4, 2023

Chris Heim, Mayor

Attest: Therese Polum, City Clerk

Subject: Fw: Ash tree letter quotation.
Date: Thursday, November 30, 2023 at 9:09:41 PM Central Standard Time
From: Bill McNaughton
To: Therese Polum
Attachments: Resolution EAB Letters.docx

Therese-

Please see the email quote below and attached resolution for an expenditure to support letters to homeowners regarding ash inventory results.

Thanks,
Bill

From: Dave Hutton <dhutton@sehinc.com>
Sent: Wednesday, November 29, 2023 9:53 AM
To: Bill McNaughton <bmcnaughton@cityofmedicinelake.com>
Subject: Ash tree letter quotation.

Bill
Hopefully an email quote is adequate for this task

You have asked us to help send out individual letters to property owns for ash tree removal program.

Assumptions

- Davey Tree will provide GIS shape files of their tree survey to us to use in generating individual property owner maps with the affected trees shown.
- We will develop an individual letter for each property owner with their map. The letter will be printed on City of Medicine Lake letterhead, to be supplied by they City, and signed by a City representative. This would be an e-signature that we could drop into each letter.
- Using the Hennepin County data base, we would do a mail merge to create envelopes for each address.
- We are assuming 120 properties in our quote. Not sure the exact number but that's close enough.

Proposal

- Our GiS guy indicated it would be 3-4 hours of his time to create the maps and mailing list. This would be \$550
- My administrative assistant would need about 4 hours to do the letters, collated with maps and mailings. This would be \$400
- I added 1 hour of my time to manage this and write the letter. This would be \$200
- Postage is \$0.65 each or \$78 for 120 letters.
- **Total quote = \$1228**

-
An email acceptance would be adequate for us to add to our existing contract and we can get going on it. Not sure if you want to round up or not, but we are good with the exact amount listed.

What was your timeframe for getting these out?
Of course we will need to get the shape files before starting.

Thanks.

Dave Hutton, PE (MN, WI, ND)
Senior Project Manager
Short Elliott Hendrickson, Inc.
952-797-2329 (mobile)

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CITY OF MEDICINE LAKE
RESOLUTION # _____

**RESOLUTION APPROVAL OF EXPENDITURES FOR
ASH TREE NOTIFICATION LETTERS**

BE IT RESOLVED by the City Council of the City of Medicine Lake as follows:

WHEREAS, the City of Medicine Lake has designated Trees infected with the Emerald Ash Borer (EAB) as a nuisance.

WHEREAS, the City of Medicine Lake has identified trees infected with EAB through a citywide inventory.

WHEREAS, the City of Medicine Lake must now notify individual residents of the status of Ash trees on their properties

NOW THEREFORE, BE IT RESOLVED, that the City Council of Medicine Lake hereby authorizes the expenditure of funds not to exceed \$1,228.00 for the creation, printing and mailing of letters to individual residents per the attached email from Short Elliott Hendrickson (SEH) dated November 29, 2023.

The foregoing resolution was moved by Councilmember _____ and seconded by Councilmember _____.

The following Councilmembers voted in the affirmative:

The following Councilmembers voted in the negative / absent:

ADOPTED: December 4, 2023

Chris Heim, Mayor

Attest: Therese Polum, City Clerk