

WAYZATA CITY COUNCIL MEETING AGENDA
Wayzata City Hall Community Room, 600 Rice Street
Tuesday, July 1, 2014

WORKSHOP AGENDA:

6:15 PM CONSIDER PILOT TROLLEY PROGRAM

7:00 PM - CITY COUNCIL MEETING

ITEM	DESCRIPTION	PRESENTER	TT	JA	KW	AM	BA	VOTE	PAGE #
1	Roll Call								
2	Approve Agenda								
3	Public Forum - 15 Minutes (3 min/person)								
a.									
4	Consent Agenda								2
a.	Approval of Workshop Minutes of June 17, 2014 & Minutes of June 17, 2014								
b.	Approval of Check Register								
c.	Approval of Resolution No. 18-2014 Hennepin County CDGB Cooperative Agreement								
d.	Approval of Municipal Licenses								
e.	Municipal Licenses Which Received Administrative Approval (Informational Only)								
f.	Approval of ISD #284 Community Room & Cable Studio Use Agreement								
g.	Approval of Comparable City Groups for Compensation & Class Study								
h.	Approval of Resolution No. 20-2014 Appointing Absentee Ballot Board Election Judges for the 2014 Elections								
5	New Business								
a.	Consider Contract for New City Website Design	Nelson							66
b.	Consider Resolution No. 19-2014 Presbyterian Homes Play Area & Pedestrian Connections	Kelly							148
c.	Consider Pilot Trolley Program	Nelson							153
6	City Manager's Report and Discussion Items								
a.	Update on Next Steps Lake Effect - Docks								155
7	Public Forum (as necessary)								
8	Adjournment								

Meeting Rules of Conduct:

Turn in white card for public forum and blue card for agenda item
Give name and address
Indicate if representing a group
Limit remarks to 3 minutes

Upcoming Meetings:

City Council - July 15 & WEDNESDAY, August 6, 2014
Planning Commission - July 7 & 21, 2014

Members of the City Council and some staff members may gather at the Wayzata Bar and Grill immediately after the meeting for a purely social event. All members of the public are welcome.

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WAYZATA CITY COUNCIL
DRAFT - WORKSHOP MEETING MINUTES
June 17, 2014

5:30 PM REVIEW EAST CORRIDOR LANDSCAPE CONCEPTS, EAST BUFFER PLAY AREA
AND PEDESTRIAN CONNECTIONS

Mayor Willcox called the workshop meeting to order at 5:30 p.m. in the Community Room at Wayzata City Hall. Council members present: Amdal, Anderson, Mullin and Tanner. Also present: City Manager Nelson, City Planner Gadow and City Engineer Kelly.

Mr. Kelly provided concept sketches as well as preliminary, base landscape plans for the east corridor. Cost estimates were also provided and were organized in a “menu” format to assist the council in prioritizing projects, based on budget. The Council discussed the design of the play area proposed for the east side of the Presbyterian Homes project, as well as an understated hidden connection to the neighborhood.

The Council directed staff to prepare a resolution for review and approval at the July 1st City Council meeting that approves the proposed play area design and establishes an understated pedestrian connection between the new play area and Circle A Drive.

The workshop meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Becky Malone
Deputy City Clerk

WAYZATA CITY COUNCIL
DRAFT - MEETING MINUTES
June 17, 2014

AGENDA ITEM 1. Call to Order and Roll Call.

Mayor Willcox called the meeting to order at 7 p.m. Council Members present: Amdal, Anderson, Mullin and Tanner. Also present: City Manager Nelson, City Planner Gadow, and City Engineer Kelly.

AGENDA ITEM 2. Approve Agenda.

Mr. Tanner made a motion, seconded by Mr. Amdal, to approve the agenda, as presented. The motion carried 5/0.

AGENDA ITEM 3. Public Forum – 15 Minutes (3 minutes per person).

a. Tour de Tonka Bike Ride Presentation

Tammy Nelson described how she met Dan, her fiancé, at last year's Tour de Tonka and announced they will be married at this year's Tour de Tonka. The Council wished Ms. Nelson and her fiancé the very best.

Tim Litfin, representing Tour de Tonka Bike Ride, described their August 2, 2014, event. He thanked all sponsors and volunteers who make this event a success and encouraged all to participate this year. Following a video of last year's highlights, Mr. Litfin answered questions of the Council relating to the designated route.

b. Update of Wayzata Art Experience & Potential 2014 Temporary Public Art Installation

Becky Pierson, Wayzata Chamber of Commerce, described the Wayzata Art Experience that will be held on June 28-29, 2014, and thanked TCF for sponsoring this event. Ms. Pierson announced the opportunity for a temporary public art installation at the Depot and asked whether the Council's was interested in this feature.

The Council discussed the request and stated support for the temporary public art installation at the Depot as long as it involved a public/private partnership. The Council acknowledged the community enjoyed last year's art installation and there was interest in considering a similar long-term public art installation, perhaps within the roundabout.

c. Appreciation to Keller Williams Premier Realty and Great River Greening

Merrily Babcock, 337 Reno Street, thanked Keller Williams Premier Realty of Lake Minnetonka for its assistance this spring to remove garlic mustard from the Big Woods. She also thanked Great River Greening for a grant to purchase marsh-like plants for the Section Foreman's house.

d. North Klapprich Park and Telecommunications Site

Lucy Bruntjen, 402 Gardner Street, expressed her concern for the safety of the North Klapprich Park neighborhood because of the encroachment and danger imposed by the industrial telecommunications complex at the City's water tower. She asked the Council to relocate the telecommunications equipment to the Public Works site and restore North Klapprich Park to the neighborhood.

Ms. Nelson stated staff continues to work on this issue and this topic will be on a future Council Workshop agenda.

AGENDA ITEM 4. Consent Agenda.

Mr. Tanner made a motion, seconded by Mr. Amdal, to approve the consent agenda:

- a. Approval of Workshop Minutes of June 3, 2014 and Minutes of June 3, 2014

- b. Approval of Check Register
 - c. Consider Data Practices Policies and Adopt Resolution No. 17-2014
 - d. Approval of Municipal Licenses
 - e. Municipal Licenses which Received Administrative Approval (Informational Only)
 - f. Police Activity Report
 - g. Building Activity Report
- The motion carried 5/0.

AGENDA ITEM 5. New Business.

a. Consider Resolution No. 16-2014 Wayzata Community Church PUD Amendment and Design Review

Mr. Mullin disclosed that he is a member of the Wayzata Community Church and asked whether that posed a conflict of interest. Ms. Nelson stated it is appropriate to disclose that relationship; however, this consideration does not constitute a conflict of interest as there is no direct financial benefit.

Mr. Gadow presented the request of the Wayzata Community Church for approval of an Amendment to an existing Planned Unit Development (PUD) and Project Design Review for modification to the existing church facility at 125 Wayzata Boulevard E. He explained the applicant's proposed design modifications would add 5,281 gross square feet of additional space to the facility, including an addition to an existing chapel and a second story addition on an interior portion of the building. While the parking lot would be reconfigured, the net number of parking spaces would remain the same. This project is proposed for two phases, with Phase 1 to commence in 2014 (assuming approval) and Phase 2 completed within five years as funding allows.

Mr. Gadow reviewed considerations of the Planning Commission and recommendation for approval of the PUD amendment and design review, with conditions as detailed in its Report and Recommendation.

Messrs. Gadow and Kelly answered questions of the Council relating to parking along Ferndale, adequacy of the proposed drainage design, and monument signage.

Mr. Chip Lindeke, Rafferty Rafferty Tollefson Lindeke Architects, representing Wayzata Community Church, indicated they were familiar with the site and building and the intention of the addition was to match existing architecture and create a more maintenance-free structure.

Larry Walker, Loucks and Associates, landscape architect representing Wayzata Community Church, stated the Planning Commission had discussed, in depth, the screening of headlights along the Wayzata Boulevard frontage. He explained they had proposed Alpine Current as it was a low-maintenance hardy shrub with limited winter dieback and heavy branching pattern to provide an effective screen. However, based on input from the Planning Commission, they have now selected an evergreen planting that would provide year-round screening though it would require additional maintenance.

The Council asked questions relating to the location of a berm that was to assist with screening and proof of parking spaces.

Dick Miners, Co-Chair Capital Campaign at Wayzata Community Church, explained how the project will address repair and restoration of many items; create accessibility; and, improve utilization of space. In addition, it will expand uses around creating a teenage center. Mr. Miners described how accessibility will be greatly improved.

The Council discussed the Phase 2 parking revision that would result in the removal of trees and increase the north curb cut but not align with the church across the street. Mr. Kelly explained the plan is to utilize the existing curb cut. Mr. Gadow displayed and described the Phase 2 Site Prep Plan, noting the location of trees that would be preserved and removed. The Council suggested consideration of parking lot islands and/or undulations to break up expanses. Mr. Walker explained the goal is to provide as many parking spaces within the site as possible

1 and to provide landscaping to soften the appearance of the parking lot. He noted that including
2 islands would reduce the number of parking stalls.

3 Mr. Gadow answered questions of the Council relating to the request for an accent
4 material deviation, as depicted in Attachment C. He explained the concern is the total amount of
5 material beyond what the primary building would allow. With regard to the front parking lot, he
6 found a deviation makes sense for the City to approve as the applicant is proposing to include
7 landscaping to address screening.

8 Mr. Miners stated the expanded parking along the front would accommodate those
9 attending a special needs service. The Council discussed the request and related parking,
10 screening, and shared parking options. The Council indicated support for the requested deviation
11 to allow the accent materials to exceed the City's design standard; to allow the use of Alpine
12 Current as it was low maintenance, colorful, and provided adequate screening; to assure adequate
13 screening of parking along the front elevation; to research the option of a shared parking
14 arrangement with Wayzata West; and, to require the applicant to enter into a stormwater
15 maintenance agreement.

16 Mr. Walker described the proposed primary sign that would be located closer to the
17 Wayzata Boulevard entry drive and smaller signs to identify other church entries. He stated the
18 goal is to improve wayfinding signage both outside and inside the building. Mr. Walker stated
19 there is no intent to use electronics with the sign. The Council supported the suggestion of Mr.
20 Gadow to add a condition in the development agreement to restrict the use of electronic signs.

21 Mr. Mullin made a motion, seconded by Mr. Amdal, to Adopt Resolution No. 16-2014
22 Approving PUD Amendment, Project Design, and Site Plan for 125 Wayzata Boulevard E, as
23 revised to require the applicant to enter into a stormwater maintenance agreement and restrict the
24 use of electronic signs. The motion carried 5/0.

25
26 The Council asked the Planning Commission to review signage regulations within the
27 institutional zoning district.

28
29 **b. Consider Resolution No. 15-2014 – 312 Hampton Variances and CUP**

30 Mr. Gadow presented the request of Dan and Julie Vanderheyden for variances and Conditional
31 Use Permit (CUP) to construct additions onto a pre-existing non-conforming residential house at
32 312 Hampton Street. The additions include one-half story to an existing one-story roofline, a new
33 front porch, a new addition to the side and rear, and a new deck onto the rear of the house. Mr.
34 Gadow reviewed impervious calculations and indicated the Planning Commission, at its June 2,
35 2014, meeting, recommended approval with conditions on a vote of 6-0-1.

36 Dan Vanderheyden, 312 Hampton Street, stated they have been residents for two years
37 and want to embrace the architectural 'feel' of Wayzata by making this a story and a half Tudor
38 home. He stated they spoke with their neighbors, noting the roof design will not block sun from
39 neighboring properties. Mr. Vanderheyden stated the next phase will be to address exterior
40 materials. He thought they would use a 30-year architectural asphalt shingle, possibly board and
41 batten treatment, and cedar shake accents.

42 The Council acknowledged the neighbors of the subject site approve this application, the
43 drainage concerns have been resolved, and complimented the applicant in developing this
44 thoughtful design.

45 Mrs. Anderson made a motion, seconded by Mr. Tanner, to Adopt Resolution No. 15-
46 2014 Approving Redevelopment CUP, Shoreland CUP, Front Yard Setback Variance, and Side
47 Yard Setback Variance at 312 Hampton Street. The motion carried 5/0.

c. Consider East Play Area & Pedestrian Connections – Promenade / Bay Center

Mr. Kelly reviewed the discussion held at tonight's Council Workshop related to the east play area and support for unobtrusive footpath type of connections with the east neighborhood and possibly Circle Drive.

The Council asked staff to draft a resolution to formalize acceptance of an east play area and documentation of pedestrian connections to the Circle Drive neighborhood.

d. Bushaway / CR 101 Reconstruction Update

Mr. Kelly updated the Council on the status of the Bushaway Road project and anticipated schedule to open bids July 15, 2014, and start construction August 13, 2014. He presented maps of proposed project staging noting completion is anticipated in 2016. Mr. Kelly then provided an update on the Metropolitan Council's project that is expected to be completed mid- to late-July. It was noted that the roads would remain open for resident's use, the Eastman Lane DNR boat launch would be closed in August, but access would remain open to the Wayzata Yacht Club. Mr. Kelly stated the railroad bridge would be out of service from October of 2014 to October of 2015.

Mr. Kelly presented the communication plan including methods that would be used, its goals, audiences, Open for Business campaign, and use of social media.

The Council commended Debra Brisk, Assistant County Administrator for Public Works and Deputy Executive Director for Hennepin County Regional Authority, for positively changing how communications are handled between the County and communities.

AGENDA ITEM 6. City Manager's Report and Discussion Items.

Roundabout Update

Mr. Kelly used a map to point out locations where additional "Do Not Enter," "Access to Lake Street," and, "No Outlet to Lake Street" signs will be posted. He answered questions of the Council relating to increased enforcement, Police Department presence at this intersection, and efforts to inform the traveling public of how to access Lake Street. The Council asked staff to determine how to assure proper routes are updated on interactive internet mapping.

Bushaway Road Easements

Mr. Kelly stated the County has been amicably negotiating for needed Bushaway Road easements and filed for condemnation proceedings on fewer than ten that had not yet been successfully negotiated.

143 Huntington Avenue S.

Mr. Gadow stated he contacted the contractor of 143 Huntington Avenue S. to determine why work to repair the foundation had stopped and why a letter had not been sent to the neighborhood. He stated he has not yet received a response so he contacted the Hennepin County Attorney's Office and the League of Minnesota Cities to learn how the City can address this situation.

The Council indicated development of this property had not been progressing and issues have been raised relating to safety, disrespect of staff, and the contractor not following up. Mr. Gadow explained the City's ordinances do not address this type of construction issue (pause in active construction) so staff is researching State Statutes to determine viable options.

Concession Stand

Ms. Nelson noted the hotdog concession cart was approved on tonight's Consent Agenda and staff continues to work on long-term solutions for the concession stand.

1 **Upcoming Meetings**

2 Ms. Nelson announced the following upcoming dates: June 23, 2014, Burlington Northern Rail
3 Road safety training for emergency response staff; June 26, 2014, Workshop meeting with Mary
4 deLaittre to consider Lake Effect Next Steps; July 15, 2014, Workshop for 2015 budget; August
5 5, 2014, Night to Unite; August 6, 2014, rescheduled Council meeting; August 19, 2014,
6 Bushaway Road pre-project open house; and, September 25, 2014, Big Woods Preservation 10-
7 year anniversary celebration.

8 Ms. Nelson stated staff continues to work on an LMCD application for additional interim
9 transient docks. The Council asked staff to provide information on the terms of the lease
10 agreement for transient docks.

11
12 **Replacement of Damaged Trees**

13 Mr. Kelly stated along Wayzata Boulevard, nine trees were damaged last year during a storm and
14 will be replaced. He stated he will follow up with the Public Works Department on damaged
15 trees in City parks and along North Ferndale Road. The Council asked Mr. Kelly to provide an
16 update at its next meeting.

17
18 **Other**

19 Mrs. Anderson asked staff to contact Anchor Bank to ask whether the vines covering its retaining
20 wall, which will be destroyed, can be relocated to cover the retaining wall at the historic
21 cemetery.

22
23 Mr. Mullin stated there are three properties along Wayzata Boulevard where drainage has never
24 been resolved and created problems with the lift station and erosion. Those property owners
25 would like the City to facilitate a meeting to address how to resolve that issue.

26
27 Mr. Mullin reported on his attendance at the Minnesota Land Trust meeting and potential
28 opportunity to enhance the use of the Big Woods property through a public/private partnership.
29 The Council supported the suggestion of Mr. Mullin to start a dialogue with policy makers in
30 addition to their staff to find out what is possible.

31
32 Mr. Willcox announced Fourth of July celebration events.

33
34 **AGENDA ITEM 7. Public Forum Continued (if necessary).**

35 There were no comments.

36
37 **AGENDA ITEM 8. Adjournment.**

38 Mr. Tanner made a motion, seconded by Mr. Amdal to adjourn. There being no further business,
39 Mr. Willcox adjourned the meeting at 9:32 p.m.

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41 Respectfully submitted,

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45 Becky Malone
46 Deputy City Clerk

47
48 Drafted by Carla Wirth
49 *TimeSaver Off Site Secretarial, Inc.*

***Check Detail Register©**

June 2014

			Check Amt	Invoice	Comment
10100 Anchor Bank					
Paid Chk#	095429	6/11/2014	ABSOLUTE MECHANICAL		
E 101-41940-404	Repairs/Maint - Machin/Equip		\$177.75	3760	HVAC - CITY HALL
E 101-41940-404	Repairs/Maint - Machin/Equip		\$592.00	3797	HVAC - CITY HALL
	Total ABSOLUTE MECHANICAL		\$769.75		
Paid Chk#	095430	6/11/2014	ADVANCED IMAGING SOLUTIONS		
E 101-45200-200	Office Supplies (GENERAL)		\$80.00	INV49111	SUPPLIES
E 101-43100-200	Office Supplies (GENERAL)		\$80.00	INV49111	SUPPLIES
E 610-40000-200	Office Supplies (GENERAL)		\$40.00	INV49111	SUPPLIES
E 620-40000-200	Office Supplies (GENERAL)		\$35.03	INV49111	SUPPLIES
	Total ADVANCED IMAGING SOLUTIONS		\$235.03		
Paid Chk#	095431	6/11/2014	AM.PUBLIC WORKS ASSOC.		
E 101-43100-433	Dues, Licensing & Seminars		\$91.25	15569	MEMBERSHIP RENEWAL - M.KELLY
E 101-45200-433	Dues, Licensing & Seminars		\$91.25	15569	MEMBERSHIP RENEWAL - M.KELLY
E 101-43300-433	Dues, Licensing & Seminars		\$182.50	15569	MEMBERSHIP RENEWAL - M.KELLY
	Total AM.PUBLIC WORKS ASSOC.		\$365.00		
Paid Chk#	095432	6/11/2014	ANCHOR BANK-CARDMEMBER SERV.		
E 235-40000-433	Dues, Licensing & Seminars		\$75.00		K.CLASSEY MEMBERSHIP DUES
E 640-48000-499	Miscellaneous		\$101.76		BAR EMP.ADS
E 101-45200-240	Small Tools and Minor Equip		\$135.24		PARKS TOOLS
E 101-41500-331	Mileage & Expense Account		\$194.81		MTG.MEALS
E 101-41500-433	Dues, Licensing & Seminars		\$225.00		H.NELSON CONF.REG.
E 101-41500-200	Office Supplies (GENERAL)		\$73.95		SUPPLIES
E 101-41100-331	Mileage & Expense Account		\$68.29		COUNCIL MTG.MEALS
E 101-41100-499	Miscellaneous		\$85.00		FUNERAL FLOWERS
E 640-49100-540	Equipment		\$2,354.30		BAR EQUIP.
	Total ANCHOR BANK-CARDMEMBER SERV.		\$3,313.35		
Paid Chk#	095433	6/11/2014	BACHMAN S		
G 101-20300	Deposits Payable		\$825.12	511473	PLANTINGS
	Total BACHMAN S		\$825.12		
Paid Chk#	095434	6/11/2014	BEST & FLANAGAN		
E 101-41500-304	Legal Fees		\$97.50	443871	SPRINT CELL TOWER
	Total BEST & FLANAGAN		\$97.50		
Paid Chk#	095435	6/11/2014	BIFFS, INC.		
E 101-45200-415	Other Equipment Rentals		\$62.50	W527194	PARKS SERVICE
	Total BIFFS, INC.		\$62.50		
Paid Chk#	095436	6/11/2014	BLUE CROSS AND BLUE SHIELD		
G 101-21706	Health Insurance		\$39,468.00	JULY 2014	HEALTH INS. JULY 2014
	Total BLUE CROSS AND BLUE SHIELD		\$39,468.00		
Paid Chk#	095437	6/11/2014	CASH - ANCHOR BANK		
R 101-00000-32250	Beach Parking Permits		\$36.00		BEACH PARKING STICKER REFUND
E 430-40000-499	Miscellaneous		\$21.00		BUSHAWAY RD MTG.PARKING
E 101-42400-404	Repairs/Maint - Machin/Equip		\$26.77		INSP.EC.CAR DETAILED
E 101-41500-499	Miscellaneous		\$30.63		MISC.ADMIN.EXP.
E 101-41500-331	Mileage & Expense Account		\$77.71		MILEAGE REIMB.
G 233-20300	Deposits Payable		\$10.00		BATH HOUSE KEY CARD REFUND
E 610-40000-322	Postage		\$3.34		UTILITY BILL POSTAGE
E 101-42100-499	Miscellaneous		\$40.00		PD TOBACCO COMPLIANCE
	Total CASH - ANCHOR BANK		\$245.45		

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June 2014

			Check Amt	Invoice	Comment
Paid Chk#	095438	6/11/2014	CENTERPOINT ENERGY		
E 101-41940-383	Fuel, oil and natural gas		\$1,220.61		SERVICE
E 101-42200-383	Fuel, oil and natural gas		\$311.83		SERVICE
E 101-41940-383	Fuel, oil and natural gas		\$29.40		SERVICE
E 640-48000-383	Fuel, oil and natural gas		\$980.06		SERVICE
E 640-47000-383	Fuel, oil and natural gas		\$245.02		SERVICE
E 610-40000-383	Fuel, oil and natural gas		\$166.58		SERVICE
	Total CENTERPOINT ENERGY		\$2,953.50		
Paid Chk#	095439	6/11/2014	CULLIGAN-BOTTLED WATER		
E 101-42100-499	Miscellaneous		\$26.36	1751309	PD SERVICE
	Total CULLIGAN-BOTTLED WATER		\$26.36		
Paid Chk#	095440	6/11/2014	DAYSRING WINDOW CLEANING		
E 101-41940-401	Repairs/Maint Buildings		\$970.00	5-105064-14	CITY HALL WINDOWS CLEANED
	Total DAYSRING WINDOW CLEANING		\$970.00		
Paid Chk#	095441	6/11/2014	DISTEL, DANIEL		
E 101-41550-302	Consultants		\$3,496.00		MONTHLY ASSESSING
	Total DISTEL, DANIEL		\$3,496.00		
Paid Chk#	095442	6/11/2014	DORSEY & WHITNEY LLP		
E 316-40000-304	Legal Fees		\$348.00	1949295	BAY CENTER TIF
	Total DORSEY & WHITNEY LLP		\$348.00		
Paid Chk#	095443	6/11/2014	ECM PUBLISHERS, INC.		
E 101-41500-350	Printing & Publishing		\$53.20	108900	125 WAYZATA BLVD.
E 101-41500-350	Printing & Publishing		\$58.52	108901	312 HAMPTON
	Total ECM PUBLISHERS, INC.		\$111.72		
Paid Chk#	095444	6/11/2014	EMBEDDED SYSTEMS, INC.		
E 101-42500-409	Maint services & Improv		\$502.08	33492	EMERGENCY SIREN MAINT.
	Total EMBEDDED SYSTEMS, INC.		\$502.08		
Paid Chk#	095445	6/11/2014	GOPHER STATE ONE CALL		
E 620-40000-313	Permit Fees/Gopher State		\$185.65	108908	UTILITY LOCATES
E 610-40000-313	Permit Fees/Gopher State		\$185.65	108908	UTILITY LOCATES
	Total GOPHER STATE ONE CALL		\$371.30		
Paid Chk#	095446	6/11/2014	HENN.CNTY.ACCTG.SERVICES		
E 101-42120-308	Prisoner Care		\$150.00	1000045994	PRISONER PROCESSING
G 101-20300	Deposits Payable		\$137.97	1000045994	PRISONER PROCESSING
	Total HENN.CNTY.ACCTG.SERVICES		\$287.97		
Paid Chk#	095447	6/11/2014	HENN.CNTY.INFO.TECH.DEPT.		
E 101-42100-323	Radio Units		\$786.65	1000045182	PD RADIO CONNECTION
	Total HENN.CNTY.INFO.TECH.DEPT.		\$786.65		
Paid Chk#	095448	6/11/2014	HOLIDAY		
E 101-42100-212	Motor Fuels		\$36.08	135350102129	PD FUEL
	Total HOLIDAY		\$36.08		
Paid Chk#	095449	6/11/2014	HOME DEPOT		
E 101-45200-210	Operating Supplies (GENERAL)		\$69.19	1016379	SUPPLIES
E 101-45203-220	Repair/Maint Supply (GENERAL)		\$16.54	5010943	SUPPLIES
E 620-40000-210	Operating Supplies (GENERAL)		\$58.90	7586910	SUPPLIES
E 610-40000-210	Operating Supplies (GENERAL)		\$58.90	7586910	SUPPLIES
	Total HOME DEPOT		\$203.53		

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June 2014

			Check Amt	Invoice	Comment
Paid Chk#	095450	6/11/2014	INFORMATION POLICY ANALYSIS		
E 101-42100-434	Training and schools		\$175.00	210954	PD TRAINING
Total	INFORMATION POLICY ANALYSIS		\$175.00		
Paid Chk#	095451	6/11/2014	ISC COMPANIES INC.		
E 101-43100-210	Operating Supplies (GENERAL)		\$41.74	1362975	SUPPLIES
Total	ISC COMPANIES INC.		\$41.74		
Paid Chk#	095452	6/11/2014	KONRAD MATERIAL SALES LLC		
E 430-40000-309	Contractual Services		\$263.80	1251949	SIDEWALK PATCH MATERIAL
Total	KONRAD MATERIAL SALES LLC		\$263.80		
Paid Chk#	095453	6/11/2014	LAMBERT, JEFFREY W.		
E 101-42120-304	Legal Fees		\$1,279.50	928.002	LEGAL SERVICE
E 101-42120-304	Legal Fees		\$550.00	928.004	LEGAL SERVICE
Total	LAMBERT, JEFFREY W.		\$1,829.50		
Paid Chk#	095454	6/11/2014	LAW ENFORCEMENT TARGEST, INC.		
E 101-42100-434	Training and schools		\$53.65	0248774	PD TRAINING
Total	LAW ENFORCEMENT TARGEST, INC.		\$53.65		
Paid Chk#	095455	6/11/2014	LEAGUE OF MN CITIES INS.TRUST		
E 640-47000-365	Workers Comp Ins		\$1,000.00	27512	WORKERS COMP.INS.
E 640-48000-365	Workers Comp Ins		\$6,000.00	27512	WORKERS COMP.INS.
E 101-49200-365	Workers Comp Ins		\$2,634.00	27512	WORKERS COMP.INS.
Total	LEAGUE OF MN CITIES INS.TRUST		\$9,634.00		
Paid Chk#	095456	6/11/2014	LEAGUE OF MN.CITIES		
E 101-41500-306	Personnel Expense		\$900.00	197953	PERSONNEL TRAINING
Total	LEAGUE OF MN.CITIES		\$900.00		
Paid Chk#	095457	6/11/2014	LEXISNEXIS RISK DATA		
E 101-42100-309	Contractual Services		\$33.00	121455020140	PD SERVICE
Total	LEXISNEXIS RISK DATA		\$33.00		
Paid Chk#	095458	6/11/2014	LHB, INC.		
E 430-40000-302	Consultants		\$2,787.25	130445.00-3	EASTMAN LANE LANDSCAPING
Total	LHB, INC.		\$2,787.25		
Paid Chk#	095459	6/11/2014	LOFFLER COMPANIES, INC.		
E 101-41500-311	Data Processing		\$3,026.97	1763397	NETWORK SUPPORT
Total	LOFFLER COMPANIES, INC.		\$3,026.97		
Paid Chk#	095460	6/11/2014	LUBE TECH		
E 101-43100-210	Operating Supplies (GENERAL)		\$56.92	4202	SUPPLIES
Total	LUBE TECH		\$56.92		
Paid Chk#	095461	6/11/2014	MANSFIELD OIL COMPANY		
E 101-49200-212	Motor Fuels		\$1,520.06	642163	FUEL
Total	MANSFIELD OIL COMPANY		\$1,520.06		
Paid Chk#	095462	6/11/2014	MCCARTHY, TIMOTHY		
E 101-42100-331	Mileage & Expense Account		\$23.30	REIMB.	MILEAGE & MEAL
E 101-42100-331	Mileage & Expense Account		\$20.11	REIMB.	MILEAGE & MEAL
Total	MCCARTHY, TIMOTHY		\$43.41		
Paid Chk#	095463	6/11/2014	METROPOLITAN COUNCIL		
E 620-40000-386	Other Utilities		\$33,718.65	0001035221	SEWER SERVICE

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Total METROPOLITAN COUNCIL			\$33,718.65		
Paid Chk# 095464	6/11/2014	METROPOLITAN COUNCIL			
G 101-20831	MWCC (SAC)		\$4,970.00	SAC FEE-MAY	SAC FEES-MAY 2014
R 101-00000-34190	Charges for Services/Gen Gov		(\$49.70)	SAC FEE-MAY	SAC FEES-MAY 2014
Total METROPOLITAN COUNCIL			\$4,920.30		
Paid Chk# 095465	6/11/2014	MINNETONKA AQUATICS			
E 101-45200-222	Repair & Maint - Equip		\$112.96	5/31/14	BEACH SUPPLIES
Total MINNETONKA AQUATICS			\$112.96		
Paid Chk# 095466	6/11/2014	MN HWY SAFETY & RESEARCH CNTR.			
E 101-42100-434	Training and schools		\$792.00	629430-3862	PD TRAINING
otal MN HWY SAFETY & RESEARCH CNTR.			\$792.00		
Paid Chk# 095467	6/11/2014	MURPHY, MICHAEL			
E 101-42100-499	Miscellaneous		\$115.00	REIMB.	PD MISC.-S.BOBZIEN CALL IN
Total MURPHY, MICHAEL			\$115.00		
Paid Chk# 095468	6/11/2014	NEWMAN TRAFFIC SIGNS			
E 101-43100-226	Sign Repair Materials		\$41.26	TI-0273963	TRAFFIC SIGNS
Total NEWMAN TRAFFIC SIGNS			\$41.26		
Paid Chk# 095469	6/11/2014	PEARSON, TODD			
E 430-46113-309	Contractual Services		\$150.00	REIMB.	TREE DAMAGE REIMBURSEMENT
Total PEARSON, TODD			\$150.00		
Paid Chk# 095470	6/11/2014	PHILIPS MEDICAL SYSTEMS			
E 101-42100-540	Equipment		\$1,375.40	927859016	PD EQUIPMENT
E 101-42100-210	Operating Supplies (GENERAL)		\$99.45	927870613	PD SUPPLIES
Total PHILIPS MEDICAL SYSTEMS			\$1,474.85		
Paid Chk# 095471	6/11/2014	POST BOARD			
E 101-42100-433	Dues, Licensing & Seminars		\$450.00		PD LICENSES RENEWED-MATHEWS, MURPHY, MCCARTHY, EDBERG & LEE
Total POST BOARD			\$450.00		
Paid Chk# 095472	6/11/2014	PRO TIRE & SERVICE			
E 101-42100-404	Repairs/Maint - Machin/Equip		\$22.35	25991	PD REPAIRS
Total PRO TIRE & SERVICE			\$22.35		
Paid Chk# 095473	6/11/2014	PUMP & METER SERVICE, INC.			
E 101-41940-404	Repairs/Maint - Machin/Equip		\$187.00	315775	VEHICLE HOIST REPAIRED
Total PUMP & METER SERVICE, INC.			\$187.00		
Paid Chk# 095474	6/11/2014	RADIOSHACK			
E 101-42100-210	Operating Supplies (GENERAL)		\$35.38	011608	PD SUPPLIES
Total RADIOSHACK			\$35.38		
Paid Chk# 095475	6/11/2014	REITER, PHILIP			
E 101-42100-499	Miscellaneous		\$30.00	REIMB.	MILEAGE & SUPPLIES
E 101-42100-331	Mileage & Expense Account		\$56.56	REIMB.	MILEAGE & SUPPLIES
E 101-42100-331	Mileage & Expense Account		\$4.13	REIMB.	MILEAGE & SUPPLIES
Total REITER, PHILIP			\$90.69		
Paid Chk# 095476	6/11/2014	SAINT PAUL RIVERFRONT CORP.			
E 233-40000-302	Consultants		\$15,500.00	WAYZATA201	LAKE EFFECT
Total SAINT PAUL RIVERFRONT CORP.			\$15,500.00		
Paid Chk# 095477	6/11/2014	SCHARBER & SONS			

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E 101-43100-210	Operating Supplies (GENERAL)		\$1.10	P16838	PARTS
E 101-45200-221	Equipment Parts		\$24.15	P18973	PARTS
Total	SCHARBER & SONS		\$25.25		
Paid Chk# 095478	6/11/2014	SECURITY PRODUCTS COMPANY			
E 233-40000-401	Repairs/Maint Buildings		\$646.75	1098520	BEACH HOUSE SECURITY REPAIRS
Total	SECURITY PRODUCTS COMPANY		\$646.75		
Paid Chk# 095479	6/11/2014	SHORT ELLIOTT HENDRICKSON INC.			
G 101-20310	Escrow		\$382.22	281546	VERIZON CELL TOWER
Total	SHORT ELLIOTT HENDRICKSON INC.		\$382.22		
Paid Chk# 095480	6/11/2014	SNAP-ON INDUSTRIAL			
E 101-43100-240	Small Tools and Minor Equip		\$31.54	22606415	TOOLS
Total	SNAP-ON INDUSTRIAL		\$31.54		
Paid Chk# 095481	6/11/2014	SPRINT			
E 101-42100-323	Radio Units		\$130.86	134573312-15	PD SERVICE
Total	SPRINT		\$130.86		
Paid Chk# 095482	6/11/2014	SRF CONSULTING GROUP, INC.			
E 430-40000-302	Consultants		\$240.64	07991.00-13	EASTMAN LANE
E 408-40000-302	Consultants		\$748.32	08433.00-2	PEAVEY BRIDGE
E 430-40000-302	Consultants		\$2,809.06	08445.00-2	WAYZ.BLVD.SIGNAGE
Total	SRF CONSULTING GROUP, INC.		\$3,798.02		
Paid Chk# 095483	6/11/2014	STREICHER S			
E 101-42100-217	Uniforms		\$8.99	I1090648	PD UNIFORMS
E 101-42100-210	Operating Supplies (GENERAL)		\$90.85	I1092519	PD SUPPLIES
E 101-42100-434	Training and schools		\$1,183.68	I1093667	PD TRAINING
Total	STREICHER S		\$1,283.52		
Paid Chk# 095484	6/11/2014	TELEVANTAGE, INC.			
E 101-41940-321	Telephone		\$65.00	1711	BEACH HOUSE PAY PHONE
Total	TELEVANTAGE, INC.		\$65.00		
Paid Chk# 095485	6/11/2014	TITAN MACHINERY			
E 101-43100-220	Repair/Maint Supply (GENERAL)		\$39.78	3616646	PARTS
Total	TITAN MACHINERY		\$39.78		
Paid Chk# 095486	6/11/2014	TRI-COUNTY LAW ENFORCEMENT			
E 101-42100-433	Dues, Licensing & Seminars		\$75.00	2014 DUES	2014 DUES
Total	TRI-COUNTY LAW ENFORCEMENT		\$75.00		
Paid Chk# 095487	6/11/2014	UNIFORMS UNLIMITED			
E 101-42100-434	Training and schools		\$628.60	205200	PD TRAINING SUPPLIES
Total	UNIFORMS UNLIMITED		\$628.60		
Paid Chk# 095488	6/11/2014	VANDERHEIDEN, ROBERT			
E 101-42100-331	Mileage & Expense Account		\$30.50	REIMB.	MILEAGE & MEALS
Total	VANDERHEIDEN, ROBERT		\$30.50		
Paid Chk# 095489	6/11/2014	WALT S GARAGE			
E 101-42100-404	Repairs/Maint - Machin/Equip		\$26.25	4117	PD REPAIRS
Total	WALT S GARAGE		\$26.25		
Paid Chk# 095490	6/11/2014	XCEL ENERGY			
E 101-45203-381	Electric Utilities		\$3,730.60		SERVICE
E 101-41940-381	Electric Utilities		\$2,769.81		SERVICE

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E 101-42200-381	Electric Utilities		\$335.79		SERVICE
E 610-40000-381	Electric Utilities		\$5,498.02		SERVICE
E 640-47000-381	Electric Utilities		\$1,237.54		SERVICE
E 640-48000-381	Electric Utilities		\$2,887.60		SERVICE
E 620-40000-381	Electric Utilities		\$1,739.17		SERVICE
E 101-41940-381	Electric Utilities		\$25.40		SERVICE
Total XCEL ENERGY			\$18,223.93		
Paid Chk# 095491	6/11/2014	YOUNG, ROSE			
E 101-42100-331	Mileage & Expense Account		\$36.00	REIMB.	PARKING EXP.
Total YOUNG, ROSE			\$36.00		
Paid Chk# 095492	6/17/2014	ADVANCED IMAGING SOLUTIONS			
E 610-40000-200	Office Supplies (GENERAL)		\$27.25	INV49642	PW COPIER REPAIR
E 620-40000-200	Office Supplies (GENERAL)		\$27.15	INV49642	PW COPIER REPAIR
E 101-43100-200	Office Supplies (GENERAL)		\$50.30	INV49642	PW COPIER REPAIR
E 101-45200-200	Office Supplies (GENERAL)		\$50.30	INV49642	PW COPIER REPAIR
Total ADVANCED IMAGING SOLUTIONS			\$155.00		
Paid Chk# 095493	6/17/2014	ANCOM TECHNICAL CENTER			
E 101-42200-323	Radio Units		\$107.00	45607	FD PAGER
Total ANCOM TECHNICAL CENTER			\$107.00		
Paid Chk# 095494	6/17/2014	BANK OF AMERICA			
E 101-42200-323	Radio Units		\$209.21		FD PAGERS
E 101-42200-212	Motor Fuels		\$23.00		FD FUEL
Total BANK OF AMERICA			\$232.21		
Paid Chk# 095495	6/17/2014	BOTHAM, BRIAN			
E 101-42200-331	Mileage & Expense Account		\$65.00	REIMB.	MTG.MEALS
Total BOTHAM, BRIAN			\$65.00		
Paid Chk# 095496	6/17/2014	CARQUEST OF WAYZATA			
E 620-40000-241	Safety equip/testings		\$16.71	6973-218352	SAFETY GLOVES
Total CARQUEST OF WAYZATA			\$16.71		
Paid Chk# 095497	6/17/2014	CLASSEY, KRISTIN			
G 101-21721	Flex Plan		\$20.00	FLEX PLAN	FLEX PLAN REIMB.
Total CLASSEY, KRISTIN			\$20.00		
Paid Chk# 095498	6/17/2014	CLASSIC CLEANING COMPANY			
E 101-41940-409	Maint services & Improv		\$1,195.00	20871	MONTHLY CLEANING
E 101-41940-409	Maint services & Improv		\$605.00	20872	PW MONTHLY CLEANING
Total CLASSIC CLEANING COMPANY			\$1,800.00		
Paid Chk# 095499	6/17/2014	COMMERCIAL ASPHALT CO.			
E 430-40000-309	Contractual Services		\$998.47	ACCT.WA950	ASPHALT
Total COMMERCIAL ASPHALT CO.			\$998.47		
Paid Chk# 095500	6/17/2014	DISPLAY SALES			
E 101-45200-210	Operating Supplies (GENERAL)		\$35.00	INV0096213	SUPPLIES
Total DISPLAY SALES			\$35.00		
Paid Chk# 095501	6/17/2014	DOLDER PLUMBING & HTG., LLC			
E 101-41940-404	Repairs/Maint - Machin/Equip		\$164.50	1348	PW REPAIRS
Total DOLDER PLUMBING & HTG., LLC			\$164.50		
Paid Chk# 095502	6/17/2014	ELECTRIC PUMP, INC.			
E 620-40000-405	Maint/Replac - System		\$502.45	0052854	SEWER LIFTSTATION REPAIRS

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Total ELECTRIC PUMP, INC.			\$502.45		
Paid Chk# 095503	6/17/2014	ESS BROTHERS & SONS INC.			
E 670-40000-409	Maint services & Improv		\$370.00	TT2257	STORMSEWER CASTING REPLACEMENT
Total ESS BROTHERS & SONS INC.			\$370.00		
Paid Chk# 095504	6/17/2014	GOLDEN VALLEY TCA A LLC			
G 630-20300	Deposits Payable		\$3,038.30	CVR REFUND	CVR REFUND
Total GOLDEN VALLEY TCA A LLC			\$3,038.30		
Paid Chk# 095505	6/17/2014	GROVE NURSERY			
E 101-45200-229	Dirt, Sand and gravel		\$1,100.00	24456700	MULCH
Total GROVE NURSERY			\$1,100.00		
Paid Chk# 095506	6/17/2014	HERITAGE SHADE TREE CONSULTANT			
E 404-40000-302	Consultants		\$833.75	5390	FORESTRY CONSULTING
Total HERITAGE SHADE TREE CONSULTANT			\$833.75		
Paid Chk# 095507	6/17/2014	KLEIN UNDERGROUND, LLC			
E 408-40000-402	Sidewalk Replacement		\$6,726.00	62014	SIDEWALK REPLACEMENT
Total KLEIN UNDERGROUND, LLC			\$6,726.00		
Paid Chk# 095508	6/17/2014	MANSFIELD OIL COMPANY			
E 101-49200-212	Motor Fuels		\$1,006.79	659100	FUEL
E 101-49200-212	Motor Fuels		\$592.73	659991	FUEL
Total MANSFIELD OIL COMPANY			\$1,599.52		
Paid Chk# 095509	6/17/2014	MC&E/ELECTION SOURCE			
E 101-41500-200	Office Supplies (GENERAL)		\$245.16	24034	ELECTION SUPPLIES
Total MC&E/ELECTION SOURCE			\$245.16		
Paid Chk# 095510	6/17/2014	MEDIACOM			
E 101-41940-321	Telephone		\$275.96		SERVICE
Total MEDIACOM			\$275.96		
Paid Chk# 095511	6/17/2014	MN CHILD SUPPORT PAYMENT CENTE			
G 101-21710	County WH		\$227.50	0015104841	WITHHOLDING ORDER
Total MN CHILD SUPPORT PAYMENT CENTE			\$227.50		
Paid Chk# 095512	6/17/2014	MN FIRE SERVICE CERTIFICATION			
E 101-42200-306	Personnel Expense		\$200.00	2647	FD EXAMS
Total MN FIRE SERVICE CERTIFICATION			\$200.00		
Paid Chk# 095513	6/17/2014	OFFICE DEPOT			
E 101-41500-200	Office Supplies (GENERAL)		(\$20.67)	714782808001	SUPPLIES
E 101-43100-200	Office Supplies (GENERAL)		\$47.00	715674182001	SUPPLIES
E 101-41500-200	Office Supplies (GENERAL)		\$49.50	715674182001	SUPPLIES
E 640-48000-200	Office Supplies (GENERAL)		\$45.40	715674182001	SUPPLIES
E 101-42100-200	Office Supplies (GENERAL)		\$10.00	715674182001	SUPPLIES
Total OFFICE DEPOT			\$131.23		
Paid Chk# 095514	6/17/2014	SHORT ELLIOTT HENDRICKSON INC.			
E 404-40000-302	Consultants		\$100.00	278363	WATER TOWER
Total SHORT ELLIOTT HENDRICKSON INC.			\$100.00		
Paid Chk# 095515	6/17/2014	SUBURBAN TIRE WHOLESALE INC.			
E 101-43100-404	Repairs/Maint - Machin/Equip		\$588.85	10125979	PW REPAIRS
Total SUBURBAN TIRE WHOLESALE INC.			\$588.85		

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Paid Chk# 095516	6/17/2014	TRI-CITY			
E 610-40000-309	Contractual Services		\$52.50	5/1-5/30/14	WATER ANALYSIS
	Total TRI-CITY		\$52.50		
Paid Chk# 095517	6/17/2014	USA BLUE BOOK			
E 101-45200-241	Safety equip/testings		\$11.36	355013	SAFETY EQUIPMENT
E 101-45200-241	Safety equip/testings		\$122.85	355014	SAFETY EQUIPMENT
E 101-45200-241	Safety equip/testings		\$36.35	355275	SAFETY EQUIPMENT
E 610-40000-225	Repair & Maint - System		\$486.61	360623	PARTS
	Total USA BLUE BOOK		\$657.17		
Paid Chk# 095518	6/17/2014	WESTSIDE WHOLESALE TIRE			
E 101-45200-222	Repair & Maint - Equip		\$200.60	724755	PARTS
	Total WESTSIDE WHOLESALE TIRE		\$200.60		
Paid Chk# 095519	6/17/2014	WUNDERLICH - MALEC			
E 610-40000-242	Well & F.P. Equipment		\$540.00	6795	PARTS
	Total WUNDERLICH - MALEC		\$540.00		
Paid Chk# 095520	6/17/2014	ZERO WASTE USA			
E 404-40000-499	Miscellaneous		\$1,245.69	53573	DOGGIE WASTE BAGS & DISPENSERS
	Total ZERO WASTE USA		\$1,245.69		
Paid Chk# 095521	6/18/2014	ABSOLUTE MECHANICAL			
E 640-47000-404	Repairs/Maint - Machin/Equip		\$633.95	3840	STORE HVAC REPAIRS
	Total ABSOLUTE MECHANICAL		\$633.95		
Paid Chk# 095522	6/18/2014	ADVANCED IMAGING SOLUTIONS			
E 640-48000-200	Office Supplies (GENERAL)		\$41.01	INV50193	SUPPLIES
E 640-47000-200	Office Supplies (GENERAL)		\$42.00	INV50193	SUPPLIES
	Total ADVANCED IMAGING SOLUTIONS		\$83.01		
Paid Chk# 095523	6/18/2014	ARCTIC GLACIER INC.			
E 640-47000-254	Soft Drinks/Mix For Resale		\$175.60	436415110	ICE RESALE
E 640-47000-254	Soft Drinks/Mix For Resale		\$83.25	439416104	ICE RESALE
E 640-47000-254	Soft Drinks/Mix For Resale		\$109.20	459415701	ICE RESALE
	Total ARCTIC GLACIER INC.		\$368.05		
Paid Chk# 095524	6/18/2014	BELLBOY BAR SUPPLY CORP.			
E 640-47000-259	Freight		\$3.10	43328300	FREIGHT
E 640-47000-254	Soft Drinks/Mix For Resale		\$41.90	43328300	MISC.RESALE
E 640-47000-259	Freight		\$2.05	43422400	FREIGHT
E 640-47000-252	Wine For Resale		\$190.00	43422400	WINE
E 640-47000-251	Liquor For Resale		\$1,542.19	43422500	LIQ
E 640-47000-259	Freight		\$14.35	43422500	FREIGHT
E 640-47000-254	Soft Drinks/Mix For Resale		\$20.95	43448200	MISC.RESALE
E 640-47000-210	Operating Supplies (GENERAL)		\$112.40	90108000	SUPPLIES
E 640-47000-210	Operating Supplies (GENERAL)		\$218.54	90223400	SUPPLIES
E 640-47000-210	Operating Supplies (GENERAL)		\$13.06	90287500	SUPPLIES
E 640-47000-210	Operating Supplies (GENERAL)		\$191.85	90325100	SUPPLIES
	Total BELLBOY BAR SUPPLY CORP.		\$2,350.39		
Paid Chk# 095525	6/18/2014	BERNICK'S WINE			
E 640-47000-253	Beer For Resale		\$285.55	135794	BEER
	Total BERNICK'S WINE		\$285.55		
Paid Chk# 095526	6/18/2014	BERRY COFFEE COMPANY			
E 640-48000-254	Soft Drinks/Mix For Resale		\$122.45	1177248	COFFEE SUPPLIES
E 101-43100-499	Miscellaneous		\$75.00	1178504	COFFEE SUPPLIES

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E 101-45200-499	Miscellaneous		\$75.00	1178504	COFFEE SUPPLIES
E 610-40000-499	Miscellaneous		\$51.00	1178504	COFFEE SUPPLIES
E 620-40000-499	Miscellaneous		\$51.00	1178504	COFFEE SUPPLIES
E 101-41500-499	Miscellaneous		\$129.45	1178504	COFFEE SUPPLIES
Total BERRY COFFEE COMPANY			\$503.90		
Paid Chk# 095527	6/18/2014	BOOM ISLAND BREWING COMPANY			
E 640-47000-253	Beer For Resale		\$119.00	2211	BEER
Total BOOM ISLAND BREWING COMPANY			\$119.00		
Paid Chk# 095528	6/18/2014	CITY VIEW PLUMBING & HEATING			
E 640-48000-404	Repairs/Maint - Machin/Equip		\$388.42	41602	BAR - LEAK REPAIRS
Total CITY VIEW PLUMBING & HEATING			\$388.42		
Paid Chk# 095529	6/18/2014	COCA-COLA			
E 640-47000-254	Soft Drinks/Mix For Resale		(\$19.08)	0138121821	MISC.BEV.
E 640-47000-254	Soft Drinks/Mix For Resale		\$219.04	0138163310	MISC.BEV.
E 640-48000-254	Soft Drinks/Mix For Resale		\$948.48	0168054709	MISC.BEV.
E 640-48000-254	Soft Drinks/Mix For Resale		\$915.91	0168055305	MISC.BEV.
Total COCA-COLA			\$2,064.35		
Paid Chk# 095530	6/18/2014	COZZINI BROS., INC.			
E 640-48500-415	Other Equipment Rentals		\$71.34	C1007570	KNIFE EXCHANGE
Total COZZINI BROS., INC.			\$71.34		
Paid Chk# 095531	6/18/2014	CULLIGAN-METRO			
E 640-48500-210	Operating Supplies (GENERAL)		\$112.64	101X26539208	SUPPLIES
Total CULLIGAN-METRO			\$112.64		
Paid Chk# 095532	6/18/2014	DAHLHEIMER DISTRIBUTING CO.			
E 640-47000-253	Beer For Resale		\$950.00	1092609	BEER
E 640-48000-253	Beer For Resale		\$270.00	1092610	BEER
E 640-47000-253	Beer For Resale		\$725.14	1092611	BEER
E 640-48000-253	Beer For Resale		\$469.00	1092612	BEER
E 640-48000-253	Beer For Resale		\$597.00	1092631	BEER
Total DAHLHEIMER DISTRIBUTING CO.			\$3,011.14		
Paid Chk# 095533	6/18/2014	DAY DISTRIBUTING			
E 640-47000-253	Beer For Resale		\$2,719.70	000371	BEER
E 640-48000-253	Beer For Resale		\$584.00	750579	BEER
E 640-48000-253	Beer For Resale		\$736.00	754533	BEER
E 640-47000-253	Beer For Resale		\$1,294.99	754534	BEER
E 640-48000-253	Beer For Resale		\$641.00	755565	BEER
E 640-48000-253	Beer For Resale		\$855.00	756718	BEER
Total DAY DISTRIBUTING			\$6,830.69		
Paid Chk# 095534	6/18/2014	EXCELSIOR BREWING COMPANY			
E 640-48000-253	Beer For Resale		\$365.00	3869	BEER
E 640-47000-253	Beer For Resale		\$226.00	3904	BEER
E 640-48000-253	Beer For Resale		\$420.00	3932	BEER
Total EXCELSIOR BREWING COMPANY			\$1,011.00		
Paid Chk# 095535	6/18/2014	EXTREME BEVERAGE, LLC			
E 640-47000-254	Soft Drinks/Mix For Resale		\$100.50	264-246	MISC.BEV.
Total EXTREME BEVERAGE, LLC			\$100.50		
Paid Chk# 095536	6/18/2014	GRAINGER, INC.			
E 640-48000-404	Repairs/Maint - Machin/Equip		\$161.29	9450886107	PARTS

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Total GRAINGER, INC.			\$161.29		
Paid Chk# 095537	6/18/2014	GRAPE BEGINNINGS, INC.			
E 640-47000-252	Wine For Resale	\$1,260.00	167751		WINE
E 640-47000-259	Freight	\$22.50	167751		FREIGHT
E 640-47000-259	Freight	\$18.00	167872		FREIGHT
E 640-47000-252	Wine For Resale	\$1,164.00	167872		WINE
Total GRAPE BEGINNINGS, INC.		\$2,464.50			
Paid Chk# 095538	6/18/2014	HEGGIES PIZZA			
E 640-48500-255	FOODIngredients For Resale	\$99.00	1426178		FOOD
Total HEGGIES PIZZA		\$99.00			
Paid Chk# 095539	6/18/2014	HIGHFLIER DECOR			
E 640-47000-499	Miscellaneous	\$300.00	0015		WINE CELLAR MURAL
Total HIGHFLIER DECOR		\$300.00			
Paid Chk# 095540	6/18/2014	HOBART SERVICE			
E 640-48000-404	Repairs/Maint - Machin/Equip	\$536.59	60634054		PARTS
Total HOBART SERVICE		\$536.59			
Paid Chk# 095541	6/18/2014	HOHENSTEINS INC.			
E 640-47000-253	Beer For Resale	\$252.00	706892		BEER
Total HOHENSTEINS INC.		\$252.00			
Paid Chk# 095542	6/18/2014	JJ TAYLOR DISTRIBUTING OF MN			
E 640-47000-253	Beer For Resale	\$1,827.07	2226075		BEER
E 640-47000-253	Beer For Resale	\$28.50	2226076		BEER
E 640-47000-253	Beer For Resale	\$1,246.90	2226121		BEER
E 640-48000-253	Beer For Resale	\$217.80	2227374		BEER
E 640-48000-253	Beer For Resale	\$141.00	2227395		BEER
E 640-48000-253	Beer For Resale	\$617.35	2235246		BEER
Total JJ TAYLOR DISTRIBUTING OF MN		\$4,078.62			
Paid Chk# 095543	6/18/2014	JOHNSON BROS.-ST.PAUL			
E 640-47000-252	Wine For Resale	\$144.00	1855838		WINE
E 640-47000-259	Freight	\$4.11	1860690		FREIGHT
E 640-47000-251	Liquor For Resale	\$310.00	1860690		LIQ
E 640-47000-259	Freight	\$0.23	1865961		FREIGHT
E 640-47000-259	Freight	\$10.96	1865962		FREIGHT
E 640-47000-252	Wine For Resale	\$406.25	1865962		WINE
E 640-47000-251	Liquor For Resale	\$3,102.26	1865963		LIQ
E 640-47000-259	Freight	\$38.46	1865963		FREIGHT
E 640-47000-259	Freight	\$21.92	1865965		FREIGHT
E 640-47000-252	Wine For Resale	\$1,221.40	1865965		WINE
E 640-47000-251	Liquor For Resale	\$229.00	1867461		LIQ
E 640-47000-259	Freight	\$3.42	1867461		FREIGHT
E 640-47000-259	Freight	\$63.02	1867462		FREIGHT
E 640-47000-252	Wine For Resale	\$3,964.00	1867462		WINE
E 640-47000-259	Freight	\$8.22	1871624		FREIGHT
E 640-47000-252	Wine For Resale	\$256.95	1871624		WINE
E 640-47000-251	Liquor For Resale	\$2,497.14	1871625		LIQ
E 640-47000-259	Freight	\$24.77	1871625		FREIGHT
E 640-47000-259	Freight	\$13.70	1871627		FREIGHT
E 640-47000-251	Liquor For Resale	\$880.00	1871627		LIQ
E 640-47000-259	Freight	\$42.46	1871628		FREIGHT
E 640-47000-252	Wine For Resale	\$2,367.85	1871628		WINE
E 640-47000-259	Freight	\$4.11	1873055		FREIGHT

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E 640-47000-251	Liquor For Resale		\$572.00	1873055	LIQ
E 640-47000-259	Freight		\$5.48	1873056	FREIGHT
E 640-47000-252	Wine For Resale		\$302.00	1873056	WINE
E 640-47000-251	Liquor For Resale		\$306.25	1873057	LIQ
E 640-47000-259	Freight		\$4.11	1873057	FREIGHT
E 640-47000-252	Wine For Resale		\$1,230.40	1873058	WINE
E 640-47000-259	Freight		\$26.03	1873058	FREIGHT
Total JOHNSON BROS.-ST.PAUL			\$18,060.50		
Paid Chk# 095544	6/18/2014	KARLSBURGER FOODS, INC.			
E 640-48500-255	FOODIngredients For Resale		\$241.90	5-000060635	FOOD
Total KARLSBURGER FOODS, INC.			\$241.90		
Paid Chk# 095545	6/18/2014	LINNIHAN FOY			
E 640-47000-340	Advertising		\$1,005.00	1205	LAKESHORE AD
E 640-47000-340	Advertising		\$900.00	1387	LAKE MTKA MAG.AD
E 640-47000-340	Advertising		\$320.00	1388	E-BLAST SAVOUR REWARDS AD
E 640-47000-340	Advertising		\$320.00	1389	E-BLAST SAVOUR REWARDS AD
E 640-47000-340	Advertising		\$1,260.00	1411	2 LAKESHORE ADS
E 640-47000-340	Advertising		\$320.00	1523	E-BLASH SAVOUR REWARDS AD
E 640-47000-340	Advertising		\$1,202.50	1524	LAKESHORE AD
E 640-47000-340	Advertising		\$1,040.00	1525	LAKESHORE AD
E 640-47000-340	Advertising		\$340.00	1527	LAKE MTKA MAG.AD
E 640-47000-340	Advertising		\$160.00	1528	E-BLAST SAVOUR REWARDS AD
Total LINNIHAN FOY			\$6,867.50		
Paid Chk# 095546	6/18/2014	LUND S			
E 630-40000-499	Miscellaneous		\$22.38	ACCT.2341	MV SUPPLIES
E 640-48500-255	FOODIngredients For Resale		\$77.49	ACCT.2341	FOOD
E 640-47000-341	General Promotions		\$60.61	ACCT.2341	STORE WINE TASTING SUPPLIES
Total LUND S			\$160.48		
Paid Chk# 095547	6/18/2014	M.AMUNDSON LLP			
E 640-47000-256	MISC.MDSE.RESALE		\$744.30	175696	CIGARETTES
Total M.AMUNDSON LLP			\$744.30		
Paid Chk# 095548	6/18/2014	MAIN STREET BAKERY			
E 640-48500-255	FOODIngredients For Resale		\$113.88	243049	FOOD
E 640-48500-255	FOODIngredients For Resale		\$101.88	243083	FOOD
E 640-48500-255	FOODIngredients For Resale		\$205.74	243224	FOOD
E 640-48000-255	FOODIngredients For Resale		\$88.85	243364	FOOD
E 640-48500-255	FOODIngredients For Resale		\$104.81	243389	FOOD
E 640-48500-255	FOODIngredients For Resale		\$137.22	243530	FOOD
E 640-48500-255	FOODIngredients For Resale		\$212.54	243719	FOOD
Total MAIN STREET BAKERY			\$964.92		
Paid Chk# 095549	6/18/2014	MIDWEST GREASE			
E 640-48500-404	Repairs/Maint - Machin/Equip		\$180.00	PI.129679	SERVICE
Total MIDWEST GREASE			\$180.00		
Paid Chk# 095550	6/18/2014	NETWORK BUSINESS SUPPLIES			
E 640-48500-210	Operating Supplies (GENERAL)		\$546.63	95107	SUPPLIES
Total NETWORK BUSINESS SUPPLIES			\$546.63		
Paid Chk# 095551	6/18/2014	NORTH MEMORIAL URGENT CARE			
E 101-45200-306	Personnel Expense		\$49.00	ACCT.059764-	DRUT/ALCOHOL TESTING
Total NORTH MEMORIAL URGENT CARE			\$49.00		
Paid Chk# 095552	6/18/2014	NORTHWESTERN FRUIT COMPANY			

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E 640-48500-255	FOOD	Ingredients For Resale	(\$9.95)		FOOD
E 640-48500-255	FOOD	Ingredients For Resale	\$651.30	784508	FOOD
E 640-47000-254	Soft Drinks/Mix	For Resale	\$14.35	784510	MISC.
E 640-48000-251	Liquor	For Resale	\$63.55	784670	LIQ
E 640-48000-253	Beer	For Resale	\$6.60	784670	BEER
E 640-48500-255	FOOD	Ingredients For Resale	\$564.40	784670	FOOD
E 640-48000-251	Liquor	For Resale	\$10.85	784907	LIQ
E 640-48500-255	FOOD	Ingredients For Resale	\$361.75	784907	FOOD
E 640-48000-251	Liquor	For Resale	\$10.85	785075	LIQ
E 640-48000-253	Beer	For Resale	\$7.10	785075	BEER
E 640-48500-255	FOOD	Ingredients For Resale	\$532.65	785075	FOOD
E 640-48500-255	FOOD	Ingredients For Resale	\$308.35	785232	FOOD
E 640-48000-253	Beer	For Resale	\$7.10	785484	BEER
E 640-48500-255	FOOD	Ingredients For Resale	\$490.45	785484	FOOD
E 640-48000-251	Liquor	For Resale	\$8.45	785484	LIQ
Total NORTHWESTERN FRUIT COMPANY			\$3,027.80		
Paid Chk#	095553	6/18/2014	PAUSTIS & SONS		
E 640-47000-252	Wine	For Resale	\$2,559.01	8451531	WINE
E 640-47000-259	Freight		\$27.50	8451531	FREIGHT
E 640-48000-252	Wine	For Resale	\$377.50	8451536	WINE
E 640-47000-251	Liquor	For Resale	\$204.00	8452538	LIQ
E 640-47000-259	Freight		\$2.25	8452538	FREIGHT
E 640-47000-252	Wine	For Resale	\$1,772.02	8452543	WINE
E 640-47000-259	Freight		\$21.25	8452543	FREIGHT
Total PAUSTIS & SONS			\$4,963.53		
Paid Chk#	095554	6/18/2014	PEPSI -COLA		
E 640-47000-254	Soft Drinks/Mix	For Resale	\$279.70	01002016	MISC.BEV.
E 640-47000-254	Soft Drinks/Mix	For Resale	\$224.80	16726393	MISC.BEV.
Total PEPSI -COLA			\$504.50		
Paid Chk#	095555	6/18/2014	PHILLIPS WINES & SPIRITS		
E 640-47000-259	Freight		\$0.11	2610986	FREIGHT
E 640-48000-251	Liquor	For Resale	\$422.18	2614125	LIQ
E 640-47000-252	Wine	For Resale	\$2,404.55	2614346	WINE
E 640-47000-259	Freight		\$37.44	2614346	FREIGHT
E 640-47000-251	Liquor	For Resale	\$117.00	2614347	LIQ
E 640-47000-259	Freight		\$2.74	2614347	FREIGHT
E 640-47000-251	Liquor	For Resale	\$172.50	2615384	LIQ
E 640-47000-259	Freight		\$1.37	2615384	FREIGHT
E 640-47000-259	Freight		\$8.22	2618116	FREIGHT
E 640-47000-251	Liquor	For Resale	\$769.85	2618116	LIQ
E 640-47000-259	Freight		\$13.01	2618117	FREIGHT
E 640-47000-252	Wine	For Resale	\$655.20	2618117	WINE
Total PHILLIPS WINES & SPIRITS			\$4,604.17		
Paid Chk#	095556	6/18/2014	RITE		
E 640-47000-404	Repairs/Maint - Machin/Equip		\$100.20	8628	SUPPORT
Total RITE			\$100.20		
Paid Chk#	095557	6/18/2014	SOUTHERN WINE & SPIRITS OF MN		
E 640-47000-259	Freight		\$3.45	1168430	FREIGHT
E 640-47000-252	Wine	For Resale	\$738.00	1168430	WINE
E 640-47000-251	Liquor	For Resale	\$1,749.39	1168431	LIQ
E 640-47000-259	Freight		\$12.65	1168431	FREIGHT
E 640-47000-259	Freight		\$18.40	1168432	FREIGHT
E 640-47000-252	Wine	For Resale	\$1,526.00	1168432	WINE

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E 640-47000-259	Freight		\$8.24	1170791	FREIGHT
E 640-47000-252	Wine For Resale		\$720.92	1170791	WINE
E 640-47000-259	Freight		\$33.66	1170792	FREIGHT
E 640-47000-254	Soft Drinks/Mix For Resale		\$7.95	1170792	MISC.BEV.
E 640-47000-251	Liquor For Resale		\$3,612.39	1170792	LIQ
E 640-47000-254	Soft Drinks/Mix For Resale		\$29.00	1170792	MISC.BEV.
E 640-47000-259	Freight		\$1.15	1170792	FREIGHT
E 640-47000-252	Wine For Resale		\$1,308.00	1171536	WINE
E 640-47000-259	Freight		\$13.80	1171536	FREIGHT
Total SOUTHERN WINE & SPIRITS OF MN			\$9,783.00		
Paid Chk# 095558	6/18/2014	STRATEGIC EQUIPMENT AND			
E 640-48000-341	General Promotions		\$31.32	2224827	PROMO SUPPLIES
E 640-48500-210	Operating Supplies (GENERAL)		\$333.73	2224827	SUPPLIES
E 640-48500-210	Operating Supplies (GENERAL)		\$67.93	2224828	SUPPLIES
E 640-48500-210	Operating Supplies (GENERAL)		\$7.11	2228433	SUPPLIES
E 640-48500-210	Operating Supplies (GENERAL)		\$315.18	2228434	SUPPLIES
E 640-48000-341	General Promotions		\$62.64	2228434	PROMO SUPPLIES
Total STRATEGIC EQUIPMENT AND			\$817.91		
Paid Chk# 095559	6/18/2014	SUNBURST CHEMICALS, INC.			
E 640-48500-210	Operating Supplies (GENERAL)		\$635.73	0325090	SUPPLIES
Total SUNBURST CHEMICALS, INC.			\$635.73		
Paid Chk# 095560	6/18/2014	SYSCO MINNESOTA			
E 640-48000-251	Liquor For Resale		(\$28.87)	3404025PU	LIQ
E 640-48500-255	FOODIngredients For Resale		\$72.42	404140798CB	FOOD
E 640-48500-255	FOODIngredients For Resale		\$78.11	404230767CB	FOOD
E 640-48500-255	FOODIngredients For Resale		\$138.04	404280735CB	FOOD
E 640-48000-210	Operating Supplies (GENERAL)		\$351.56	405300623	SUPPLIES
E 640-48500-255	FOODIngredients For Resale		(\$44.61)	405301660	FOOD
E 640-48000-342	Promotions - Food/Drinks		\$56.05	406020711	PROMO FOOD
E 640-48500-210	Operating Supplies (GENERAL)		\$131.91	406020711	SUPPLIES
E 640-48000-251	Liquor For Resale		\$48.55	406020711	LIQ
E 640-48500-255	FOODIngredients For Resale		\$3,863.94	406020711	FOOD
E 640-48500-255	FOODIngredients For Resale		(\$6.25)	406030086	FOOD
E 640-48500-255	FOODIngredients For Resale		(\$23.08)	406030854	FOOD
E 640-48500-210	Operating Supplies (GENERAL)		\$92.75	406041127	SUPPLIES
E 640-48500-255	FOODIngredients For Resale		\$4,349.63	406041127	FOOD
E 640-48000-251	Liquor For Resale		\$85.10	406061421	LIQ
E 640-48000-254	Soft Drinks/Mix For Resale		\$23.02	406061421	MISC.BEV.
E 640-48500-210	Operating Supplies (GENERAL)		\$67.58	406061421	SUPPLIES
E 640-48500-255	FOODIngredients For Resale		\$4,649.25	406061421	FOOD
E 640-48000-342	Promotions - Food/Drinks		\$56.05	406061421	PROMO FOOD
E 640-48500-255	FOODIngredients For Resale		\$786.48	406071781	FOOD
E 640-48000-251	Liquor For Resale		\$40.83	406090767	LIQ
E 640-48500-255	FOODIngredients For Resale		\$3,696.17	406090767	FOOD
E 640-48000-253	Beer For Resale		\$10.38	406090767	BEER
E 640-48000-342	Promotions - Food/Drinks		\$27.88	406090767	PROMO FOOD
E 640-48500-210	Operating Supplies (GENERAL)		\$233.98	406090767	SUPPLIES
E 640-48000-342	Promotions - Food/Drinks		\$56.05	406111045	PROMO FOOD
E 640-48500-210	Operating Supplies (GENERAL)		\$111.02	406111045	SUPPLIES
E 640-48500-255	FOODIngredients For Resale		\$5,276.54	406111045	FOOD
E 640-48000-251	Liquor For Resale		\$64.92	406131564	LIQ
E 640-48500-210	Operating Supplies (GENERAL)		\$163.58	406131564	SUPPLIES
E 640-48000-342	Promotions - Food/Drinks		\$28.17	406131564	PROMO FOOD
E 640-48500-255	FOODIngredients For Resale		\$3,629.30	406131564	FOOD

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Total SYSCO MINNESOTA			\$28,086.45		
Paid Chk# 095561	6/18/2014	T.D. ANDERSON INC.			
E 640-48000-409	Maint services & Improv	\$115.00	490163		BEER LINES CLEANED
Total T.D. ANDERSON INC.		\$115.00			
Paid Chk# 095562	6/18/2014	THORPE DISTRIBUTING CO.			
E 640-48000-253	Beer For Resale	\$660.00	00767081		BEER
E 640-48000-253	Beer For Resale	\$143.30	00767082		BEER
E 640-47000-253	Beer For Resale	\$2,418.65	825662		BEER
E 640-47000-253	Beer For Resale	\$17.15	827177		BEER
E 640-47000-253	Beer For Resale	\$5,890.85	827185		BEER
E 640-47000-253	Beer For Resale	\$17.15	828712		BEER
E 640-48000-253	Beer For Resale	\$404.00	828713		BEER
E 640-48000-253	Beer For Resale	\$104.00	828714		BEER
E 640-47000-253	Beer For Resale	\$4,734.15	828715		BEER
Total THORPE DISTRIBUTING CO.		\$14,389.25			
Paid Chk# 095563	6/18/2014	TOLL GAS & WELDING SUPPLY			
E 640-48000-210	Operating Supplies (GENERAL)	\$100.96	10027827		SUPPLIES
E 640-48000-210	Operating Supplies (GENERAL)	\$62.00	40009120		SUPPLIES
Total TOLL GAS & WELDING SUPPLY		\$162.96			
Paid Chk# 095564	6/18/2014	TRADITION WINE & SPIRITS			
E 640-47000-252	Wine For Resale	\$1,176.00	2414		WINE
E 640-47000-259	Freight	\$14.00	2414		FREIGHT
Total TRADITION WINE & SPIRITS		\$1,190.00			
Paid Chk# 095565	6/18/2014	UPS STORE			
E 640-48000-210	Operating Supplies (GENERAL)	\$64.37			MENUS
Total UPS STORE		\$64.37			
Paid Chk# 095566	6/18/2014	VINOCOPIA			
E 640-47000-259	Freight	\$7.50	0100539		FREIGHT
E 640-47000-252	Wine For Resale	\$400.00	0100539		WINE
Total VINOCOPIA		\$407.50			
Paid Chk# 095567	6/18/2014	WINE COMPANY			
E 640-47000-259	Freight	\$13.20	363482		FREIGHT
E 640-47000-252	Wine For Resale	\$796.00	363482		WINE
E 640-47000-259	Freight	\$8.25	363933		FREIGHT
E 640-47000-252	Wine For Resale	\$476.00	363933		WINE
Total WINE COMPANY		\$1,293.45			
Paid Chk# 095568	6/18/2014	WINE MERCHANT			
E 640-47000-252	Wine For Resale	\$1,240.00	505485		WINE
E 640-47000-259	Freight	\$8.22	505485		FREIGHT
E 640-47000-259	Freight	\$37.44	505869		FREIGHT
E 640-47000-252	Wine For Resale	\$3,418.00	505869		WINE
E 640-47000-252	Wine For Resale	\$880.00	506143		WINE
E 640-47000-259	Freight	\$15.07	506143		FREIGHT
E 640-47000-259	Freight	\$15.30	506821		FREIGHT
E 640-47000-252	Wine For Resale	\$1,752.22	506821		WINE
E 640-47000-252	Wine For Resale	(\$895.07)	65521		WINE
Total WINE MERCHANT		\$6,471.18			
Paid Chk# 095569	6/18/2014	WIRTZ BEVERAGE MN BEER			
E 640-48000-253	Beer For Resale	\$490.00	1090234986		BEER
E 640-47000-253	Beer For Resale	\$80.00	1090234999		BEER

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E 640-47000-253	Beer For Resale		\$123.00	1090235000	BEER
E 640-47000-253	Beer For Resale		\$3,483.80	1090235051	BEER
E 640-48000-253	Beer For Resale		\$318.00	1090238615	BEER
E 640-47000-253	Beer For Resale		\$64.50	1090238865	BEER
E 640-47000-253	Beer For Resale		\$3,143.50	1090238866	BEER
Total WIRTZ BEVERAGE MN BEER			\$7,702.80		
Paid Chk#	095570	6/18/2014	WIRTZ BEVERAGE MN WINE & SPIRI		
E 640-47000-259	Freight		\$13.86	1080187151	FREIGHT
E 640-47000-251	Liquor For Resale		\$1,031.17	1080187151	LIQ
E 640-47000-254	Soft Drinks/Mix For Resale		\$25.51	1080187151	MISC.
E 640-47000-259	Freight		\$24.65	1080187152	FREIGHT
E 640-47000-252	Wine For Resale		\$1,430.00	1080187152	WINE
Total WIRTZ BEVERAGE MN WINE & SPIRI			\$2,525.19		
Paid Chk#	095571	6/18/2014	Z WINES USA LLC		
E 640-47000-252	Wine For Resale		\$508.00	13004	WINE
E 640-47000-259	Freight		\$12.00	13004	FREIGHT
Total Z WINES USA LLC			\$520.00		
Paid Chk#	095572	6/23/2014	AMERICAN PLANNING ASSOCIATION		
E 101-41910-433	Dues, Licensing & Seminars		\$85.00	CONF.REG.	CONFERENCE REGISTRATION
Total AMERICAN PLANNING ASSOCIATION			\$85.00		
Paid Chk#	095573	6/23/2014	DAYSPRING WINDOW CLEANING		
E 101-41940-401	Repairs/Maint Buildings		\$66.74	5-105064-14	WINDOW CLEANING
Total DAYSPRING WINDOW CLEANING			\$66.74		
Paid Chk#	095574	6/23/2014	DELTA DENTAL OF MINNESOTA		
G 101-21717	Dental Insurance		\$1,584.30	5574590	DENTAL INSURANCE
Total DELTA DENTAL OF MINNESOTA			\$1,584.30		
Paid Chk#	095575	6/23/2014	LINNIHAN FOY		
E 101-41500-350	Printing & Publishing		\$990.00	1179	APRIL PORTAL
Total LINNIHAN FOY			\$990.00		
Paid Chk#	095576	6/23/2014	MCCARTHY, LYNN		
E 101-41100-493	Volunteer program		\$86.06	REIMB.	DIG IT EXPENSES
Total MCCARTHY, LYNN			\$86.06		
Paid Chk#	095577	6/23/2014	RED DOT GARAGE		
E 640-48000-341	General Promotions		\$300.00	6/19/14	BAR MUSIC 6/19/14
Total RED DOT GARAGE			\$300.00		
Paid Chk#	095578	6/23/2014	RUDY LUTHER		
G 630-20300	Deposits Payable		\$1,571.09	CVR REFUND	CVR REFUND
Total RUDY LUTHER			\$1,571.09		
Paid Chk#	095579	6/23/2014	SAM S CLUB		
E 101-42200-210	Operating Supplies (GENERAL)		\$42.82		FD SUPPLIES
Total SAM S CLUB			\$42.82		
Paid Chk#	095580	6/23/2014	SRF CONSULTING GROUP, INC.		
E 430-40000-302	Consultants		\$685.19	8445.00-3	WAYZ.BLVD & SUPERIOR
E 430-40000-302	Consultants		\$536.32	8489.00-1	ANNUAL BRIDGE INSPECTIONS
Total SRF CONSULTING GROUP, INC.			\$1,221.51		
Paid Chk#	095581	6/23/2014	STANTEC CONSULTING SERVICES		
E 670-49100-302	Consultants		\$929.00	796253	WETLAND BANK

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			Check Amt	Invoice	Comment
Total	STANTEC CONSULTING SERVICES		\$929.00		
Paid Chk#	095582	6/23/2014	WSB & ASSOCIATES		
E 610-49100-302	Consultants		\$2,339.50	01204-330-13	BUSHAWAY ROAD
E 430-40000-302	Consultants		\$147.00	01204-370-1	2014 STREETS
Total	WSB & ASSOCIATES		\$2,486.50		
Paid Chk#	095583	6/26/2014	ABSOLUTE MECHANICAL		
E 101-41940-404	Repairs/Maint - Machin/Equip		\$640.00	3881	QTRLY MAINT.
Total	ABSOLUTE MECHANICAL		\$640.00		
Paid Chk#	095584	6/26/2014	ACME TOOLS		
E 101-43100-240	Small Tools and Minor Equip		\$202.29		SAWS
Total	ACME TOOLS		\$202.29		
Paid Chk#	095585	6/26/2014	AFSCME COUNCIL		
G 101-21709	PW Union dues		\$351.36	JUNE 2014	PW DUES - JUNE 2014
Total	AFSCME COUNCIL		\$351.36		
Paid Chk#	095586	6/26/2014	ALLEGRA PRINT & IMAGING		
E 101-42200-210	Operating Supplies (GENERAL)		\$118.69	108095	FD BUSINESS CARDS
Total	ALLEGRA PRINT & IMAGING		\$118.69		
Paid Chk#	095587	6/26/2014	ANCHOR SCIENTIFIC INC.		
E 620-40000-225	Repair & Maint - System		\$61.00	209254	LIFTSTATION PARTS
Total	ANCHOR SCIENTIFIC INC.		\$61.00		
Paid Chk#	095588	6/26/2014	BACHMAN S		
E 620-40000-225	Repair & Maint - System		\$77.90	517166	SHRUBS REPLACED BY LIFTSTION#11
E 404-40000-220	Repair/Maint Supply (GENERAL)		\$604.20	517166	DISEASED TREES REPLACED
Total	BACHMAN S		\$682.10		
Paid Chk#	095589	6/26/2014	BEST & FLANAGAN		
E 101-41500-304	Legal Fees		\$75.00	444411	FD EMPLOYEE RELATIONS
E 101-41500-304	Legal Fees		\$179.50	444412	CITY COUNCIL
E 101-41500-304	Legal Fees		\$1,123.90	444413	ORDINANCES
E 101-41500-304	Legal Fees		\$901.00	444414	BURLINGTON NORTHERN
E 430-40000-304	Legal Fees		\$675.00	444415	BUSHAWAY ROAD
E 101-41500-304	Legal Fees		\$2,372.50	444416	UNITARIAN CHURCH
E 101-41500-304	Legal Fees		\$106.25	444417	FIBEROPTIC PROJECT
E 404-40000-304	Legal Fees		\$1,167.30	444418	CELL TOWER
E 401-40000-304	Legal Fees		\$45.00	444419	DOWNTOWN PARKING
G 101-20310	Escrow		\$412.70	444420	ANCHOR BANK ESCROW PROJECT
E 101-41500-304	Legal Fees		\$75.00	444422	743 LAKE STREET
G 101-20310	Escrow		\$225.00	444423	700 LAKE STREET ESCROW PROJECT
G 101-20310	Escrow		\$225.00	444424	520 FERNDAL RD ESCROW PROJECT
Total	BEST & FLANAGAN		\$7,583.15		
Paid Chk#	095590	6/26/2014	COMMERCIAL ASPHALT CO.		
E 430-40000-309	Contractual Services		\$514.29	WA950	ASPHALT
Total	COMMERCIAL ASPHALT CO.		\$514.29		
Paid Chk#	095591	6/26/2014	CUBICLES PLUS, INC.		
E 101-43100-200	Office Supplies (GENERAL)		\$190.50	2569-1	PW OFFICE CHAIR
E 101-45200-200	Office Supplies (GENERAL)		\$190.50	2569-1	PW OFFICE CHAIR
E 610-40000-200	Office Supplies (GENERAL)		\$80.00	2569-1	PW OFFICE CHAIR
E 620-40000-200	Office Supplies (GENERAL)		\$80.00	2569-1	PW OFFICE CHAIR
Total	CUBICLES PLUS, INC.		\$541.00		

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			Check Amt	Invoice	Comment
Paid Chk#	095592	6/26/2014	CUMMINS NORTH CENTRAL, INC.		
E 610-40000-242	Well & F.P. Equipment		\$721.96	100-46454	PARTS
Total	CUMMINS NORTH CENTRAL, INC.		\$721.96		
Paid Chk#	095593	6/26/2014	DON ANTHONY S MULTI SERVICES		
E 233-40000-309	Contractual Services		\$300.00	6/19/14	SWIM BOUYS INSTALLED
Total	DON ANTHONY S MULTI SERVICES		\$300.00		
Paid Chk#	095594	6/26/2014	EARL F. ANDERSEN, INC.		
E 101-43100-226	Sign Repair Materials		\$222.50	0105111	DO NOT ENTER SIGN
Total	EARL F. ANDERSEN, INC.		\$222.50		
Paid Chk#	095595	6/26/2014	ELANDER MECHANICAL		
G 101-20300	Deposits Payable		\$280.00	REFUND	WATER PERMIT - USAGE/REFUND
R 610-00000-37110	W/S/Storm Sales		(\$18.00)	REFUND	WATER PERMIT - USAGE/REFUND
Total	ELANDER MECHANICAL		\$262.00		
Paid Chk#	095596	6/26/2014	FIRE CATT		
E 101-42200-241	Safety equip/testings		\$1,306.45	MN-4333	FIRE EQUIPMENT TESTING
E 101-42200-241	Safety equip/testings		\$1,415.20	MN-4334	FIRE EQUIPMENT TESTING
Total	FIRE CATT		\$2,721.65		
Paid Chk#	095597	6/26/2014	FOLZ, FREEMAN, ERICKSON, INC.		
E 430-46113-309	Contractual Services		\$3,867.50	12-277	HOLDRIDGE SURVEY
Total	FOLZ, FREEMAN, ERICKSON, INC.		\$3,867.50		
Paid Chk#	095598	6/26/2014	GRAINGER, INC.		
E 101-43100-241	Safety equip/testings		\$24.34	9408595123	SAFETY GOGGLES
E 610-40000-242	Well & F.P. Equipment		\$147.06	9463678061	WP#2 PARTS
Total	GRAINGER, INC.		\$171.40		
Paid Chk#	095599	6/26/2014	HAWKINS, INC		
E 610-40000-216	Chemicals and Chem Products		\$1,648.94	3608867	CHEMICALS
Total	HAWKINS, INC		\$1,648.94		
Paid Chk#	095600	6/26/2014	HENN.CNTY.ACCTG.SERVICES		
E 101-42200-323	Radio Units		\$962.29	1000046342	RADIO SERVICE
E 610-40000-323	Radio Units		\$75.00	1000046354	RADIO SERVICE
E 101-45200-323	Radio Units		\$155.00	1000046354	RADIO SERVICE
E 620-40000-323	Radio Units		\$75.00	1000046354	RADIO SERVICE
E 101-43100-323	Radio Units		\$156.10	1000046354	RADIO SERVICE
Total	HENN.CNTY.ACCTG.SERVICES		\$1,423.39		
Paid Chk#	095601	6/26/2014	HUSKY SPRING		
E 101-45200-221	Equipment Parts		\$132.00	01ET4641	PARTS
Total	HUSKY SPRING		\$132.00		
Paid Chk#	095602	6/26/2014	INDOOR BOAT STORAGE, INC.		
E 101-42200-404	Repairs/Maint - Machin/Equip		\$138.51	29099	FD BOAT REPAIRS
Total	INDOOR BOAT STORAGE, INC.		\$138.51		
Paid Chk#	095603	6/26/2014	LAW ENFORCEMENT LABOR SERVICES		
G 101-21707	Police union dues		\$405.00	JUNE 2014	PD DUES - JUNE 2014
al	LAW ENFORCEMENT LABOR SERVICES		\$405.00		
Paid Chk#	095604	6/26/2014	LEXUS		
G 630-20300	Deposits Payable		\$3,639.62	CVR REFUND	CVR REFUND
Total	LEXUS		\$3,639.62		

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			Check Amt	Invoice	Comment
Paid Chk# 095605	6/26/2014	LHB, INC.			
E 430-40000-302	Consultants		\$1,420.44	130445.00-4	EASTMAN LANE/LAKE ST
	Total LHB, INC.		\$1,420.44		
Paid Chk# 095606	6/26/2014	MENARD S			
E 620-40000-225	Repair & Maint - System		\$16.04		LIFTSTATION REPAIRS
	Total MENARD S		\$16.04		
Paid Chk# 095607	6/26/2014	METERING & TECHNOLOGY SOLUTION			
G 620-14100	Inventory of Material/Supply		\$392.73	1019	WATER METERS
G 610-14100	Inventory of Material/Supply		\$392.72	1019	WATER METERS
	tal METERING & TECHNOLOGY SOLUTION		\$785.45		
Paid Chk# 095608	6/26/2014	METRO GENERAL SERVICES			
G 101-20300	Deposits Payable		\$999.00	ST.CUT REFU	STREET CUT DEPOSIT REFUND
R 101-00000-34190	Charges for Services/Gen Gov		(\$161.00)	ST.CUT REFU	DEGRADATION FEE
	Total METRO GENERAL SERVICES		\$838.00		
Paid Chk# 095609	6/26/2014	MILLER, FRED			
E 235-40000-302	Consultants		\$1,525.00	69	WCTV
	Total MILLER, FRED		\$1,525.00		
Paid Chk# 095610	6/26/2014	MN BATTERY LLC			
E 101-42200-404	Repairs/Maint - Machin/Equip		\$89.75	12020	FD SUPPLIES
	Total MN BATTERY LLC		\$89.75		
Paid Chk# 095611	6/26/2014	MN CHILD SUPPORT PAYMENT CENTE			
G 101-21710	County WH		\$227.50	0015104841	WITHHOLDING ORDER
	tal MN CHILD SUPPORT PAYMENT CENTE		\$227.50		
Paid Chk# 095612	6/26/2014	MN NCPERS LIFE INSURANCE			
G 101-21715	PERA Term Life		\$48.00	7/2014	LIFE INS.
	Total MN NCPERS LIFE INSURANCE		\$48.00		
Paid Chk# 095613	6/26/2014	MNFIAM BOOK SALES			
E 101-42200-210	Operating Supplies (GENERAL)		\$85.00	1868	FD SUPPLIES
	Total MNFIAM BOOK SALES		\$85.00		
Paid Chk# 095614	6/26/2014	MOSS & BARNETT			
E 101-41500-304	Legal Fees		\$3,002.56	606803	MEDIACOM FRANCHISE RENEWAL
	Total MOSS & BARNETT		\$3,002.56		
Paid Chk# 095615	6/26/2014	MUNSON LAKES NUTRITION			
E 101-45200-217	Uniforms		\$634.56	0386968 & 038	PARKS UNIFORMS
	Total MUNSON LAKES NUTRITION		\$634.56		
Paid Chk# 095616	6/26/2014	NITRO GREEN			
E 101-45200-316	Weed Control		\$720.00	121040617	CHEMICAL TREATMENTS
E 101-45200-316	Weed Control		\$2,410.22	121040617	CHEMICAL TREATMENTS
E 101-45200-316	Weed Control		\$740.00	121040617	CHEMICAL TREATMENTS
	Total NITRO GREEN		\$3,870.22		
Paid Chk# 095617	6/26/2014	OFFICE DEPOT			
E 101-41500-200	Office Supplies (GENERAL)		\$102.71	712945614001	SUPPLIES
E 101-42400-499	Miscellaneous		\$29.99	712945714001	SUPPLIES
	Total OFFICE DEPOT		\$132.70		
Paid Chk# 095618	6/26/2014	PLANT & FLANGED EQUIPMENT CO.			
E 610-40000-242	Well & F.P. Equipment		\$269.43	0063188	PARTS

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			Check Amt	Invoice	Comment
Total PLANT & FLANGED EQUIPMENT CO.			\$269.43		
Paid Chk# 095619	6/26/2014	POPP TELECOM			
E 101-41940-321	Telephone		\$800.20		SERVICE
E 610-40000-323	Radio Units		\$89.54		SERVICE
E 620-40000-323	Radio Units		\$32.68		SERVICE
Total POPP TELECOM			\$922.42		
Paid Chk# 095620	6/26/2014	PPG ARCHITECTURAL COATINGS			
E 101-43100-210	Operating Supplies (GENERAL)		\$37.25	940602032900	TRAFFIC MARKING PAINT
Total PPG ARCHITECTURAL COATINGS			\$37.25		
Paid Chk# 095621	6/26/2014	PRAIRIE RESTORATIONS, INC.			
E 404-40000-309	Contractual Services		\$191.02	29214	PRAIRIE MAINT. - CITY HALL HILL
E 404-40000-309	Contractual Services		\$368.44	29215	PRAIRIE MAINT. - MILL STREET HILL
E 404-40000-309	Contractual Services		\$149.59	29216	PRAIRIE MAINT.-SECTION FOREMAN HOUSE
Total PRAIRIE RESTORATIONS, INC.			\$709.05		
Paid Chk# 095622	6/26/2014	RANDY S SANITATION			
E 640-47000-384	Refuse/Garbage Disposal		\$148.55		STORE
E 640-48000-384	Refuse/Garbage Disposal		\$300.00		BAR
E 650-47800-386	Other Utilities		\$50.10		ORGANICS DISPOSAL
E 650-47800-384	Refuse/Garbage Disposal		\$6,340.00		ORGANICS PROGRAM
E 650-47600-309	Contractual Services		\$3,804.00		RECYCLING
E 101-41940-386	Other Utilities		\$580.06		CH/PW
E 650-47500-386	Other Utilities		\$3,750.46		DISPOSAL
E 650-47500-384	Refuse/Garbage Disposal		\$1,050.60		DRIVEUP
E 650-47500-384	Refuse/Garbage Disposal		\$1,424.38		KARTS
E 650-47500-384	Refuse/Garbage Disposal		\$76.70		STICKERS
E 650-47500-384	Refuse/Garbage Disposal		\$8,373.98		LABOR
Total RANDY S SANITATION			\$25,898.83		
Paid Chk# 095623	6/26/2014	RDO EQUIPMENT CO.			
E 101-43100-404	Repairs/Maint - Machin/Equip		\$469.62	W28447	REPAIRS
Total RDO EQUIPMENT CO.			\$469.62		
Paid Chk# 095624	6/26/2014	SHERWIN-WILLIAMS CO.			
E 101-43100-210	Operating Supplies (GENERAL)		\$79.60	7035-0	SUPPLIES
Total SHERWIN-WILLIAMS CO.			\$79.60		
Paid Chk# 095625	6/26/2014	SHORT ELLIOTT HENDRICKSON INC.			
E 404-40000-302	Consultants		\$2,595.88	282471	WATER TOWER - TELECOM
G 101-20310	Escrow		\$1,629.75	282673	VERIZON ANTENNA PROJECT
Total SHORT ELLIOTT HENDRICKSON INC.			\$4,225.63		
Paid Chk# 095626	6/26/2014	SPRINT			
E 101-42200-323	Radio Units		\$326.51	523093316-15	FD SERVICE
Total SPRINT			\$326.51		
Paid Chk# 095627	6/26/2014	SRF CONSULTING GROUP, INC.			
E 101-45200-499	Miscellaneous		\$1,807.90	08469.00-1	BEACH BRIDGE STABILIZATION
Total SRF CONSULTING GROUP, INC.			\$1,807.90		
Paid Chk# 095628	6/26/2014	TIME SAVER			
E 101-41100-302	Consultants		\$408.55	M20605	MTG.MINUTES
Total TIME SAVER			\$408.55		
Paid Chk# 095629	6/26/2014	UPS STORE			
E 101-41500-499	Miscellaneous		\$58.73		STRATEGIC PLAN BROCHURES

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E 101-45200-499	Miscellaneous		\$6.33		DOG PARK MAPS
Total UPS STORE			\$65.06		
Paid Chk# 095630	6/26/2014	WARNING LITES			
E 101-43100-241	Safety equip/testings		\$222.90	137020	FLASHER LITES
Total WARNING LITES			\$222.90		
Paid Chk# 095631	6/26/2014	WBC HOLDINGS, INC.			
E 620-40000-499	Miscellaneous		\$7.51	11269	TRUCK MAINT.
Total WBC HOLDINGS, INC.			\$7.51		
Paid Chk# 095632	6/26/2014	WESTSIDE WHOLESALE TIRE			
E 101-43100-404	Repairs/Maint - Machin/Equip		\$128.80	725051	TRAILER TIRES
Total WESTSIDE WHOLESALE TIRE			\$128.80		
10100 Anchor Bank			\$406,074.22		

Fund Summary**10100 Anchor Bank**

101 GENERAL FUND	\$117,250.59
233 LAKFRONT IMPROVE	\$16,456.75
235 CABLE TV	\$1,600.00
316 BAY CENTER	\$348.00
401 PERM IMPROVEMENT	\$45.00
404 PARK AND TRAIL CIP	\$7,255.87
408 GENERAL FUND CIF	\$7,474.32
430 STREET CIP	\$15,115.96
610 WATER FUND	\$12,856.00
620 SEWER FUND	\$37,077.57
630 MOTOR VEHICLE	\$8,271.39
640 LIQUOR	\$156,153.55
650 SOLID WASTE	\$24,870.22
670 STORMWATER	\$1,299.00
	\$406,074.22



Hennepin County Department of Housing, Community Works & Transit

701 Fourth Avenue South, Suite 400
Minneapolis, Minnesota 55415

612-348-9260, Phone
612-348-9710, Fax
www.hennepin.us

June 4, 2014

Ms. Heidi Nelson
City Manager
City of Wayzata
600 East Rice Street
Wayzata, MN 55391

Subject: Fiscal Year 2015 – 2017 Joint Cooperation Agreement/Community Development
Block Grant (CDBG) Program – *Action Needed*

Dear Ms. Nelson:

On April 1, 2014, we sent a letter regarding your participation in the Urban Hennepin County Community Development Block Grant (CDBG) Program (Urban County CDBG Program). Since then, HUD released Notice CPD-13-04 dated April 25, 2014 which requires certain changes to the Joint Cooperation Agreement (JCA) for 2015-2017.

The attached revised 2015-2017 JCA reflects the following changes:

- 1) The addition of language stating that the agreement covers not only the CDBG Entitlement program and the HOME Investment Partnership (HOME), but also the **Emergency Solutions Grants (ESG) Programs**.
- 2) The addition of a provision that a unit of general local government may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Act. This new requirement is contained in the FY2014 HUD appropriation bill.
- 3) Clarification of Fair Housing language.

In addition, we are taking this opportunity to move contract term language specific to the CDBG contract year from the JCA Section D to the annual CDBG subrecipient contracts for awards starting in FY 2015.

Finally, Planning and Administrative cost language has been expanded to reflect the County's growing costs associated with compliance and timeliness monitoring and the potential need for

Ms. Nelson
June 4, 2014
Page 2

future increases (the County has retained 13 percent since 2002; the maximum allowed by HUD is 20 percent) within the term of the JCA.

These changes require a certified City resolution approving the new/amended JCA. Attached is a sample resolution for your use. **Please return three signed copies of page 9 of the 2015-2017 JCA and two certified resolutions by July 18, 2014 to:**

Margo Geffen
Manager, Housing Development and Finance
Hennepin County Housing, Community Works and Transit
701 Fourth Avenue South, Suite 400
Minneapolis, MN 55415

Copies of these materials, including a red-lined version of the revised 2015-2017 JCA, were also sent to you via email. Please don't hesitate to call me at 612-543-1965 or Abby Shafer at 612-348-2205 with any questions.

Thank you for your patience with respect to the timing of this request.

Sincerely,



Margo Geffen
Manager, Housing Development and Finance

Enclosures

cc: Bryan Gadow
Abby Shafer, Hennepin County

**JOINT COOPERATION AGREEMENT
URBAN HENNEPIN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

THIS AGREEMENT made and entered into by and between the COUNTY OF HENNEPIN, State of Minnesota, hereinafter referred to as "COUNTY," A-2400 Government Center, Minneapolis, Minnesota, 55487, and the cities executing this Master Agreement, each hereinafter respectively referred to as "COOPERATING UNIT," said parties to this Agreement each being governmental units of the State of Minnesota, and made pursuant to Minnesota Statutes, Section 471.59:

WITNESSETH:

COOPERATING UNIT and COUNTY agree that it is desirable and in the interests of their citizens that COOPERATING UNIT shares its authority to carry out essential community development and housing activities with COUNTY in order to permit COUNTY to secure and administer Community Development Block Grant and HOME Investment Partnership funds as an Urban County within the provisions of the Act as herein defined and, therefore, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions.

COOPERATING UNIT acknowledges that by the execution of this Agreement that it understands that it:

1. May not also apply for grants under the State CDBG Program from appropriations for fiscal years during which it is participating in the Urban County Program; and
2. May not participate in a HOME Consortium except through the Urban County.
3. May not receive a formula allocation under the Emergency Solutions Grants (ESG) Program except through the Urban County.

I. DEFINITIONS

The definitions contained in 42 ~~USC~~U.S.C. 5302 of the Act and 24 CFR §570.3 of the Regulations are incorporated herein by reference and made a part hereof, and the terms defined in this section have the meanings given them:

- A. "Act" means Title I of the Housing and Community Development Act of 1974, as amended, (42 U.S.C. 5301 et seq.).
- B. "Activity" means a CDBG-funded activity eligible under Title I of the Housing and Community Development Act of 1974, as amended. Example: single family rehab activity.
- C. "Annual Program" means those combined activities submitted by cooperating units to COUNTY for CDBG funding as part of the Consolidated Plan.
- D. "Consolidated Plan" means the document bearing that title or similarly required statements or documents submitted to HUD for authorization to expend the annual grant amount and which is

developed by the COUNTY in conjunction with COOPERATING UNITS as part of the Community Development Block Grant Program.

- E. "Cooperating Unit(s)" means any city or town in Hennepin County that has entered into a cooperation agreement that is identical to this Agreement, as well as Hennepin County, which is a party to each Agreement.
- F. "HUD" means the United States Department of Housing and Urban Development.
- G. "Metropolitan City" means any city located in whole or in part in Hennepin County which is certified by HUD to have a population of 50,000 or more people.
- H. "Program" means the HUD Community Development Block Grant Program as defined under Title I of the Housing and Community Development Act of 1974, as amended.
- I. "Program Income" means gross income received by the recipient or a subrecipient directly generated from the use of CDBG.
- J. "Regulations" means the rules and regulations promulgated pursuant to the Act, including but not limited to 24 CFR Part 570.
- K. "Urban County" means the entitlement jurisdiction within the provisions of the Act and includes the suburban Hennepin County municipalities which are signatories to this Agreement.

II. PURPOSE

The purpose of this Agreement is to authorize COUNTY and COOPERATING UNIT to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities and authorizes COUNTY to carry out these and other eligible activities for the benefit of eligible recipients who reside within the corporate limits of the COOPERATING UNIT which will be funded from annual Community Development Block Grant, [Emergency Solutions Grants \(ESG\) Programs](#) and HOME appropriations for the Federal Fiscal Years ~~2009, 2010~~2015, 2016 and ~~2011~~2017 and from any program income generated from the expenditure of such funds.

III. AGREEMENT

The initial term of this Agreement is for a period commencing on October 1, ~~2008~~2014 and terminating no sooner than the end of the program year covered by the Consolidated Plan for the basic grant amount for the Fiscal Year ~~2011~~2017, as authorized by HUD, and for such additional time as may be required for the expenditure of funds granted to the County for such period. Prior to the end of the initial term and the end of each subsequent qualification period, the COUNTY, as the lead agency of the URBAN HENNEPIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, shall provide a written notice to the COOPERATING UNIT of their right not to participate in a subsequent qualification period. The written notice will provide the COOPERATING UNIT a minimum thirty (30) day period to submit a written withdrawal. If the COOPERATING UNIT does not submit to the COUNTY a written withdrawal during the notice period, this Agreement shall be automatically extended for a subsequent three-year qualifying period.

This Agreement must be amended by written agreement of all parties to incorporate any future changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice applicable for the year in which the next qualification of the County is scheduled. Failure by either party to adopt

such an amendment to the Agreement shall automatically terminate the Agreement following the expenditure of all CDBG and HOME funds allocated for use in the COOPERATING UNIT's jurisdiction.

This Agreement shall remain in effect until the CDBG, HOME and ESG funds and program income received (with respect to activities carried out during the three-year qualification period, and any successive qualification periods under agreements that provide for automatic renewals) are expended and the funded activities completed. COUNTY and COOPERATING UNIT cannot terminate or withdraw from this Agreement while it remains in effect.

Notwithstanding any other provision of this Agreement, this Agreement may be terminated at the end of the program period during which HUD withdraws its designation of the COUNTY as an Urban County under the Act.

This Agreement shall be executed by the appropriate officers of COOPERATING UNIT and COUNTY pursuant to authority granted them by their respective governing bodies, and a copy of the authorizing resolution and executed Agreement shall be filed promptly by the COOPERATING UNIT in the Hennepin County Department of Housing, Community Works and Transit, ~~and in no event shall~~ so that the Agreement can be filed later than June 30, 2008 submitted to HUD by July 25, 2014.

COOPERATING UNIT and COUNTY shall take all actions necessary to assure compliance with the applicant's urban county's certifications required by Section 104(b) of the Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964; the Fair Housing Act, and affirmatively furthering fair housing. COOPERATING UNIT and COUNTY shall also take all actions necessary to assure compliance with Section 109 of Title I of the Housing and Community Development Act of 1974; (which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975). and other applicable laws.

IV. ACTIVITIES

COOPERATING UNIT agrees that awarded grant funds will be used to undertake and carry out, within the terms of this Agreement, certain activities eligible for funding under the Act. The COUNTY agrees and will assist COOPERATING UNIT in the undertaking of such essential activities by providing the services specified in this Agreement. The parties mutually agree to comply with all applicable requirements of the Act and the Regulations and other relevant Federal and/or Minnesota statutes or regulations in the use of basic grant amounts. Nothing in this Article shall be construed to lessen or abrogate the COUNTY's responsibility to assume all obligations of an applicant under the Act, including the development of the Consolidated Plan, pursuant to 24 CFR Part 91.

COOPERATING UNIT further specifically agrees as follows:

- A. COOPERATING UNIT will, in accord with a COUNTY-established schedule, prepare and provide to the COUNTY, in a prescribed form, requests for the use of Community Development Block Grant Funds consistent with this Agreement, program regulations and the Urban Hennepin County Consolidated Plan.
- B. COOPERATING UNIT acknowledges that, pursuant to 24 CFR §570.501 (b), it is subject to the same requirements applicable to subrecipients, including the requirement for a written Subrecipient Agreement set forth in 24 CFR §570.503. The Subrecipient Agreement will cover the implementation requirements for each activity funded pursuant to this Agreement and shall be duly executed with and in a form prescribed by the COUNTY.
- C. COOPERATING UNIT acknowledges that it is subject to the same subrecipient requirements stated in paragraph B above in instances where an agency other than itself is undertaking an activity pursuant to

this Agreement on behalf of COOPERATING UNIT. In such instances, a written Third Party Agreement shall be duly executed between the agency and COOPERATING UNIT in a form prescribed by COUNTY.

D. COOPERATING UNITS shall expend all funds annually allocated to activities pursuant to ~~this Agreement within eighteen (18) months of the authorization by HUD to expend the basic grant amount.~~ the Subrecipient Agreement.

- ~~1. With each annual program COOPERATING UNITS shall submit to the COUNTY activity schedules for the completion and expenditure of funds within eighteen (18) months. COUNTY will institute monitoring measures and provide technical or other assistance to insure activities are proceeding on schedule.~~
- ~~2. Funds for activities not expended within eighteen (18) months may be recaptured at the discretion of the COUNTY and distributed by COUNTY as provided for in D. 4. Limited extensions to the expenditure deadlines in this section may be granted by COUNTY upon written request only where the authorized activity has been initiated and/or is subject to a binding contract which provides for the expenditure to be completed within a time period acceptable to COUNTY.~~
- ~~3. Amendments to an annual program by COOPERATING UNITS may be approved by COUNTY up to fifteen (15) months after initial funding has been approved only when the new activity can be completed and funding expended within six (6) months of the amendment approval. Funds not expended within the six (6) month extension period may be recaptured and distributed by COUNTY as provided for in D.4.~~
- ~~4.1. All funds recaptured by COUNTY~~ All funds not expended pursuant to the terms of the Subrecipient Agreement will be relinquished to the COUNTY and will be transferred to a separate account for reallocation on a competitive request for proposal basis at the discretion of the COUNTY where total of such funds is \$100,000 or greater. Amounts less than \$100,000 shall be allocated by COUNTY to other existing activities consistent with timeliness requirements and Consolidated Plan goals.

E. COUNTY and COOPERATING UNITS shall expend all program income pursuant to this Agreement as provided below:

1. Program income from housing rehabilitation activities administered by the COUNTY will be incorporated into a pool at the discretion of the COUNTY. The pool will be administered by COUNTY and will be used for housing rehabilitation projects located throughout the entire Urban County. When possible, COUNTY will give priority to funding housing rehabilitation projects within the COOPERATING UNIT where the program income was generated. Funds expended in this manner would be secured by a Repayment Agreement/Mortgage running in favor of the COUNTY. Program income generated by certain COOPERATING UNITS that administer their own housing rehabilitation activities may be retained by the COOPERATING UNIT at its discretion; however, such COOPERATING UNITS will be bound by the conditions of D.2., above. Only COOPERATING UNITS that were administering their own activities pursuant to the Joint Cooperation Agreement pertaining to the HUD fiscal years ~~2006-2008~~ 2012-2014 will be eligible to retain their program income.
2. COUNTY reserves the option to recapture program income generated by non-housing rehabilitation activities if said funds have not been expended within twelve (12) months of

being generated. These funds shall be transferred to a separate account for reallocation on a competitive request for proposal basis administered by COUNTY or, where the total of such funds does not exceed \$100,000, shall be reallocated by COUNTY to other existing activities consistent with timeliness requirements and Consolidated Plan goals.

- F. COOPERATING UNITS are encouraged to undertake joint activities involving the sharing of funding when such action furthers the goals of the Consolidated Plan and meets the expenditure goals.
- G. If COUNTY is notified by HUD that it has not met the performance standard for the timely expenditure of funds at 24 CFR 570.902(a) and the COUNTY entitlement grant is reduced by HUD according to its policy on corrective actions, then the basic grant amount to any COOPERATING UNIT that has not met its expenditure goal shall be reduced accordingly.
- H. COOPERATING UNIT will take actions necessary to assist in accomplishing the community development program and housing goals, as contained in the Urban Hennepin County Consolidated Plan.
- I. COOPERATING UNIT shall ensure that all activities funded, in part or in full by grant funds received pursuant to this Agreement, shall be undertaken affirmatively with regard to fair housing, employment and business opportunities for minorities and women. It shall, in implementing all programs and/or activities funded by the basic grant amount, comply with all applicable Federal and Minnesota Laws, statutes, rules and regulations with regard to civil rights, affirmative action and equal employment opportunities and Administrative Rule issued by the COUNTY.
- J. COOPERATING UNIT that does not affirmatively further fair housing within its own jurisdiction or that impedes action by COUNTY to comply with its fair housing certification shall be prohibited from receiving CDBG funding for any activities.
- K. COOPERATING UNIT shall participate in the citizen participation process, as established by COUNTY, in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.
- L. COOPERATING UNIT shall reimburse COUNTY for any expenditure determined by HUD or COUNTY to be ineligible.
- M. COOPERATING UNIT shall prepare, execute, and cause to be filed all documents protecting the interests of the parties hereto or any other party of interest as may be designated by the COUNTY.
- N. COOPERATING UNIT has adopted and is enforcing:
 - 1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and
 - 2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.

O. COOPERATING UNIT shall not sell, trade, or otherwise transfer all or any portion of grant funds to another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal

considerations, but must use such funds for activities eligible under Title I of the Act.

COUNTY further specifically agrees as follows:

- A. COUNTY shall prepare and submit to HUD and appropriate reviewing agencies, on an annual basis, all plans, statements and program documents necessary for receipt of a basic grant amount under the Act.
- B. COUNTY shall provide, to the maximum extent feasible, technical assistance and coordinating services to COOPERATING UNIT in the preparation and submission of a request for funding.
- C. COUNTY shall provide ongoing technical assistance to COOPERATING UNIT to aid COUNTY in fulfilling its responsibility to HUD for accomplishment of the community development program and housing goals.
- D. COUNTY shall, upon official request by COOPERATING UNIT, agree to administer local housing rehabilitation activities funded pursuant to the Agreement, provided that COUNTY shall receive Twelve percent (12%) of the allocation by COOPERATING UNIT to the activity as reimbursement for costs associated with the administration of COOPERATING UNIT activity.
- E. COUNTY may, at its discretion and upon official request by COOPERATING UNIT, agree to administer, for a possible fee, other activities funded pursuant to this Agreement on behalf of COOPERATING UNIT.
- F. COUNTY may, as necessary for clarification and coordination of program administration, develop and implement Administrative Rules consistent with the Act, Regulations, HUD administrative directives, and administrative requirements of COUNTY.

V. ALLOCATION OF BASIC GRANT AMOUNTS

Basic grant amounts received by the COUNTY under Section 106 of the Act shall be allocated as follows:

- A. ~~COUNTY shall retain Thirteen percent (13%) of the annual basic grant amount for the administration of the program. Included~~ Planning and administration costs are capped to 20 percent of the sum of grant plus program income that is received during the program year. During the term of this Agreement the COUNTY anticipates planning and administrative retainage of thirteen to fifteen percent (13-15%);included in this administrative amount is funding for annual county-wide Fair Housing activities.
- B. The balance of the basic grant amount shall be made available by COUNTY to COOPERATING UNITS in accordance with the formula stated in part C and the procedure stated in part D of this section utilizing U.S. Census Bureau data ~~provided by HUD~~. The allocation is for planning purposes only and is not a guarantee of funding.
- C. Allocation of funding will be based upon a formula using U.S. Census Bureau data ~~supplied by HUD~~ that bears the same ratio to the balance of the basic grant amount as the average of the ratios between:
 - 1. The population of COOPERATING UNIT and the population of all COOPERATING UNITS.
 - 2. The extent of poverty in COOPERATING UNIT and the extent of poverty in all COOPERATING UNITS.

3. The extent of overcrowded housing by units in COOPERATING UNIT and the extent of overcrowded housing by units in all COOPERATING UNITS.
 4. In determining the average of the above ratios, the ratio involving the extent of poverty shall be counted twice.
- D. Funds will be made available to communities utilizing the formula specified in C of this Section in the following manner:
1. All COOPERATING UNITS with aggregate formula percentages of greater than three and one half percent (3.5%) of the total using the procedure in part C. of this section will receive funding allocations in accordance with the COUNTY formula allocations.
 2. COOPERATING UNITS with aggregate formula percentages of three and one half percent (3.5%) or less of the total using the procedure in part C. of this section will have their funds consolidated into a pool for award in a manner determined by COUNTY on a competitive request for proposal basis. Only the COUNTY and COOPERATING UNITS whose funding has been pooled will be eligible to compete for these funds.
- E. The COUNTY shall develop these ratios based upon data to be furnished by HUD. The COUNTY assumes no duty to gather such data independently and assumes no liability for any errors in the data furnished by HUD.
- F. In the event COOPERATING UNIT does not request a funding allocation, or a portion thereof, the amount not requested shall be made available to other participating communities, in a manner determined by COUNTY.

VI. METROPOLITAN CITIES

Any metropolitan city executing this Agreement shall defer their entitlement status and become part of Urban Hennepin County.

This agreement can be voided if the COOPERATING UNIT is advised by HUD, prior to the completion of the re-qualification process for fiscal years ~~2009-2011~~2015-2017, that it is eligible to become a metropolitan city and the COOPERATING UNIT elects to take its entitlement status. If the agreement is not voided on the basis of the COOPERATING UNIT's eligibility as a metropolitan city prior to ~~July 8, 2008~~June 20, 2014, the COOPERATING UNIT must remain a part of the COUNTY program for the entire three-year period of the COUNTY qualification.

VII. OPINION OF COUNSEL

The undersigned, on behalf of the Hennepin County Attorney, having reviewed this Agreement, hereby opines that the terms and provisions of the Agreement are fully authorized under State and local law and that the COOPERATING UNIT has full legal authority to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly-assisted housing.

Assistant County Attorney

VIII. HENNEPIN COUNTY EXECUTION

The Hennepin County Board of Commissioners having duly approved this Agreement on ~~May 6, 2008~~, 2014, and pursuant to such approval and the proper County official having signed this Agreement, the COUNTY agrees to be bound by the provisions herein set forth.

COUNTY OF HENNEPIN, STATE OF MINNESOTA

By: _____
_____ Chair of its County Board

APPROVED AS TO FORM:

And:

Assistant/Deputy/County Administrator

Assistant County Attorney

Attest: _____
_____ Deputy/Clerk of the
County Board

Date: _____

RECOMMENDED FOR APPROVAL

Assistant County Administrator - Public Works

Date: _____

APPROVED AS TO FORM:

Assistant County Attorney

Department, Housing, Community Works and Transit

Date: _____

Date: _____

APPROVED AS TO EXECUTION: _____

Assistant County Attorney

Date: _____

IX. COOPERATING UNIT EXECUTION

COOPERATING UNIT, having signed this Agreement, and the COOPERATING UNIT'S governing body
| having duly approved this Agreement on _____, ~~2008~~2014, and pursuant to such approval and the proper
| city official having signed this Agreement, COOPERATING UNIT agrees to be bound by the provisions of this
| Joint Cooperation Agreement, ~~contract A080541~~.

CITY OF

By: _____
Its Mayor

And: _____
Its City Manager

ATTEST: _____

CITY MUST CHECK ONE:

The City is organized pursuant to:

____ Plan A ____ Plan B ____ Charter

**JOINT COOPERATION AGREEMENT
URBAN HENNEPIN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

THIS AGREEMENT made and entered into by and between the COUNTY OF HENNEPIN, State of Minnesota, hereinafter referred to as "COUNTY," A-2400 Government Center, Minneapolis, Minnesota, 55487, and the cities executing this Master Agreement, each hereinafter respectively referred to as "COOPERATING UNIT," said parties to this Agreement each being governmental units of the State of Minnesota, and made pursuant to Minnesota Statutes, Section 471.59.

WITNESSETH:

COOPERATING UNIT and COUNTY agree that it is desirable and in the interests of their citizens that COOPERATING UNIT shares its authority to carry out essential community development and housing activities with COUNTY in order to permit COUNTY to secure and administer Community Development Block Grant and HOME Investment Partnership funds as an Urban County within the provisions of the Act as herein defined and, therefore, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions.

COOPERATING UNIT acknowledges that by the execution of this Agreement that it understands that it:

1. May not also apply for grants under the State CDBG Program from appropriations for fiscal years during which it is participating in the Urban County Program; and
2. May not participate in a HOME Consortium except through the Urban County.
3. May not receive a formula allocation under the Emergency Solutions Grants (ESG) Program except through the Urban County.

I. DEFINITIONS

The definitions contained in 42 U.S.C. 5302 of the Act and 24 CFR §570.3 of the Regulations are incorporated herein by reference and made a part hereof, and the terms defined in this section have the meanings given them:

- A. "Act" means Title I of the Housing and Community Development Act of 1974, as amended, (42 U.S.C. 5301 et seq.).
- B. "Activity" means a CDBG-funded activity eligible under Title I of the Housing and Community Development Act of 1974, as amended. Example: single family rehab activity.
- C. "Annual Program" means those combined activities submitted by cooperating units to COUNTY for CDBG funding as part of the Consolidated Plan.
- D. "Consolidated Plan" means the document bearing that title or similarly required statements or documents submitted to HUD for authorization to expend the annual grant amount and which is

developed by the COUNTY in conjunction with COOPERATING UNITS as part of the Community Development Block Grant Program.

- E. "Cooperating Unit(s)" means any city or town in Hennepin County that has entered into a cooperation agreement that is identical to this Agreement, as well as Hennepin County, which is a party to each Agreement.
- F. "HUD" means the United States Department of Housing and Urban Development.
- G. "Metropolitan City" means any city located in whole or in part in Hennepin County which is certified by HUD to have a population of 50,000 or more people.
- H. "Program" means the HUD Community Development Block Grant Program as defined under Title I of the Housing and Community Development Act of 1974, as amended.
- I. "Program Income" means gross income received by the recipient or a subrecipient directly generated from the use of CDBG.
- J. "Regulations" means the rules and regulations promulgated pursuant to the Act, including but not limited to 24 CFR Part 570.
- K. "Urban County" means the entitlement jurisdiction within the provisions of the Act and includes the suburban Hennepin County municipalities which are signatories to this Agreement.

II. PURPOSE

The purpose of this Agreement is to authorize COUNTY and COOPERATING UNIT to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities and authorizes COUNTY to carry out these and other eligible activities for the benefit of eligible recipients who reside within the corporate limits of the COOPERATING UNIT which will be funded from annual Community Development Block Grant, Emergency Solutions Grants (ESG) Programs and HOME appropriations for the Federal Fiscal Years 2015, 2016 and 2017 and from any program income generated from the expenditure of such funds.

III. AGREEMENT

The initial term of this Agreement is for a period commencing on October 1, 2014 and terminating no sooner than the end of the program year covered by the Consolidated Plan for the basic grant amount for the Fiscal Year 2017, as authorized by HUD, and for such additional time as may be required for the expenditure of funds granted to the County for such period. Prior to the end of the initial term and the end of each subsequent qualification period, the COUNTY, as the lead agency of the URBAN HENNEPIN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, shall provide a written notice to the COOPERATING UNIT of their right not to participate in a subsequent qualification period. The written notice will provide the COOPERATING UNIT a minimum thirty (30) day period to submit a written withdrawal. If the COOPERATING UNIT does not submit to the COUNTY a written withdrawal during the notice period, this Agreement shall be automatically extended for a subsequent three-year qualifying period.

This Agreement must be amended by written agreement of all parties to incorporate any future changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice applicable for the year in which the next qualification of the County is scheduled. Failure by either party to adopt

such an amendment to the Agreement shall automatically terminate the Agreement following the expenditure of all CDBG and HOME funds allocated for use in the COOPERATING UNIT's jurisdiction.

This Agreement shall remain in effect until the CDBG, HOME and ESG funds and program income received (with respect to activities carried out during the three-year qualification period, and any successive qualification periods under agreements that provide for automatic renewals) are expended and the funded activities completed. COUNTY and COOPERATING UNIT cannot terminate or withdraw from this Agreement while it remains in effect.

Notwithstanding any other provision of this Agreement, this Agreement may be terminated at the end of the program period during which HUD withdraws its designation of the COUNTY as an Urban County under the Act.

This Agreement shall be executed by the appropriate officers of COOPERATING UNIT and COUNTY pursuant to authority granted them by their respective governing bodies, and a copy of the authorizing resolution and executed Agreement shall be filed promptly by the COOPERATING UNIT in the Hennepin County Department of Housing, Community Works and Transit so that the Agreement can be submitted to HUD by July 25, 2014.

COOPERATING UNIT and COUNTY shall take all actions necessary to assure compliance with the urban county's certifications required by Section 104(b) of the Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964; the Fair Housing Act, and affirmatively furthering fair housing. COOPERATING UNIT and COUNTY shall also take all actions necessary to assure compliance with Section 109 of Title I of the Housing and Community Development Act of 1974 (which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975), and other applicable laws.

IV. ACTIVITIES

COOPERATING UNIT agrees that awarded grant funds will be used to undertake and carry out, within the terms of this Agreement, certain activities eligible for funding under the Act. The COUNTY agrees and will assist COOPERATING UNIT in the undertaking of such essential activities by providing the services specified in this Agreement. The parties mutually agree to comply with all applicable requirements of the Act and the Regulations and other relevant Federal and/or Minnesota statutes or regulations in the use of basic grant amounts. Nothing in this Article shall be construed to lessen or abrogate the COUNTY's responsibility to assume all obligations of an applicant under the Act, including the development of the Consolidated Plan, pursuant to 24 CFR Part 91.

COOPERATING UNIT further specifically agrees as follows:

- A. COOPERATING UNIT will, in accord with a COUNTY-established schedule, prepare and provide to the COUNTY, in a prescribed form, requests for the use of Community Development Block Grant Funds consistent with this Agreement, program regulations and the Urban Hennepin County Consolidated Plan.
- B. COOPERATING UNIT acknowledges that, pursuant to 24 CFR §570.501 (b), it is subject to the same requirements applicable to subrecipients, including the requirement for a written Subrecipient Agreement set forth in 24 CFR §570.503. The Subrecipient Agreement will cover the implementation requirements for each activity funded pursuant to this Agreement and shall be duly executed with and in a form prescribed by the COUNTY.
- C. COOPERATING UNIT acknowledges that it is subject to the same subrecipient requirements stated in paragraph B above in instances where an agency other than itself is undertaking an activity pursuant to

this Agreement on behalf of COOPERATING UNIT. In such instances, a written Third Party Agreement shall be duly executed between the agency and COOPERATING UNIT in a form prescribed by COUNTY.

- D. COOPERATING UNITS shall expend all funds annually allocated to activities pursuant to the Subrecipient Agreement.
 - 1. All funds not expended pursuant to the terms of the Subrecipient Agreement will be relinquished to the COUNTY and will be transferred to a separate account for reallocation on a competitive request for proposal basis at the discretion of the COUNTY where total of such funds is \$100,000 or greater. Amounts less than \$100,000 shall be allocated by COUNTY to other existing activities consistent with timeliness requirements and Consolidated Plan goals.
- E. COUNTY and COOPERATING UNITS shall expend all program income pursuant to this Agreement as provided below:
 - 1. Program income from housing rehabilitation activities administered by the COUNTY will be incorporated into a pool at the discretion of the COUNTY. The pool will be administered by COUNTY and will be used for housing rehabilitation projects located throughout the entire Urban County. When possible, COUNTY will give priority to funding housing rehabilitation projects within the COOPERATING UNIT where the program income was generated. Funds expended in this manner would be secured by a Repayment Agreement/Mortgage running in favor of the COUNTY. Program income generated by certain COOPERATING UNITS that administer their own housing rehabilitation activities may be retained by the COOPERATING UNIT at its discretion; however, such COOPERATING UNITS will be bound by the conditions of D.2., above. Only COOPERATING UNITS that were administering their own activities pursuant to the Joint Cooperation Agreement pertaining to the HUD fiscal years 2012-2014 will be eligible to retain their program income.
 - 2. COUNTY reserves the option to recapture program income generated by non-housing rehabilitation activities if said funds have not been expended within twelve (12) months of being generated. These funds shall be transferred to a separate account for reallocation on a competitive request for proposal basis administered by COUNTY or, where the total of such funds does not exceed \$100,000, shall be reallocated by COUNTY to other existing activities consistent with timeliness requirements and Consolidated Plan goals.
- F. COOPERATING UNITS are encouraged to undertake joint activities involving the sharing of funding when such action furthers the goals of the Consolidated Plan and meets the expenditure goals.
- G. If COUNTY is notified by HUD that it has not met the performance standard for the timely expenditure of funds at 24 CFR 570.902(a) and the COUNTY entitlement grant is reduced by HUD according to its policy on corrective actions, then the basic grant amount to any COOPERATING UNIT that has not met its expenditure goal shall be reduced accordingly.
- H. COOPERATING UNIT will take actions necessary to assist in accomplishing the community development program and housing goals, as contained in the Urban Hennepin County Consolidated Plan.
- I. COOPERATING UNIT shall ensure that all activities funded, in part or in full by grant funds received pursuant to this Agreement, shall be undertaken affirmatively with regard to fair housing, employment and business opportunities for minorities and women. It shall, in implementing all programs and/or

activities funded by the basic grant amount, comply with all applicable Federal and Minnesota Laws, statutes, rules and regulations with regard to civil rights, affirmative action and equal employment opportunities and Administrative Rule issued by the COUNTY.

- J. COOPERATING UNIT that does not affirmatively further fair housing within its own jurisdiction or that impedes action by COUNTY to comply with its fair housing certification shall be prohibited from receiving CDBG funding for any activities.
- K. COOPERATING UNIT shall participate in the citizen participation process, as established by COUNTY, in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.
- L. COOPERATING UNIT shall reimburse COUNTY for any expenditure determined by HUD or COUNTY to be ineligible.
- M. COOPERATING UNIT shall prepare, execute, and cause to be filed all documents protecting the interests of the parties hereto or any other party of interest as may be designated by the COUNTY.
- N. COOPERATING UNIT has adopted and is enforcing:
 - 1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and
 - 2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
- O. COOPERATING UNIT shall not sell, trade, or otherwise transfer all or any portion of grant funds to another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Act.

COUNTY further specifically agrees as follows:

- A. COUNTY shall prepare and submit to HUD and appropriate reviewing agencies, on an annual basis, all plans, statements and program documents necessary for receipt of a basic grant amount under the Act.
- B. COUNTY shall provide, to the maximum extent feasible, technical assistance and coordinating services to COOPERATING UNIT in the preparation and submission of a request for funding.
- C. COUNTY shall provide ongoing technical assistance to COOPERATING UNIT to aid COUNTY in fulfilling its responsibility to HUD for accomplishment of the community development program and housing goals.
- D. COUNTY shall, upon official request by COOPERATING UNIT, agree to administer local housing rehabilitation activities funded pursuant to the Agreement, provided that COUNTY shall receive Twelve percent (12%) of the allocation by COOPERATING UNIT to the activity as reimbursement for costs associated with the administration of COOPERATING UNIT activity.

- E. COUNTY may, at its discretion and upon official request by COOPERATING UNIT, agree to administer, for a possible fee, other activities funded pursuant to this Agreement on behalf of COOPERATING UNIT.
- F. COUNTY may, as necessary for clarification and coordination of program administration, develop and implement Administrative Rules consistent with the Act, Regulations, HUD administrative directives, and administrative requirements of COUNTY.

V. ALLOCATION OF BASIC GRANT AMOUNTS

Basic grant amounts received by the COUNTY under Section 106 of the Act shall be allocated as follows:

- A. Planning and administration costs are capped to 20 percent of the sum of grant plus program income that is received during the program year. During the term of this Agreement the COUNTY anticipates planning and administrative retainage of thirteen to fifteen percent (13-15%); included in this administrative amount is funding for annual county-wide Fair Housing activities.
- B. The balance of the basic grant amount shall be made available by COUNTY to COOPERATING UNITS in accordance with the formula stated in part C and the procedure stated in part D of this section utilizing U.S. Census Bureau data. The allocation is for planning purposes only and is not a guarantee of funding.
- C. Allocation of funding will be based upon a formula using U.S. Census Bureau data that bears the same ratio to the balance of the basic grant amount as the average of the ratios between:
 - 1. The population of COOPERATING UNIT and the population of all COOPERATING UNITS.
 - 2. The extent of poverty in COOPERATING UNIT and the extent of poverty in all COOPERATING UNITS.
 - 3. The extent of overcrowded housing by units in COOPERATING UNIT and the extent of overcrowded housing by units in all COOPERATING UNITS.
 - 4. In determining the average of the above ratios, the ratio involving the extent of poverty shall be counted twice.
- D. Funds will be made available to communities utilizing the formula specified in C of this Section in the following manner:
 - 1. All COOPERATING UNITS with aggregate formula percentages of greater than three and one half percent (3.5%) of the total using the procedure in part C. of this section will receive funding allocations in accordance with the COUNTY formula allocations.
 - 2. COOPERATING UNITS with aggregate formula percentages of three and one half percent (3.5%) or less of the total using the procedure in part C. of this section will have their funds consolidated into a pool for award in a manner determined by COUNTY on a competitive request for proposal basis. Only the COUNTY and COOPERATING UNITS whose funding has been pooled will be eligible to compete for these funds.

- E. The COUNTY shall develop these ratios based upon data to be furnished by HUD. The COUNTY assumes no duty to gather such data independently and assumes no liability for any errors in the data furnished by HUD.
- F. In the event COOPERATING UNIT does not request a funding allocation, or a portion thereof, the amount not requested shall be made available to other participating communities, in a manner determined by COUNTY.

VI. METROPOLITAN CITIES

Any metropolitan city executing this Agreement shall defer their entitlement status and become part of Urban Hennepin County.

This agreement can be voided if the COOPERATING UNIT is advised by HUD, prior to the completion of the re-qualification process for fiscal years 2015-2017, that it is eligible to become a metropolitan city and the COOPERATING UNIT elects to take its entitlement status. If the agreement is not voided on the basis of the COOPERATING UNIT's eligibility as a metropolitan city prior to June 20, 2014, the COOPERATING UNIT must remain a part of the COUNTY program for the entire three-year period of the COUNTY qualification.

VII. OPINION OF COUNSEL

The undersigned, on behalf of the Hennepin County Attorney, having reviewed this Agreement, hereby opines that the terms and provisions of the Agreement are fully authorized under State and local law and that the COOPERATING UNIT has full legal authority to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly-assisted housing.

Assistant County Attorney

VIII. HENNEPIN COUNTY EXECUTION

The Hennepin County Board of Commissioners having duly approved this Agreement on _____, 2014, and pursuant to such approval and the proper County official having signed this Agreement, the COUNTY agrees to be bound by the provisions herein set forth.

APPROVED AS TO FORM:

Assistant County Attorney

Date: _____

COUNTY OF HENNEPIN, STATE OF MINNESOTA

By: _____
Chair of its County Board

And: _____
Assistant/Deputy/County Administrator

Attest: _____
Deputy/Clerk of the County Board

RECOMMENDED FOR APPROVAL

Assistant County Administrator - Public Works

Date: _____

Department, Housing, Community Works and Transit

Date: _____

IX. COOPERATING UNIT EXECUTION

COOPERATING UNIT, having signed this Agreement, and the COOPERATING UNIT'S governing body having duly approved this Agreement on _____, 2014, and pursuant to such approval and the proper city official having signed this Agreement, COOPERATING UNIT agrees to be bound by the provisions of this Joint Cooperation Agreement.

CITY OF

By: _____
Its Mayor

And: _____
Its City Manager

ATTEST: _____

CITY MUST CHECK ONE:

The City is organized pursuant to:

____ Plan A ____ Plan B ____ Charter

CITY OF WAYZATA

RESOLUTION NO. 18-2014

**RESOLUTION AUTHORIZING THE EXECUTION OF A JOINT COOPERATION
AGREEMENT BETWEEN THE CITY OF WAYZATA AND HENNEPIN COUNTY FOR
PARTICIPATION IN THE URBAN HENNEPIN COUNTY COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM IN FY 2015-2017**

WHEREAS, the City of Wayzata, Minnesota and the County of Hennepin have in effect a Joint Cooperation agreement for the purposes of qualifying as an Urban County under the United States Department of Housing and Urban Development Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG) Program, and HOME Investments Partnerships (HOME) Programs; and

WHEREAS, the City and County wish to execute a new Joint Cooperation Agreement in order to continue to qualify as an Urban County for purposes of the Community Development Block Grant, ESG and HOME Programs.

BE IT THEREFORE RESOLVED, that a new Joint Cooperation Agreement between the City and County be executed effective October 1, 2014 and that the Mayor and the City Manager be authorized and directed to sign the Agreement on behalf of the City.

ADOPTED BY THE WAYZATA CITY COUNCIL ON July 1, 2014.

Mayor Ken Willcox

ATTEST:

City Manager Heidi Nelson

ACTION ON THIS RESOLUTION:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution:

I hereby certify that the foregoing is a true and correct copy of Resolution No. 17-2014 adopted by the City Council of the City of Wayzata, Minnesota, at a duly authorized meeting held on July 1, 2014.

Becky Malone, Deputy City Clerk

SEAL

2014 MUNICIPAL LICENSES FOR CITY COUNCIL APPROVAL ON 7/1/14

(Recommended for approval, pending staff review for completeness of application materials.)

New 2014 Kennel License	
Gayle Wilson	135 Broadway Avenue North
2014 Personal Massage License	
Juut Salonspa - Sheila Schroeder	1125 Wayzata Blvd E



WAYZATA POLICE DEPARTMENT

600 Rice Street
Wayzata, MN 55391-1734
(952) 404-5340
Fax: (952) 404-5359

To: Heidi Nelson

From: CSO Ronning

Date: June 20, 2014

Re: Dog Kennel License

Wayzata Police have received a Kennel License Application from Jim Wilson. This application is for a short term stay of Officer Dave Wilson's dog.

The three dogs living at the home are all currently licensed in the city of Wayzata. Per city ordinance, an inspection of the yard and home was conducted by Wayzata Police Department. The interior of the home is clean and sanitary. Plenty of food and water is readily available for the animals. The yard is clean and free from anything that may cause injury to the animals. I have no areas of concern for approving this application for Jim Wilson.

There are no previous calls regarding any animals located at this residence on file.

jpd 6.23.14 \$65-
#28296

WAYZATA RESIDENTIAL KENNEL LICENSE APPLICATION

License period July 1st 2014 to December 31, 2014
(month) (day) (year)

APPLICANT NAME: Gayle A. Wilson Date of Birth 2-11-59

APPLICANT HOME ADDRESS: 135 Broadway Ave. N.

HOME TELEPHONE:

ALTERNATE PHONE:

KENNEL LICENSE FEE FOR 2014 - \$65.00

Wayzata City Code requires that "No person shall own, harbor, keep or have custody of three or more dogs over six months of age on their property without first having secured a kennel license."

Please provide the following information:

Purpose for three or more dogs: son moving in for no more than 6 months w/ his dog.

Will dogs primarily be kept indoors or outdoors? Indoors

Will dogs have outdoor shelter and access to drinking water and food? Please describe:

no outdoor shelter, yes water, no food. Food will be given indoors.

Please provide the following information on each dog:

Dog #1:

Dog Name: Koda Breed German Shepherd

Color: Black/Tan Age: 5 ☒ Male or Female (circle one)

Date of Rabies Vaccination 3-18-14 Wayzata Dog License # 319

Name of Veterinary Clinic and Telephone Number Long Lake Vet. 952-473-2260

Dog #2:

Dog Name: Kali Breed Yorkie

Color: Black/Tan Age: 10 Male or Female (circle one) Female

Date of Rabies Vaccination 3-18-14 Wayzata Dog License # 320

Name of Veterinary Clinic and Telephone Number Long Lake Vet 952-473-2260

Dog #3:

Dog Name: Memphis Breed Lab

Color: Black Age: 1 Male or Female (circle one) Female

Date of Rabies Vaccination 3-18-14 Wayzata Dog License # 292

Name of Veterinary Clinic and Telephone Number Long Lake Vet 952-473-2260

Dog #4:

Dog Name: _____ Breed _____

Color: _____ Age: _____ Male or Female (circle one) _____

Date of Rabies Vaccination _____ Wayzata Dog License # _____

Name of Veterinary Clinic and Telephone Number _____

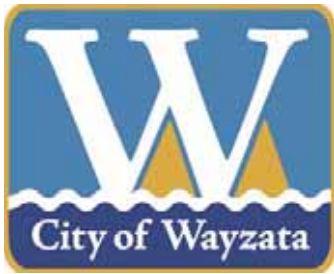
(If there are additional dogs to be included in this application, please provide same information on a separate sheet of paper.)

X Signature of Applicant

Boyle & Weller Date 6-17-2014

7/1/2014
THE FOLLOWING MUNICIPAL LICENSES
WERE APPROVED ADMINISTRATIVELY

Special Event/Itinerant Food - Wine on Wayzata Bay 6/27/14	
Wayzata Bar & Grill	Wayzata, MN
Jake O'Connors	Excelsior, MN
Spasso	Minnetonka, MN
Kips Pub & Restaurant	St Louis Park, MN
Lord Fletchers	Spring Park, MN
Special Event/Itinerant Food - Wayzata Art Experience 6/28/14 & 6/29/14	
Falafel King	Minneapolis, MN
Firehouse Foods	Mound, MN
Green & the Grain	St Anthony, MN
Red River Kitchen	Minneapolis, MN
Tommy Veez Gourmet Foods	Minneapolis, MN
Special Event/Itinerant Food - Wayzata Chamber of Commerce Member Appreciation Picnic 7/10/14	
Wayzata Bar & Grill	Wayzata, MN
2014 Gas Fitters License	
Owens Companies	Bloomington, MN
Stern Heating & Cooling, Inc	Red Wing, MN



City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:
Ken Willcox

City Council:
Jack Amdal
Bridget Anderson
Andrew Mullin
Tom Tanner

City Manager:
Heidi Nelson

TO: Mayor Willcox and Councilmembers
Heidi Nelson, City Manager

FROM: Kathy Ovshak, Finance Manager

DATE: June 23, 2014

RE: Independent School District #284 (ISD#284) 2014 Agreement for the use of Community Room and use of the Cable Television/Video Production Studio

Attached for your approval is the 2014 Agreement between the City of Wayzata and ISD#284. This agreement is for the use of the City of Wayzata's Community Room and the use of the Cable Television/Video Production Studio. The 2014 lease includes a 2.4% rent increase (2013 CPI) that works out to be a \$65 dollar increase. The total amount due for the 2014 Agreement is \$2,715.00. It was proposed that we start calculating the annual increase on the CPI of the current year for the following year agreement; both parties agreed with this proposal.

A G R E E M E N T

This Agreement made and entered into by and between the City of Wayzata, a municipal corporation, hereinafter referred to as "Landlord"; and Independent School District 284 "ISD# 284".

W I T N E S S E T H:

Whereas, Landlord and ISD #284 entered into an Agreement for the use of the Wayzata City Hall Community Room located at 600 Rice Street, Wayzata, Minnesota, 55391;

Now, therefore, the parties mutually agree as follows:

Landlord hereby agrees to allow ISD #284 to use the Community Room in accordance with the City's "Community Room Policy" and the following terms:

- A. ISD #284 agrees to schedule the community room through the City of Wayzata per the Wayzata Community Room Scheduling and Use Policy rules. (One meeting per month, set-up time starting at 4 PM, provide own DVD's, tapes etc., vacuum if needed, empty trash and recycling from meeting.)
- B. ISD #284 agrees to return the Community Room back to its standard configuration after each use.
- C. ISD #284 agrees to be responsible for any liability, damage or loss to the City from the ISD #284's use of the Community Room pursuant to Indemnification, Property Damage and Liabilities and the City must be furnished appropriate certificates showing such coverage and the City be listed as an additional insured.
- D. For the contract year 2014/2015, ISD #284 agrees to pay the sum of Two Thousand Seven Hundred Fifteen Dollars (\$2,715.00) for the use of the Wayzata Community Room. Effective for subsequent years, Landlord shall, at its sole discretion, have the right to make reasonable adjustments to the room use fee.
- E. ISD #284 shall have the right to terminate its use of the Community Room in the contract year 2014/2015 upon 30-days written notice to Landlord.

The effective date of this Agreement is July 1, 2014.

LICENSE AGREEMENT

(Wayzata City Hall Cable Television Video Production Studio)

This License Agreement ("Agreement") is made as of the 1st day of July, 2014 by and between Independent School District #284 ("ISD #284") and the City of Wayzata, a Minnesota municipal corporation (the "City").

WITNESSETH

WHEREAS, THE City owns and operates a cable television/video production facility (the "Studio") (for purposes of this Agreement the Studio shall be defined to include all equipment and personal property located within the Studio), which said facility located in the Wayzata City Hall located at 600 Rice Street East, Wayzata Minnesota; and

NOW, THEREFORE, in consideration of mutual covenants herein contained, and in consideration of One Dollar and other good and valuable consideration, the receipt and sufficiency which is hereby acknowledged by the parties, the parties agree as follows:

1. License. The City hereby licenses to the ISD #284 for the use of the Studio and the equipment and improvements located within the Studio as well as other personal property located within the Studio. Such use shall be on a nonexclusive basis subject to the approval of the City, within the City's sole discretion.
2. Purpose. The ISD #284 agrees that it shall use the Studio for the sole purpose of cable casting ISD #284 meetings that are held in the Wayzata City Hall Community Room.
3. Personnel. As a condition of the license granted by the City the ISD #284 agrees that any time it uses the Studio, the Studio will only be used by a videographer who will be under the direct supervision of a ISD #284 manager. One videographer shall be assigned to broadcast ISD #284 meetings in the Wayzata City Hall Community Room who will be fully trained in by City or ISD #284 employees before broadcasting any meetings or using the Studio. Such personnel may be employees of ISD #284 or independent contractors. Such videographer must be approved by the City to the City's sole discretion. The ISD #284 shall be solely responsible for wages, workers' compensation insurance, wage withholding for social security, income tax and other compensation and taxes to be paid to and on behalf of such videographer and the ISD #284 manager, if any.

4. Operations.

A. ISD #284 shall:

- i. Return the Studio to correct working order;
- ii. Not remove any City equipment or property from the Studio except as authorized by appropriate City personnel;
- iii. Secure the Studio and City Hall when it leaves the Studio;
- iv. Agree to abide by all rules, regulations, and requests adopted by the City in regard to use of the Studio;
- v. Only use the Studio for the broadcast of ISD #284 meetings.

B. City shall:

- i. Provide one key and fob to allow access to the Studio and City Hall;
- ii. Provide custodial services, cabinets, chairs and such other furniture as City determines is necessary for operation of the Studio.

5. Indemnification, Property Damage and Liabilities. The ISD #284 agrees to jointly and severally exonerate, save harmless, protect, and indemnify the City and its employees, Council Members and agents from and against any and all losses, damages, claims, suits or actions, judgments, and costs that may arise or grow out of any injury to or death of persons or damage to property, arising out of and attributable to the acts or omissions of, or use by the ISD #284, its agents, servants, employees, or guests of the Studio and the contents therein. The City shall not be responsible for the loss of or damage to property or injury to person, occurring in or about the Studio while in use by the ISD #284. The ISD #284 agrees that if any damage is caused to the Studio or contents therein it shall immediately repair such damage or replace such equipment or personal property so damaged. Nothing herein shall be deemed a waiver by ISD #284 of the limitations on liability set forth in Minnesota Statutes, Chapter 466.
6. Insurance. The ISD #284 agrees that they shall maintain insurance in amounts and substance reasonably acceptable to the City, which said insurance shall insure for damages to the Studio and its contents caused by the ISD #284. Upon the request of the City, the ISD #284 shall provide the City with proof of such insurance. If requested by the City, the insurance shall call for 30 days written notice to the City before cancellation of such insurance. The City shall be named as a certificate holder or an additional insured. Nothing herein shall be deemed a waiver of the limitations on liability set forth in Minnesota Statutes, Chapter 466.
7. Notice. If a notice is given pursuant to the terms of this Agreement, said notice shall be by US mail, certified, return receipt requested, addressed to the City as follows: City Manager, City of Wayzata, 600 Rice Street E, Wayzata, Minnesota 55391; to ISD #284 at 210 North County Road 101, Wayzata, MN 55391.
8. Assignment. This agreement may not be assigned by ISD #284 to a third party without the written consent of the City, which may be withheld in the City's sole judgment.

9. Term. The term of this License shall be from the date hereof until Midnight on June 30, 2015.
10. Miscellaneous. The City, by entering into this Agreement makes no representation or warranty regarding the fitness of the Studio and its equipment and personal property as being suitable for the purposes of the ISD #284. The ISD #284 agrees that the Studio and its contents are being provided on an “as is” basis. The ISD #284 agrees that they shall be solely responsible for the content of all matters broadcast and produced as a result of the ISD #284.
11. Termination. Either party may terminate this Agreement at any time, for any reason or no reason, upon thirty (30) days written notice to the other parties.
12. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Minnesota.
13. Entire Agreement. This Agreement contains the entire agreement of the parties with respect to all matters regarding the rights and obligations of each party regarding the operation, access and use of the Studio, and this Agreement supersedes all prior agreements and understandings, oral and written, between the City, and ISD #284 regarding use of the Studio.
14. Binding Effect. This agreement shall insure to the benefit of the parties hereto and shall be binding upon the parties hereto and their respective successors and assigns.
15. Headings. The article, section, and other headings contained in this Agreement are for reference purposes only and shall be deemed to be a part of this Agreement or to affect the meaning or interpretation of this Agreement.
16. Counterparts. This Agreement may be executed in any number of counterparts, and be different parties on different counterparts, each of which, when executed, shall be deemed to be an original, and all of which together shall be deemed to be one and the same instrument. This Agreement shall be deemed fully executed when each party hereto has executed a counterpart hereof.
17. Severability. If any term, condition, or provision of this Agreement, or the application thereof to any circumstance, shall be invalid or unenforceable to any extent, the remaining terms, covenants, conditions, and provision of this Agreement shall not be affected thereby and each remaining term, covenant, condition, and provision of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law. If any provision of this Agreement is so broad as to be unenforceable, such provision shall be interpreted to be only as broad as is enforceable.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

CITY:

CITY OF WAYZATA

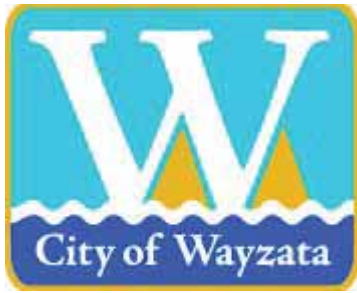
By _____
It's Mayor

And by _____
It's City Manager

ISD #284:

By _____
It's Board Chair

And by _____
It's Executive Director



City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:
Ken Willcox

City Council:
Jack Amdal
Bridget Anderson
Andrew Mullin
Tom Tanner

City Manager:
Heidi Nelson

MEMORANDUM

TO: Mayor Willcox and Councilmembers

FROM: Heidi Nelson, City Manager

DATE: May 28, 2014

RE: Comparable City Groups for Compensation and Classification Study

At the June 3rd workshop, Council discussed policy issues of pay philosophy and comparable market with staff and Ann Antonsen of Springsted, the consultant completing the Compensation and Classification Study. Based on that discussion, staff has worked with Springsted to develop the two attached comparable city groups for non-union city hall staff and the liquor operation. The groups include comparable population cities as well as other cities that are destinations for recreation and hospitality. Staff is recommending utilizing the two attached groups for the survey work.

City of Wayzata	Seven-County Metro
Market Survey	Municipal Liquor Ops
Jun-14	
St. Francis	
Anoka	
Rogers	
Mound	
Wayzata	
Eden Prairie	
Lexington	
Spring Lake Park	
Fridley	
Brooklyn Center	
Robbinsdale	
Columbia Heights	
St. Anthony	
Edina	
Eden Prairie	
Richfield	
Savage	
Apple Valley	
Lakeville	
Farmington	

Organization	Population	Region	Employee Count				Union	Budget	Fiscal Year
			Full Time	Part Time	Seasonal				
Nisswa -Liquor	2,061	Central	17	14	1		3	\$2,197,395.00	2013
Excelsior	2,203	Metro	No LMC						
Osseo	2,430		No LMC						
Deephaven	3,643	Metro	No LMC						
Wayzata	4,115	Metro	41	57	1		16	\$4,923,506.00	2012
Watertown	4,129	Metro	9	0	5		0	\$4,615,210.00	2014
Rockford	4,193	Metro	10	1	1		0	\$3,049,705.00	2010
Medina	5,026	Metro	23	2	0		8	\$11,118,500.00	2014
Dayton	5,072	Metro	12	12	0		12	\$7,300,000.00	2012
Lake City	5,339	Southeast	50	28	71		25	\$22,363,910.00	2012
Jordan	5,402	Metro	23	7	6		17	\$7,816,168.00	2012
Corcoran	5,842	Metro	17	9	5		5	\$3,112,256.00	2012
Minnetrista	6,296	Metro	30	0	0		16	\$10,647,930.00	2013
Victoria	6,727	Metro	17	13	3		0	\$8,490,381.00	2013
New Prague	7,081	Metro	35	0	45		8	\$3,637,836.00	0
Belle Plaine	7,191	Metro	21	5	30		10	\$8,283,043.00	2012
St. Francis	7,455	Metro	25	8	1		13	\$9,429,993.00	2014
Shorewood	7,618	Metro	16	2	10		8	\$11,006,660.00	2014
Orono	7,980	Metro	51	4	12		26	\$19,478,500.00	2014
Lake Elmo	8,326	Metro	20	20	6		0	\$4,474,152.00	2014
Mound	9,787	Metro	26	8	6		11	\$13,234,100.00	2013
Red Wing	16,294	Southeast	170	80	2		126	\$72,030,460.00	2014
Stillwater	18,299	Metro	No LMC						
West Hennepin	Public Safety								
S Lake Minnetonka	Public Safety								

RESOLUTION NO. 20-2014
APPOINTING ABSENTEE BALLOT BOARD ELECTION JUDGES
FOR THE AUGUST 12, 2014 PRIMARY ELECTION AND
THE NOVEMBER 4, 2014 GENERAL ELECTION

WHEREAS, Minnesota Election Law 204B.21 requires that persons serving as election judges be appointed by the Council at least 25 days before the election.

BE IT RESOLVED by the Wayzata City Council that the individuals named on Exhibit A, and on file in the office of the Deputy City Clerk be appointed as the City of Wayzata Absentee Ballot Board Election Judges for the August 12, 2014 Primary Election and the November 4, 2014 General Election; and

BE IT FURTHER RESOLVED the Wayzata City Council also appoints other individuals and all members appointed to the Hennepin County Absentee Ballot Board as authorized under Minn. Stat. 204B.21, subd. 2 under the direction of the Election Manager to serve as members of the Wayzata Absentee Ballot Board; and

BE IT FURTHER RESOLVED that the Deputy City Clerk is with this, authorized to make any substitutions or additions as deemed necessary.

Passed and adopted by the Wayzata City Council this 1st day of July, 2014.

Kenneth Willcox, Mayor

Attest: _____
Heidi Nelson, City Manager

CERTIFICATION:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution:

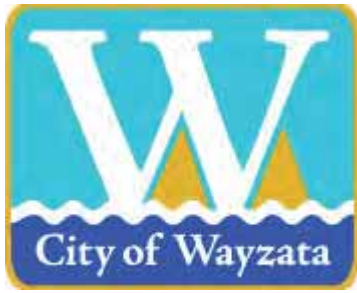
I, hereby certify that the attached and foregoing Resolution is a true and correct copy of the Resolution duly adopted by the City Council of the City of Wayzata, Minnesota, at a duly authorized meeting held on July 1, 2014.

Becky Malone, Deputy City Clerk

Exhibit A

City of Wayzata Absentee Ballot Board Election Judges for the August 12, 2014
Primary Election and the November 4, 2014 General Election

David Bergerson
Mary Jo Eide
Kim Gharrity
Kent Howe
Lisa Jarosh
Joel Papa Sr.
Judy Schuck
Judith Starkey
Joy Truax
Darla Frink
Becky Malone
Sharon McGowan
Kathy Ovshak



City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:
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City Council:
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Bridget Anderson
Andrew Mullin
Tom Tanner

City Manager:
Heidi Nelson

MEMORANDUM

TO: Mayor Willcox and Councilmembers and City Manager Heidi Nelson

FROM: Kristin Classey, Communications Specialist

DATE: June 10, 2014

RE: Website Redesign Vendor Recommendation

Request for Proposal Process

City Council authorized an RFP for city website redesign January 21, 2014, 24 vendor proposals were received in response to the RFP. Staff in coordination with the Communications Board narrowed the field and conducted interviews with four vendors to present their website proposal. After the presentations, staff further conducted testing in a “sandbox” provided by each of the four vendors in their proposed Content Management Software (CMS).

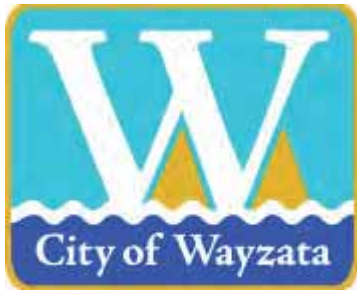
Vendor Finalist

CivicPlus was selected as the front-runner from the presentations and CMS testing. Staff checked references with other local Minnesota cities that are clients of CivicPlus, including Arden Hills, Excelsior, Maplewood, and Victoria, and received very positive feedback about the product they create and the company itself. After reviewing and comparing the proposal with the RFP, staff feels that they have met all the requests and surpassed the required items for similar cost to other vendors. Other applications in the website package that will be beneficial to the city include:

Agenda Center, Alerts Center & Emergency Alert Notifications, Archive Center, Bid Postings, Blog, Business/Resource Directory, Calendar, Carbon Calculator, Citizen Request Tracker, Community Connection, Community Voice, Document Center, ePayment Center, Facilities & Reservations with Activities, Frequently Asked Questions, Forms Center, Healthy City, Intranet, Job Postings, Media Center with Live Streaming Video, My Dashboard, News Flash, Notify Me & CivicSend with Email & 500 SMS Text Subscription, Online Job Application with 1 Generic Application, Opinion Poll, Photo Gallery, Postcard, Quick Links, Real Estate Locator, Spotlight, Social Media Integrations, and Staff Directory.

Website Redesign Recommendation

Staff is recommending approval of the attached contract with CivicPlus for redesign the City of Wayzata website at a cost of \$16,752 with annual fees of \$4,114. Annual hosting fees of \$550 are currently paid to GovOffice, the city’s current website vendor and reflected in the city budget on an annual basis. Staff



City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:
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Heidi Nelson

had included funds for an e-agenda software in the 2014 budget as well, which will no longer be necessary given the e-agenda application included in the CivicPlus package. Attached are Wayzata's RFP, CivicPlus Proposal Response and the contract from CivicPlus. City Attorney, David Schelzel, has reviewed the contract and has been involved in the negotiations with CivicPlus to finalize the terms. The redesign of the city website was budgeted in the 2014 general fund budget for \$25,000.



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600 Rice Street
Wayzata, MN 55391-1734

Mayor:
Ken Willcox

City Council:
Jack Amdal
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Andrew Mullin
Tom Tanner

City Manager:
Heidi Nelson

MEMORANDUM

DATE: January 16, 2014

TO: The Honorable Mayor and Members of the City Council

FROM: Samantha Grosz, Communications Specialist

RE: City of Wayzata Website Redesign Request for Proposal (RFP)

The City of Wayzata is seeking a vendor for the redesign of Wayzata.org, the city's website, and a new content management system (CMS). The goal of this redesign project is to create a visually appealing, easier-to-use website that is optimized for desktop, smart phone and tablet browsing. We are also looking to replace the outdated GovOffice CMS with a newer program that allows for more customization and functionality.

The attached RFP outlines the budget, timeline, equipment and services needed for this project. The document also delineates the deliverables that will be required of the chosen vendor.

On December 6, 2013, the Communications Board, City Manager Heidi Nelson and I reviewed the first draft of the RFP. Feedback was collected, and updates were made to the RFP. On January 8, 2014, the Communications Board, including the newest members, reviewed the RFP a second time. The attached RFP reflects the recommendations made in consultation with City Manager Heidi Nelson and members of the Communication Board.

RFP Purpose

The purpose of the city website design project is to update the City of Wayzata's website with a new design and website content information architecture that supports easy navigation to key services, content management system (CMS), updated content and online registration and bill pay.

Proposed Budget

\$20,000 to 25,000. Hosting and maintenance are included in that amount, so please itemize these costs clearly.

Proposed Timeline (TBD)

RFP issued: January 22

Proposals due: February 19

Finalist Interviews: March 3-4

City Council Review/Approval: April 1

Date of Award: April 2

Scope of Work

We anticipate that budget constraints may prevent us from having all the desired features implemented immediately. We would like vendors to make recommendations and provide flexible options regarding what features can be included in the initial phase, which features could be delayed, and their costs. We would also like suggestions on how City staff could be used most effectively to support the project while keeping our costs down.

Please note the following "wish list" is intended to help scope this project with an eye on building towards the future, but do not let this list limit your recommendations. We are open to feedback and guidance from experienced design and development firms.

Staff Resources

1. Samantha Grosz, communications specialist, will be the contact/project manager.
2. The web/review team will consist of technical and non-technical staff members and the city communications board.

Project Goals

The primary goal of this project is to replace the current website with a redesigned website and new content management system.

Short Term Goals

1. Improve the tools that support updating the website, i.e.; content management system (CMS).
2. Improve the information architecture that supports easy navigation of the site to key City services.
3. Redesign the website with a new look and feel supporting the marketing and branding efforts of the City and reflecting the diverse make up and vision of the citizens of the City.
4. Enable access by smart phones and tablets (mobile version of the website)
5. Secure responsive, helpful tech support.

Long Term Goals

1. Improve the timeliness of content published to the website.
2. Expand the services the City offers to citizens on the website.
3. Enable updating the look and feel of the website on an as-needed basis.
4. Expand the amount of information the City publishes on the website.
5. Ensure easy accessibility and navigational user experience, encouraging citizens to return.

Project Objectives

1. Redesign the information architecture of the City's website.
2. Replace the website CMS software.
3. Redesign the look and feel of the website.
4. Provide for full integration with existing e-government applications currently in use and provide for easy integration with future e-government applications.

Audience

- ☐ Residents
- ☐ Visitors/tourists
- ☐ Government employees
- ☐ Media and press
- ☐ Contractors (need to access site for permits, etc.)
- ☐ Businesses

Vendors replying to this RFP will be asked to organize and itemize their proposals into four (4) main areas for the City's consideration of their services: design; content management system (CMS) software; implementation of CMS software; and training.

A. The vendor will be responsible for the following:

1. Redesign the City website look and feel that will support the City's brand as well as the marketing needs of specific departments/services.
 - ☐ Provide a project plan for the design phase of the project.

- ☐ Develop new information architecture to reflect the needs of the community and website users.
 - ☐ Determine a consistent look and feel for the website, including color schemes, graphic elements and straightforward navigation tools within a unifying graphic theme.
 - ☐ Provide design mock ups of primary website sections: Home page, Government/City Hall and I Want To.
2. Apply website redesign mock ups to website CMS software implementation to enable information ready website.
 - ☐ Provide a website CMS software implementation plan. This can be integrated with the overall project plan.
 - ☐ Install and configure CMS software.
 - ☐ Consulting with City staff to determine how the CMS navigation will support City needs.
 3. Website CMS training for site administrators and content contributors.
 4. Testing across multiple browsers, locations, and servers.

B. The successful vendor will deliver the following:

1. Look and Feel Design
 - ☐ The vendor shall provide a minimum of three designs of the proposed website.
 - ☐ The vendor will work with the city to determine a new website content information architecture navigation framework.
2. CMS
 - ☐ The vendor shall provide a comprehensive CMS solution.
 - ☐ The city prefers to avoid proprietary, limited release CMS solutions.
 - ☐ The CMS shall be accessible via external access.
 - ☐ The vendor will provide a search engine solution that will support indexing of all contents within the CMS as well as external city website resources.
 - ☐ The city will own all content, data (including user-generated email addresses and data) on the CMS/website.
3. Website
 - ☐ The vendor shall provide a fully operational and working website framework.
 - ☐ After approval of website template/design, vendor shall begin updating and migrating information. (This is flexible,

depending on budget. To reduce costs, city staff is available to assist with migration.)

- ☐ The vendor shall assist in addressing any URL name changes and/or URL naming conversions.
- ☐ The website shall be designed for future integration of e-government applications (LaserFiche, e-permits, e-agendas)
- ☐ The vendor will assist with testing across multiple browsers, locations, and servers.

4. Training

- ☐ The vendor will provide full and complete training of the CMS.

Website/CMS Features

Technical Requirements

1. **CMS Platform** – The City prefers a modular CMS solution under active development and an active user community.
2. **Performance and Reliability** – Average page load times will be at least as fast as the current CMS, but we're aiming for faster.
3. **URL Rewrite** – CMS must have the ability to generate friendly URLs.
4. **Relational Data Design** – The CMS must be capable of creating data relationships between different types of content. For example, information about City Departments would be stored in one content table. Other tables would contain information about city office locations or city programs. Relationships between those tables and the departments table would allow program pages to display information about the department that provides it, or department pages could provide their office locations, while avoiding the duplication of data in many different pages or content types.
5. **Taxonomies** – The ability to organize content in different ways and display the same items on different parts of the site based on different organizational views. For example, any content labeled as a form could be displayed on a central forms page. Forms specific to building construction could also be displayed on pages for that topic.
6. **Analytics** – We currently use Google Analytics. The new CMS should support Google Analytics reporting.

Website Design and Features

1. **Flexible Homepage** – The ability to change content, images, and icons on the homepage without compromising the design. Specifically, a content block which would allow the web editors to promote content based on urgency, timeliness and interest of the public. For example, emergency notices, seasonal information, and pages with information on topics being discussed in Council meetings. Photos should be able to be easily swapped out, and must not require a graphic designer to add graphic elements to the

- individual.
2. **Emergency Messages** – The ability to quickly and easily insert emergency information on the home page. Authorized, non-technical staff must be able to activate this feature.
 3. **Templates** – A series of templates to use for various purposes to maintain consistency of design.

Calendar

Create City Meetings, community events, holidays, etc. in a central interface and shared across the websites, filtered by subject matter, category, or department.

1. Options to display events in a list format or a conventional grid. Events displayed can be filtered based on categories. Categories should be distinguished by color, an icon, or some other means. The order of events can be set so more significant events will appear first.
2. Events can be downloaded to desktop calendar programs such as Outlook or added to a user's personal web-based calendar. Coming events would be published on RSS feeds, organized by category. The ability to push events out through social media platforms would be a plus.
3. The ability to control the time range of calendar display (e.g. one week, two weeks).
4. The ability to easily move to other months and years via selection (drop down list, etc.), rather than page through each month.
5. The ability to create recurring events as well as identify and list those in a recurrent series for editing purposes.

News

1. **News Subscriptions** (enotification) – The ability for users to sign up to receive news categories (which should include event categories as well).
2. **News Publishing/Mailing** – The ability to keep news from publishing unless a specific option is selected. The ability to set up an item to be published at a specific date and time, as well as the ability to automatically trigger the sending of the news item to the subscribers at that time without additional intervention.
 - a. Ability to schedule specific content for posting.
3. **News Archiving** – the ability to set specific archiving dates for individual news items to override default archiving dates.

Multimedia

Easily incorporate streaming video, Flash or JavaScript animations, slideshows, webcams, or other types of multimedia content. This content may be delivered from third-party websites.

1. **Photos/Images** – Tool for resizing, optimizing picture quality, and improving upload speeds. Protection features for images to prevent copyright theft.
2. **Social Media/Web 2.0 features**–Single point access to push out content to various media sources (email news, Facebook, Twitter, etc.) with the ability to add new social media sites at will. We’d also like options to add blogs and discussion forums, and email subscriptions by topic.
3. **Libraries**–File links or photo displays could be published individually on pages, but with the option to create an automatic display of all the files in a library, or subsets based on metadata tags. Lists of links to documents could be managed to control the order of the list. Photos could be displayed in an album format, with captions and the option to have thumbnails linking to larger images. Libraries should be searchable in the CMS, at the very least by object id.
4. **Documents** – Ability to organize and manage uploaded documents.

Navigation

1. MEGA Drop Down Menus
2. Breadcrumb navigation
3. Secondary level navigation within specific content subject matter areas
4. Friendly URLs
5. Addition of external pages to navigation
6. Flexible navigation tools that facilitate management of common links across site.
7. Ability to reorganize content to different sections of the website without manually changing content links.

Vendor Selection Criteria

When selecting a vendor for this project, we will be evaluating candidates on the following criteria:

- ☐ Experience building flexible websites that can easily be modified.
- ☐ Experience working with government organizations.
- ☐ Solid user interface/information architecture skills for organizing content.
- ☐ Vendor takes a holistic approach in building the website (insight into integrating social platforms, government applications, analytics).
- ☐ Vendors that have their own CMS system or use a popular CMS like WordPress or Drupal.

Format for Proposals

1. **Executive Summary**
2. **Technical Volume**

- a. Web development process: explain the process you will follow to build the Web site, including major milestones and evaluation
- b. Address usability standards and testing
- c. Address any important technology information and specifications used in your solution (languages, platform, etc.)

3. Management Volume

- a. Organizational structure: communication process; including lines of reporting and any special tools used.
- b. Schedule of deliverables; include major milestones and testing proposal.

4. Budget Volume

- a. Break down cost by production hours, tools and functionalities
- b. Maintenance and support: identify any costs that should be assumed as part of the site and ongoing costs for maintenance and support we need in the future.
- c. License fees: identify the costs we will need to pay to develop or host the site.
- d. Hosting: identify whether we must or are highly encouraged to host with your company. If hosting is provided as an option or requirement, provide pricing options.
- e. Training and Style Guide: identify costs to train our staff to use site tools and provide a style guide.
- f. Other charge areas: Please identify whether there will be other expenses, consulting fees, future work, etc. to complete this project.

5. Attachments

- a. Qualifications and Experience: relevant case histories with information on accessing online demos or examples
- b. Biographies of all who will work on account
- c. Professional references



Website Redesign and Implementation of a Web Content Management System

The City of Wayzata, MN • February 19, 2014



+ CONNECTING PEOPLE

+ CONNECTING PEOPLE

Developed by **Bryan Hahlbeck**
Regional Sales Manager
317 Houston St., Suite E Manhattan, KS 66502
888-228-2233 x314 + **Direct** 785-477-3007
Fax 785-587-8951 + Hahlbeck@CivicPlus.com

Serving more than **1,600 clients** in 49 states, Canada and Australia,
we partner with governments to create **award-winning websites**.



Dear Selection Committee Members:

Thank you for considering CivicPlus as a partner for Wayzata's website redevelopment. I've carefully reviewed your RFP, and am excited to present a solution to your challenges in creating a navigationally friendly, easy-to-update and visually appealing website.

Of the proposals you review, all should offer a good website design and navigation solution; however, the best solution should also include the latest innovations in pain-saving government functionality, tailored to Wayzata.

CivicPlus is the unique provider of the Government Content Management System – and one of the most innovative, knowledgeable sources for engaging eGovernment websites. Our expertise lies in our ability to deliver a comprehensive solution that considers administrative ease and collaboration, end-user empowerment ... all housed within a sophisticated design that resonates with your community – and all with making government work better in mind.

Now in our second decade, CivicPlus has created eGovernment solutions for more than 1,600 towns, cities and counties serving more than 50 million people in 49 states, Canada and Australia, including the following Minnesota municipalities: Anoka County (currently in development), Apple Valley, Arden Hills, Blue Earth County, Brooklyn Center, Burnsville, Chanhassen, Columbia Heights, Crow Wing County, East Bethel, Elk River, Maplewood, Roseville, St. Cloud, St. Paul, Victoria, Washington County and Wright County (currently in development). These communities are using CivicPlus technology to connect in more engaging ways with their residents, visitors and businesses.

In addition to a solution-centric website, CivicPlus provides unrivaled service, support, automatic upgrades and enhancements at no additional charge – guaranteed. Our relentless pursuit of government innovations ensures that our clients' websites, regardless of where they begin on our Community Engagement Scale™ (see page 3), continues to move upward today and tomorrow.

The following proposal details how the CivicPlus solution will reduce your staff's workload, respect budget constraints and, most importantly, provide your community with a powerful online resource that promotes open and transparent access to your municipal offices and becomes an engaging communication hub for your community. Forrester data shows that an online resources for information cost roughly \$0.10 per answer provided; phone calls average \$9.00. Our company leadership is extremely passionate about our mission to make government better, and we continue to see examples where we're building more than just a website – we're building trust between government and citizens and giving them both a better future state.

I sincerely welcome the opportunity to elaborate further on our proposal answer additional questions you may have about partnering with CivicPlus. Our entire company is fueled by the drive to make government work better. Our consultants and project managers are experts at this and we can't wait to share their expertise with Wayzata.

Respectfully,

Bryan Hahlbeck • Regional Sales Manager • Direct Line 785-477-3007 • Hahlbeck@CivicPlus.com



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Executive Summary

The City of Wayzata, an organization serving more than 3,600 residents, has initiated a Request for Proposal to transform its website with an innovative design that enables visitors to find the services and information they need. The website should be user-friendly and utilize the latest technology to provide a convenient source of information to better communicate with citizens.

The CivicPlus-Proven Development Approach

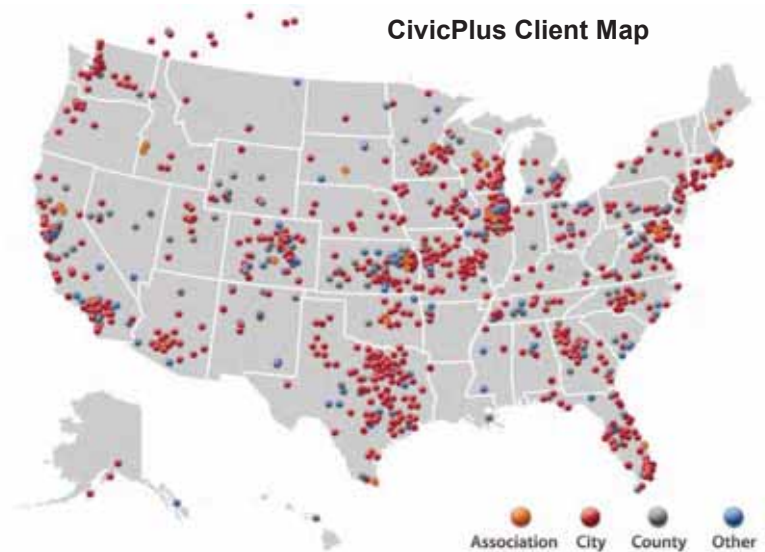
CivicPlus provides our eGovernment communication solution to more than 50 million citizens in more than 1,600 municipalities – cities and counties of every size across the United States, Canada and Australia. For more than a decade, CivicPlus has focused on government clients, giving our customers access to the latest in next-generation applications that meet and exceed their needs. Those needs include:

- A unique and customized website design with minimal work and time commitments from Wayzata staff
- Intuitive navigation and page layout with unlimited submenus and subpages
- Interactive functionality through our Government Content Management System (GCMS®)
- Continuously updated, cutting-edge solutions designed by eGovernment experts for governments
- A per-project, customized pricing model with comprehensive training and unlimited support included

Hundreds of Cities & Counties Are Upgrading to CivicPlus Each Year

It's simple: CivicPlus knows municipal government.

- No one else offers the CivicPlus Government Content Management System (GCMS®).
- No one can match our interactive suite of tools that enable governments to better engage and communicate with their citizens.
- No one can match the CivicPlus development process and the depth of our implementations designed by experts who know local government, its people and its processes.
- No one can match our track record – period.



CivicPlus for Wayzata

Per your RFP the following proposal contents include:

- CivicPlus' capabilities, experience and commitment to our clients, as well as our approach and methodology to transforming your site
- Ongoing training and consultation
- Creativity and recommended functionality usage to engage and attract site visitors
- Price estimate

These recommendations for Wayzata were developed to address your defined needs. All estimates are negotiable based on client requests. We encourage you to schedule a 45-minute demonstration of the latest site developments and the administrative interface that allows non-technical users the ability to update the website as needed.



History of CivicPlus

Since our inception, CivicPlus has been capturing the passion our customers have for their communities and their residents with high-quality, next-generation websites. We consider it a privilege to partner with municipalities to provide the individuals, families and organizations in your community a website that serves as a primary, interactive communication tool.

Icon Enterprises, Inc., does business as CivicPlus and Networks Plus and employs more than 100 people. Incorporated in Kansas in 1998, we began providing technical-related services in 1994.

CivicPlus was born out of four rural cities' desire for a progressive way to maintain their websites without the burden of employing a continual webmaster. They sought a system that would allow routine updates and changes to be implemented by city staff, regardless of technical skill. After close consultation with these four initial cities, an innovative tool that automated the process of updating website content was developed.

Today, under the leadership of founder Ward Morgan, CivicPlus has more than 165 staff members and continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our more than 1,600 clients. Our commitment to setting the standard in website design, management and government communication has been instrumental in making CivicPlus a leader in web design, communication programming and hosting.

Our technical and development staff holds a variety of certifications including: Microsoft-certified system engineer, Cisco-certified engineer, Microsoft-certified software developer, Microsoft Office user specialist and project management professional from the Project Management Institute.

Company & Contact Information

Contact Information	Bryan Hahlbeck Regional Sales Manager Hahlbeck@CivicPlus.com Toll Free 888-228-2233, Ext. 314 Cell 785-477-3007	Primary Office	317 Houston St. Suite E Manhattan, KS 66502 Toll Free 888-228-2233 Fax 785-587-8951
Incorporated In	State of Kansas	Company Website	www.CivicPlus.com
Legal Name	Icon Enterprises, Inc., d/b/a CivicPlus	Company Founder	Ward Morgan, President/CEO
GSA Contract	# GS-35F-0124U	DIR Contract	# DIR SDD 1636
CMAS Contract	# 3-13-70-2966A	TIPS/TAPS Contract	# 2092613
Additional Locations	Charleston, SC Sherwood, OR	Chicago, IL Spring Hill, KS	Fort Collins, CO St. Louis, MO Hermitage, TN Topeka, KS

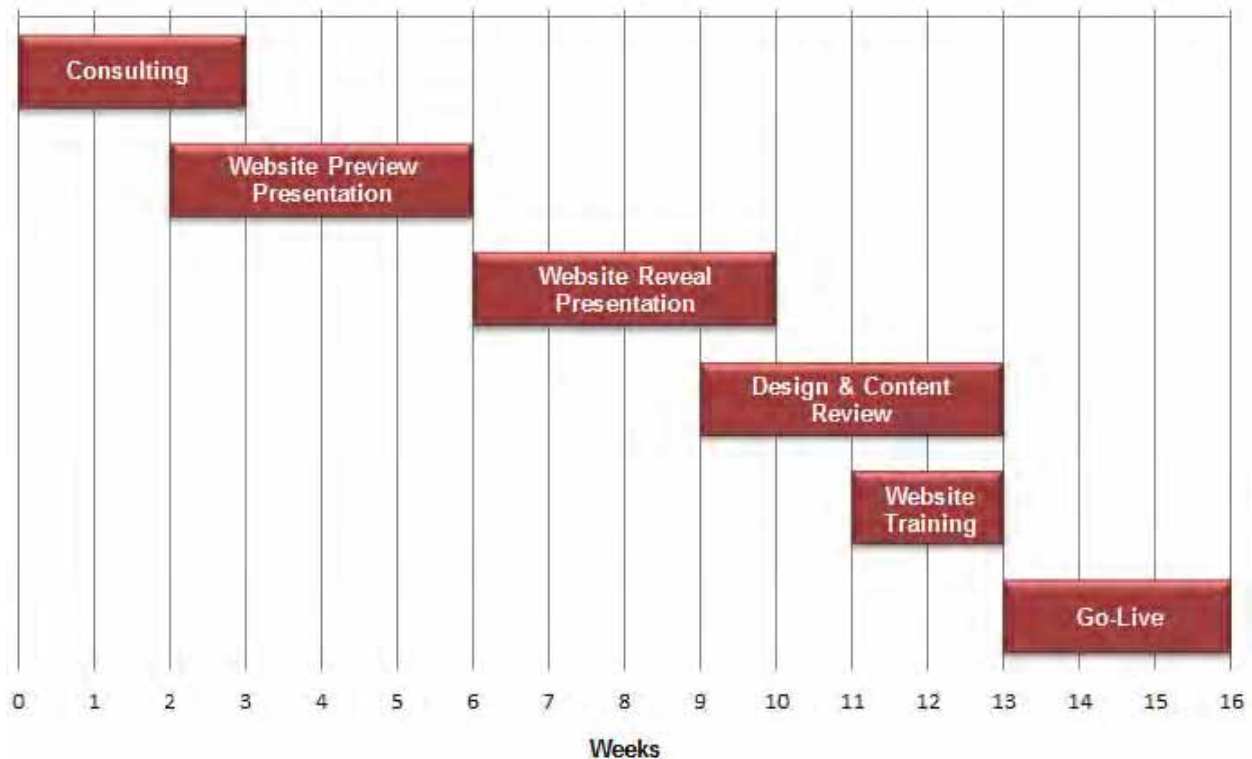
At **CivicPlus**, we have a passion for building websites. We'd like to partner with you to build a website your **citizens will use**.



Technical Volume

Our Project Development Approach

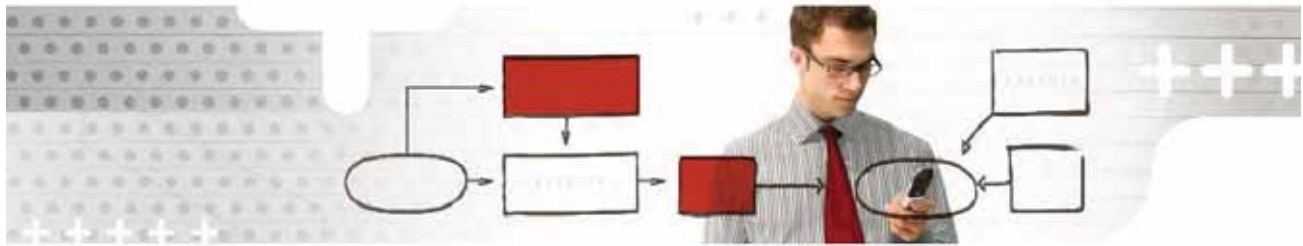
Consulting, design, usability guidance, programming, secure hosting and dedicated training -- CivicPlus delivers all of this and more during the development of your new website.



Typical Project Timeline	Timeline
Phase 1 - Consulting (may vary with on-site meetings) Includes: Needs assessment, best practices, and takeaways assigned.	4-5 weeks
Phase 2 - Website Preview Presentation Includes: Layout presentation, mood board and main navigation review, design feedback meeting and approval and takeaways assigned.	3-5 weeks
Phase 3 – Website Reveal Presentation Includes: Presentation of a functional website based on goals, recommendations and combined vision; final approval and takeaways assigned.	3-4 weeks
Phase 4 – Customized Website Training (varies based upon amount of content) Includes: Customized to give your staff the skills they need to maintain your website.	3-4 week
Phase 5 – Go Live	3-4 weeks
Website Launch	16 -22 Weeks (On Average)

Because of the unpredictable timelines associated with bidding processes, we rarely supply a custom timeline in our proposal responses. Working together, we want to ensure a realistic timeline is available to meet your specific goals.

Through the outline of our proven development model provided in this proposal, development timelines can be estimated based on the date of the project's initiation.



Kick-Off Meeting

During the initial kick-off meeting, you will meet your project manager, senior content developer and senior designer. You will work with your project manager to establish your project timeline, review the startup kit and discuss the takeaway items that need to be completed prior to consulting.

Whether you prefer a more relaxed schedule or a more aggressive timeline, your project manager will discuss the implications of deadlines and the expectations required to keep the project on track. Timelines may be modified upon discussion with your project manager.

Your Role

Tasks your staff will need to complete:

- **Assess Your Current Website**

For the best consulting experience possible the following takeaways need to be completed prior to your consulting:

The 6 Stages of Digital Community Engagement Survey – You will take a 3-5 minute online questionnaire to determine where your current website fits on the Community Engagement Scale, www.digitalcommunityengagement.com.

Department / Division Form - This form will be filled out by each department or division. Each department / division should have an understanding of what services they provide, to whom they provide those services, how they are currently communicating information, their future online communications goals and what they like/dislike about their current web presence.

Functionality and Design Form - This form will be filled out by your project web team. Prior to starting this form, research other websites that you like based on functionality and design elements. Provide URLs and specifics about what you like. This form also asks for details on your community's tagline, logo and branding.

Training Information Form for Departments - This form will be filled out by your project web team to help CivicPlus understand the pain points you encounter in your job. We will call out ways to address your pain points during your training sessions.

Web Team Form - This form will be filled out by your project web team. Prior to starting this form, please have an understanding of your project goals, focus and expectations. This allows your CivicPlus Project Team to develop a site specific to your needs and lays the foundation for developing a highly functional information architecture.

- **Clean House**

Update the content on your current primary live website. This step is critical to guaranteeing the information available is relevant, fresh and on-point. Your staff should delete any pages from your current website that you no longer want or need and ensure the remaining information is applicable and up-to-date.



Phase 1: Consulting

A CivicPlus consultant will work with you to determine the right direction for your new website. The items you complete prior to consulting play a critical role in establishing the best approach for your site. The items to be reviewed are:

- **Needs Assessment**

Review the 6 Stages of Digital Community Engagement Survey to determine at which stage your current website ranks and set a goal for your new website. Review the goals and expectations you submitted on the Web Team Form to make sure there is a clear understanding of what the new website needs. Together, we will establish what it will take to meet your website goals regarding design, content and engagement.

- **Functionality & Design**

Review the information submitted via the Functionality & Design Form to make sure there is a clear understanding of what the new website has to have.

- **Department Needs**

Meet with your departments to ensure a clear understanding of CivicPlus' Best Practices & Standards for content and gather information on the potential pain points for each department.

Your Role

Items your staff will need to provide:

- **Website Statistics**

Gather statistics from your current website from the past 12 months.

- **Photos and Template for PDFs**

Collect pictures to be used in the overall design of the website. Provide a MS Word document template that features your branding / logo. This will be used when converting content into a PDF.

- **List of Departments**

Compile a list of all divisions and/or departments within your organization.

- **Applications**

Submit a list of third-party and in-house developed applications presently being utilized on your website.

- **Site Map**

Pull a site map or outline of your current website's navigational structure. This gives a clear overview of the existing information on the website, including the number and location of pages.

- **Content**

Provide a list of any content on the current primary website that must remain as is (verbatim) because of legal requirements. Continue updating the current content on your primary website.

"I think that the modules that are offered give a lot of flexibility to not only the taxpayers but our employees. We can use this site as much as a tool as the taxpayers do."

-Michael Leiker, Ellis County, Kansas



Phase 2: Website Preview Presentation

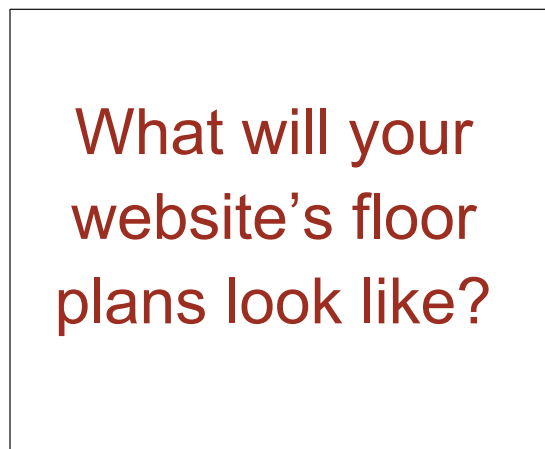
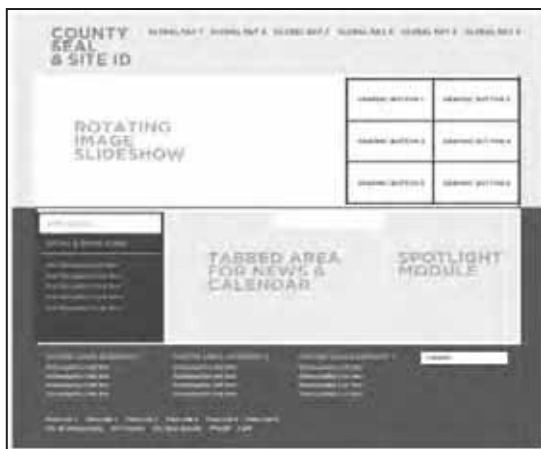
Based on your results and goals outlined during consulting, your Project Team will collaborate to present the most effective user interface for your website, ensuring a flexible design optimized to display in any format now and in the future. Deliverables include:

Layout

You will be presented with two **custom** layouts that showcase the placement of your navigation and key functionality. Very similar to the floor plan of a house, each layout will allow you to focus on where things are and if the function and proportion of the space is adequate.

Website Layout

The examples below are **not** template layouts. They were created based on specific clients' goals, during their consulting phase. Though layouts may contain the same elements, you must keep in mind that they can be arranged differently.



Intuitive, Usable Main Navigation

Simple navigation and consistent page layouts ensure that your visitors can easily find the information they seek. We'll provide you with a complete recommended navigation for your new website based on your community engagement goals and our prior experience in working with government entities.



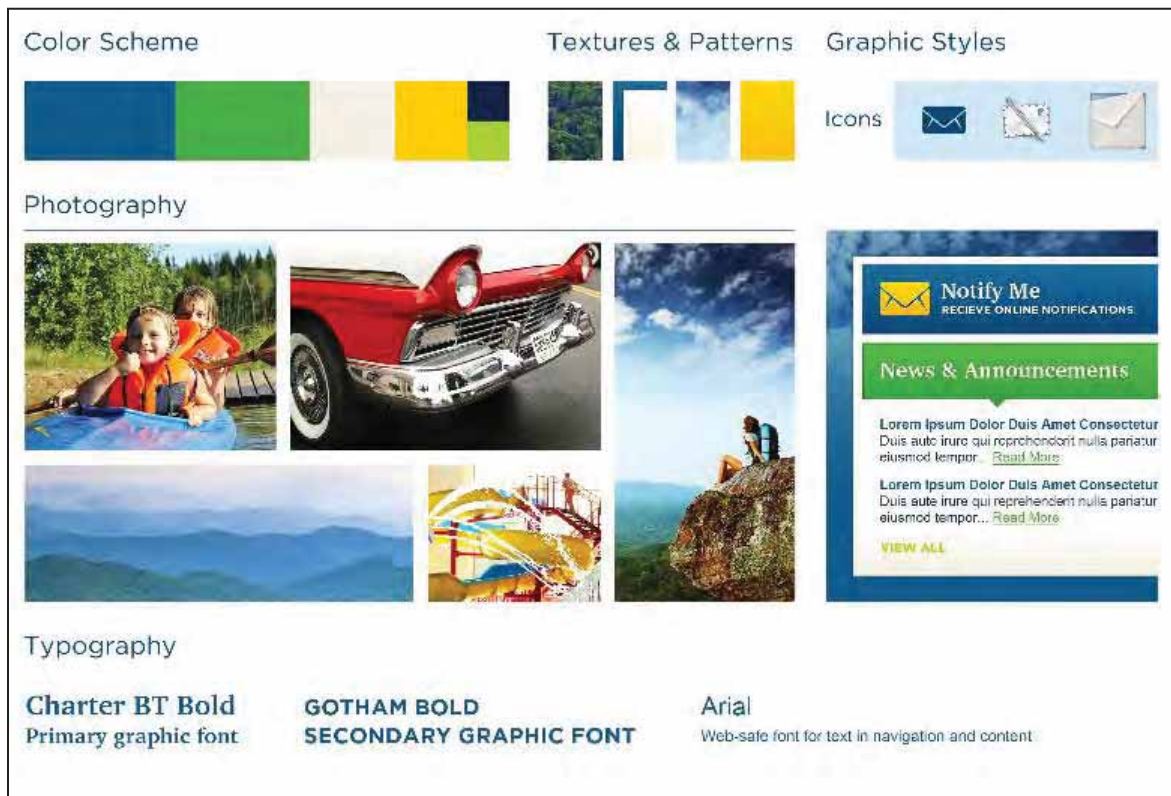
Mood Board

Your Project Team will also present a custom mood board reflecting the color and imagery that will set the tone for your design.

What is a “Mood Board”?

A mood board is a collection of colors, textures, images, graphics, text and descriptive words. These items will be applied to the floor plan you choose. Think of this as the paint that will be used on the canvas that you have chosen.

Example of a Mood Board



Your Role

- **Approval**

Once you approve your layout and mood board, your designer will begin development of your design.

- **Marketing Packet Meeting**

Review marketing packet materials and guidelines.

- **DNS Worksheet Due**

You will need to ensure that CivicPlus has all the necessary DNS items identified for your website launch to be successful.

“The design phase was great. Your design team was really great. They could take our little comments and make our design reflect our city. They were so good about making our changes and coming up with great ideas.”

- Melissa Weiss, Creve Coeur, Missouri



Phase 3: Website Reveal Presentation

Your Project Team will present a fully functional website based on your goals, our recommendations and our combined vision. The team will explain how its expertise has shaped your design and transformed your navigational structure. Your website is now 85 percent complete and, with minimal time investment, your website will be ready to launch!

Content Migration

During the Kick-Off Meeting and Phase 1 your staff had the role of updating the content on your current primary site. While you were making design decisions, our content development team will optimize and reorganize your content based on CivicPlus best practices. Content from sites other than the primary site can be migrated to the new primary site for an additional fee.

The CivicPlus content usability experts research and establish their standards from the following resources: Jakob Nielsen, www.Usability.gov and www.HowTo.gov. We will format and reorganize your content so it is easy for visitors to quickly scan and retrieve desired information. We will also bring over your agendas and minutes. There is no limit to the pages you can create after you have gone through training.

Design/Wireframe Review

You will have the opportunity to evaluate and collaborate with the Project Team on proposed changes. You can revise your design composition as many times as you deem necessary, up to the deadline that you and your project manager agree upon during the timeline meeting (the average client requests a total of three). After that deadline, your project's Go Live date will be adjusted.

Following design approval and functionality development, we conduct a review to ensure your expectations are met and website best practices are upheld. Custom designs are rarely produced in anticipation of a project. Copyright authorization and/or photography production are required unless you already have quality, usable photographs. Additional fees for stock photographs or other images are not included in the estimate.

Accessibility Compliance

Our designers and programmers automatically implement all the accessibility features necessary to ensure your site is compliant with accessibility standards outlined within Section 508. We will make recommendations on best practices for keeping your content accessible and available for all users by ensuring that, among other things:

- All menu items are clickable
- Submenus display throughout the site
- Alt tags are used for images
- Site maps are dynamically generated
- Documents and links can be set to open in the same window

CivicPlus recognizes accessibility standards recommendations made by a variety of groups, including the World Wide Web Consortium (W3C) and the Web Accessibility Initiative (WAI) as written in the Web Content Accessibility Guidelines (WCAG). Through adherence to Section 508, CivicPlus is able to meet almost all Priority One, Two and Three guidelines set forth in the WCAG. Those left unmet do not need to be addressed in order to allow basic access to content; some of the more stringent requirements of the WCAG may limit design and content development options.

Your Role

- **Approval**

Evaluate presented design and revisions until you are satisfied.

- **Content Review**

You will review your new website's content and create a list of all the items you would like to see changed. Your CivicPlus trainer will go over your list with you during training, so your staff can gain hands-on experience.

- **Training Preparation Meeting**

We will help you identify the skills and tools your staff needs to quickly and easily update your website.



Phase 4: Customized Website Training

Our goal for training is to give your staff the skills and tools they need to quickly and easily keep your website current. Trainers will work with you to ensure your staff is correctly trained. Before your site is launched, CivicPlus provides in-person or online webinar training to equip your staff with the knowledge, tools and comfort level needed to maintain the site's integrity upon Go Live.

We want to make this an enjoyable experience, while encouraging your staff to participate in learning activities that give them a comprehensive understanding of your website. Regardless of technical ability, we will help your staff gain the confidence to effectively maintain your website.

Website Best-Practice & Usability Consultation

Based on your internal daily tasks and workflow, CivicPlus consultants share best practices with your staff for delivering automated services to your site's visitors. One-on-one or department-specific task analysis is included. Each hands-on session is designed to enhance your team's communication skills and highlight their individual specialties that emphasize your public value.

Features, Module & Page Creation Training for Administrators & Content Contributors

To better understand your site's navigation and page layout and how these affect target audiences, we will instruct your staff on creating area-rights and back-end features for site administration as well as review all the modules included with your site. Your staff will learn how to create links, format text and lay out pages for usability and scannability.

Typical CivicPlus Training Schedule

Admin Training	Modules (cont.)	Modules (cont.)	Pages & Wrap-Up
Introduction to Website	News Flash	Media Center	Page Creation
Admin Dashboard	Document Ctr. / Archive Ctr.	Alert Center	Advanced Page Creation
Admin Tools	Opinion Polls	Community Voice	Assist departments and staff in page creation
Intranet	Staff Directory	Facilities & Reservations	Consult with departments and staff on further development and ways to enhance site
Urchin Statistics	Resource Directory	Forms	Wrap-up session
Set Up Groups & Users	Notify Me®	Request Tracker	
Modules Training	Jobs, Bids & OJA	Agenda Center	
Quick Links	Photo Gallery & Postcard	Featured Info	
FAQs	Slideshow	Real Estate Locator	
Calendar	My Dashboard	Carb. Calc. & Healthy City	

Training schedules vary depending on the number users to be trained and hours available but will cover the topics shown. Training manuals are available online and can be downloaded at no cost.

"CivicPlus is the company for municipal websites. I can't imagine working with anyone else."

-Krystal Britton, Hinesville, Georgia



Phase 5: Go Live

Your Project Team will provide you the information you need to prepare your site for Go Live. This is an exciting time; it is the last step before your new site launches!

Testing and Review

You typically have three weeks after training to become familiar with your site. This will allow you to add, create and make adjustments to content on your production site, as well as ensure overall satisfaction with your website. Content changes will display and function the same way before and after your Go Live date.

Upon completion of a collaborative final review of the website and a final spelling and links checkup by our Quality Control Team, your domain name is directed to the newly developed website.

We will confirm that your initial communication goals developed in Phase 1 have been met, and then your new website is launched to the public. You will continue to receive both technical and consultative support.

Search Engine Registration & Optimization

Before Go Live, your site will be registered with the top search engines. A brief description and a list of key words pertaining to your new website will provide search engines the necessary information to find the website when a user enters a search for your website.

Search engine optimization (SEO) is an important tool to improve search engine page rankings. CivicPlus uses several methods to improve the SEO of our websites. These include development of quality content, use of strong keywords and solid page descriptions. In the near future, changes are planned to further strengthen SEO for our clients. These changes include but are not limited to: user friendly URLs, optimized images and improvements to the site map and page descriptions. These changes will help drive your website to the top of search engine results.

Continued Communication

After your site launches, CivicPlus provides ongoing support. As your site grows, our support team will ensure that you receive the following resources:

- Press release creation
- Monthly e-newsletter
- CivicPlus online support
- Annual site reviews

"With CivicPlus, you're not just getting a website. It's social media, it's emergency alerts, it's my weekly blog, it's the mobile version of the site. Our website is tied to Facebook and Twitter, so updates are automatic. We're pushing information to where the people are. What good is all the good in your community if no one knows about it?"

-Thomas Russo, Newton Township, New Jersey



Responsive Design

Design is not only about reflecting your community's unique personality, but also about the citizen experience. Every day, more users visit websites using tablets and mobile devices than ever before. Those users are looking for the same content and features available on the full website – CivicPlus' responsive design capabilities open the door for a truly device-independent experience.

Through dynamic resizing of graphics and architectural elements, responsive CivicPlus sites alter their presentation to fit whatever devices citizens are using to access the content – mobile devices, tablets, laptops and desktops. There's no need for separate mobile versions of the website that may limit the amount of content that can be displayed. A responsive site covers all devices and all screen sizes. This means more than a trendsetting way to view content; it means accessibility and communicating with your citizens in the ways they expect.

In addition to responsive design, CivicPlus can meet your accessibility needs through a number of other methods, including custom mobile applications for specific smartphone or tablet operating systems and our advanced mobile detect and display technology, MuniMobile. Your project teams will consult with you regarding the possibilities of all options, ensuring your new site meets both your needs and your citizens' expectations.

GoCitizen Pro Custom Mobile App

The CivicPlus GoCitizen Pro Custom Mobile App is designed to look and work great on both iOS and Android mobile devices. Designed to keep users informed, content and alerts can be scheduled for automatic delivery. The controls are simple and easy for anyone to use. The GoCitizen Pro app is connected directly to your CivicPlus website; your content will always be in-sync with your mobile site visitors. Our professional staff makes sure the system stays up-to-date with hardware and software upgrades. This will ensure a system that is always optimized, secure and problem-free.

We work closely with our clients to match the aesthetics of their application – from the splash screen to the background imagery to the banner – with their website to create a polished and seamless theme across the different media with which your site visitors are interacting with you. ***Our mobile app is available for an additional fee.***

Benefits of the GoCitizen Pro:

- **Cross-Platform Compatibility.** GoCitizen Pro is designed to both look and work great on both iOS and Android mobile devices. The controls are simple and easy for anyone to use.
- **Push Notifications.** The GoCitizen Pro mobile app will keep your citizens informed. Content and alerts can be scheduled for automatic delivery, freeing up local administrators for more pressing tasks.
- **Fully Integrated.** The GoCitizen Pro app is connected directly to your CivicPlus website; your content will always be in-sync with your mobile citizens. Our professional staff makes sure the system stays up-to-date with hardware and software upgrades. This will ensure a system that is always optimized, secure and problem-free.
- **Custom Design.** We've got it covered. We work closely with our clients to match the aesthetics of their application – from the splash screen to the background imagery to the banner – with their website to create a polished and seamless theme across the different media with which your citizens are interacting with you.
- **Emergency Alerts.** Alert your citizens about emergencies in the community quickly and efficiently right to their mobile devices.

MuniMobile™

CivicPlus' MuniMobile™ feature ensures that your website will have a mobile-compatible version, automatically, with no extra work required. Given the near-ubiquitous demand for full-mobile sites, ***CivicPlus offers this functionality at no additional cost.***

The design, navigation and content of your website will be automatically configured in such a way that a person viewing the site from a mobile device will still be afforded the same ease-of-use and intuitive setup as if they were navigating the website on a computer, with an option to view the full website available as well.



Ongoing Training & Support Opportunities

We want your website to be an investment that holds its value over time rather than a big expense that you have to budget for every few years. We apply this same thinking to our approach toward training and support, too. After the launch of your website you should be able to keep current staff as well as new-hires trained and supported as they update and maintain your site. CivicPlus offers ongoing training and support, as well as the incredible resource of more than 1,600 other municipalities that use the CivicPlus Government Content Management System (GCMS®). Stay up to date and always informed with unlimited access to the CivicPlus Connection.

When you join the CivicPlus community, you're connecting with our entire staff as well as a network of more than 1,600 cities, counties and other government entities that use the CivicPlus solution. CivicPlus Connection – a social network for CivicPlus users – invites our customers to engage us and each other even more!



By logging onto CivicPlus Connection, you can:

- Earn different levels of CivicPlus certification, from contributor to webmaster, at our online testing center
- Access online training manuals and videos to learn the tips, tricks and processes to become the expert at creating the best website for your users in the CivicPlus University section
- Attend webinar series for refresher trainings or for sneak peeks at the newest features and functionality in development
- Try to stump the CivicPlus trainers with a question
- Share ideas and contribute to bettering our community through opinion polls, surveys and group discussions
- Stay up to date on the latest trends in web technology, design and government processes through blogs, webinars and informational updates tailored to local government professionals
- Access our always-available online support center for our clients
- Signup to be a part of the CivicPlus beta testers to get your hands on the newest features and functionality first

The CivicPlus Connection is another exciting benefit to the CivicPlus client experience and available only for clients who have been through initial training.



Resource Center

With CivicPlus, you will discover a team of people ready to help you at any time. We are not just with you for the development, design and launch – we will be here year after year to respond to new needs and new opportunities for you to build your site into the best site it can be.

Community Engagement Consultants

CivicPlus has a team of Community Engagement Consultants to help you implement the tools needed to successfully meet the level of Community Engagement that you desire. Upon website Go Live, you will have a dedicated member of this team to help you keep up on new CivicPlus products and optimize your site. This specialized team member can provide you with further information on how to engage your citizens, utilizing the tools that CivicPlus has put into place on your new website.

Around-the-Clock Technical Support

Our support personnel are ready to answer your staff members' questions and ensure their confidence in using our site. When you choose CivicPlus, our knowledgeable staff is available from 7 a.m. to 7 p.m. (CST) to field your calls and emails, and emergency services are available after regular hours with our on-call staff 24-hours a day.

In addition to fielding support requests, CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity and the internet in general, our personnel often identify and correct issues before they even affect our clients' websites. Our expertise in website management provides assurance to our clients that their site is in good hands.

Maintenance & Support Includes:	
Support	Maintenance of CivicPlus Application & Modules
7 a.m. – 7 p.m. (CST) Mon. – Fri. (excluding holidays)	Install Service Patches for OS
24/7 Emergency Support	Upgrades
Dedicated Support Personnel	Fixes
2-hour Response During Normal Hours	Improvements
Usability Improvements	Integration
Integration New and Upgraded Services	Testing
Proactive Support for Updates and Fixes	Development
Online Training Manuals	Usage License
Monthly Newsletters	
Phone Consulting	
CivicPlus Connection	

Automatic CivicPlus Software & Module Updates

All CivicPlus customers receive the benefits of new features and upgrades that we add to our ever-growing Government Content Management System (GCMS®). The core of the CivicPlus product offering grows with you and your community, ensuring that your site never grows stale and that your website is truly an investment.

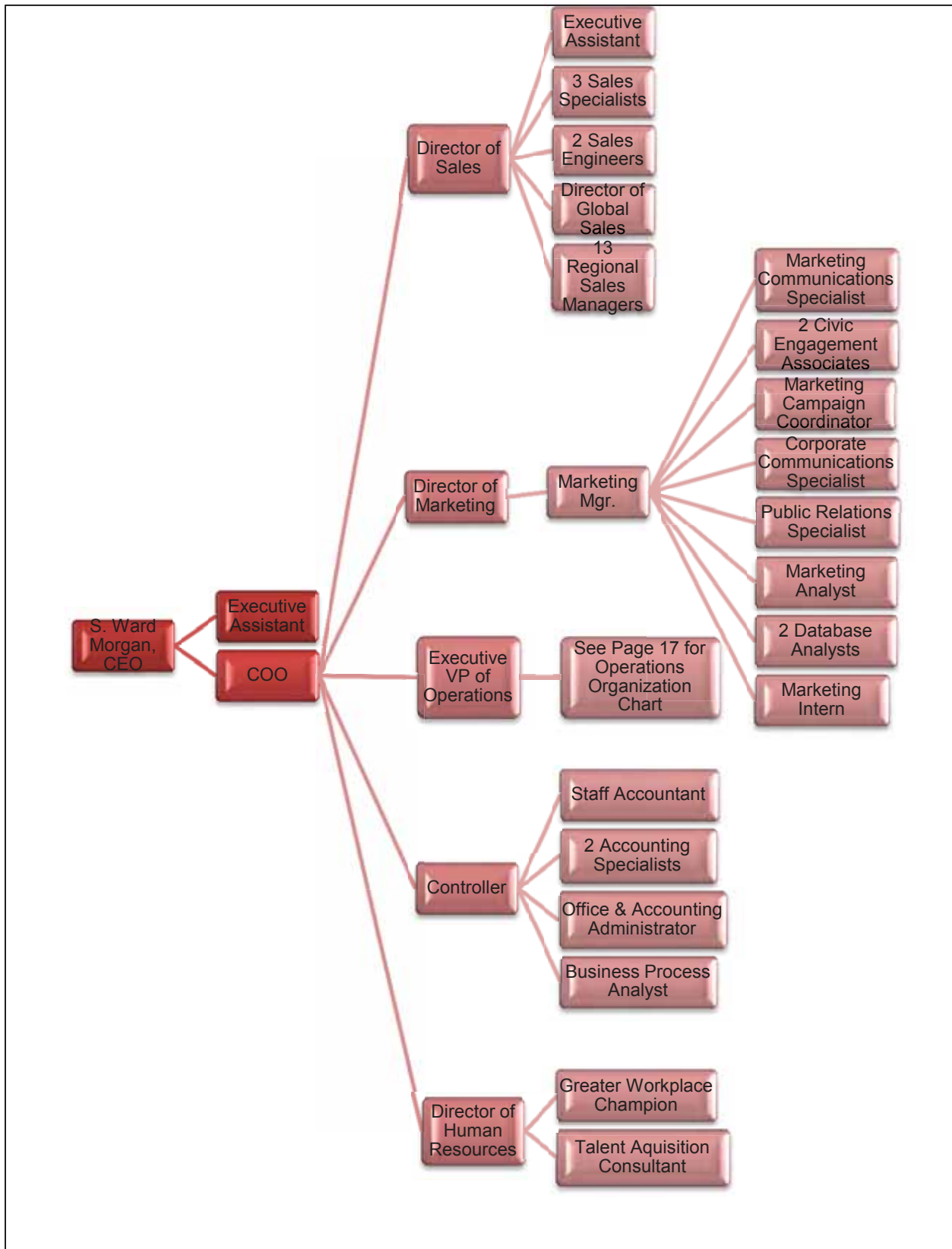
Mobile Website Detection & Browsing

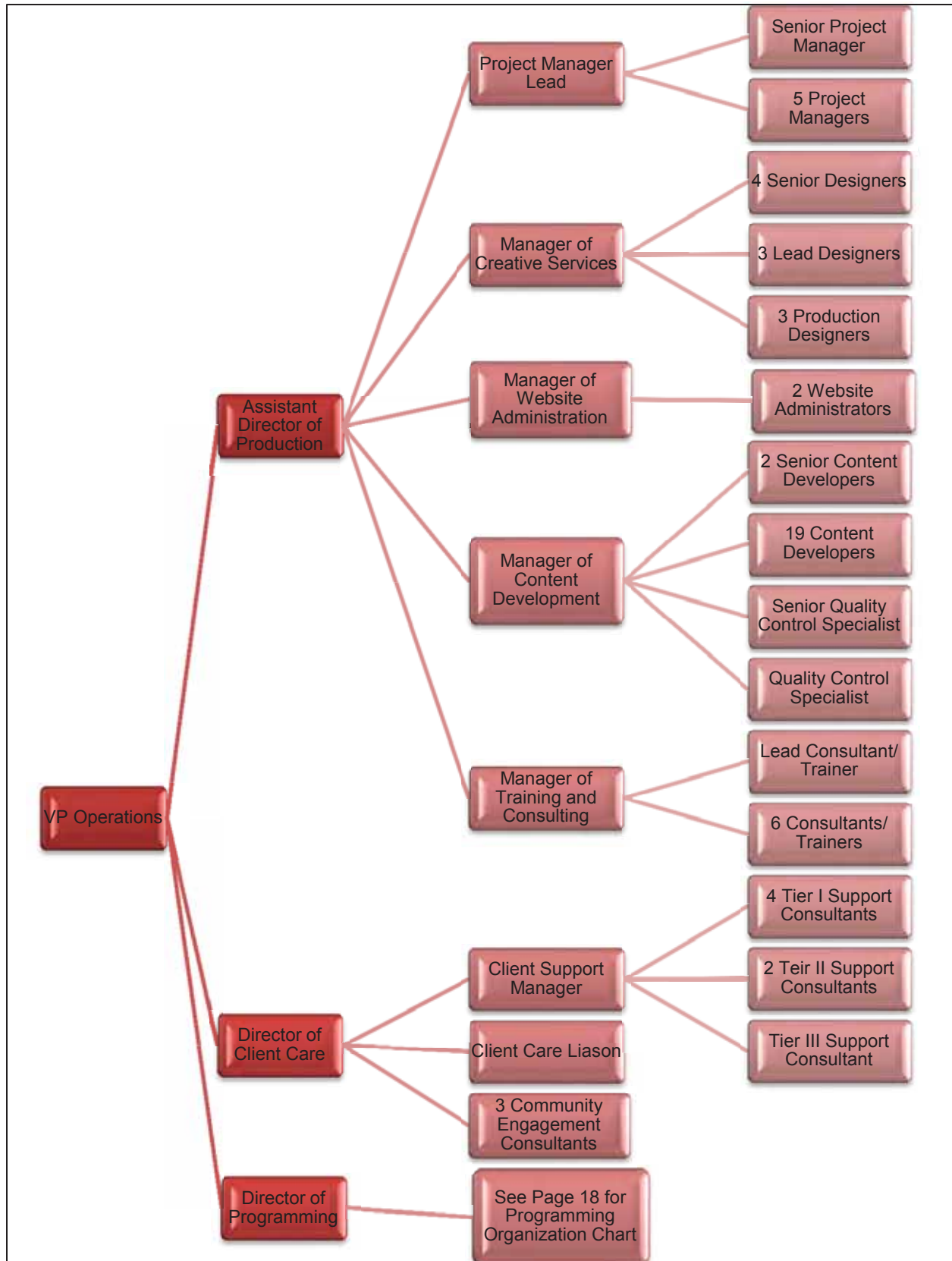
Mobile browsing is automatically available with a CivicPlus-developed website, meaning your residents can easily access and refresh your site and its important content from any mobile platform, such as their iPhones, Androids, Blackberrys, etc.

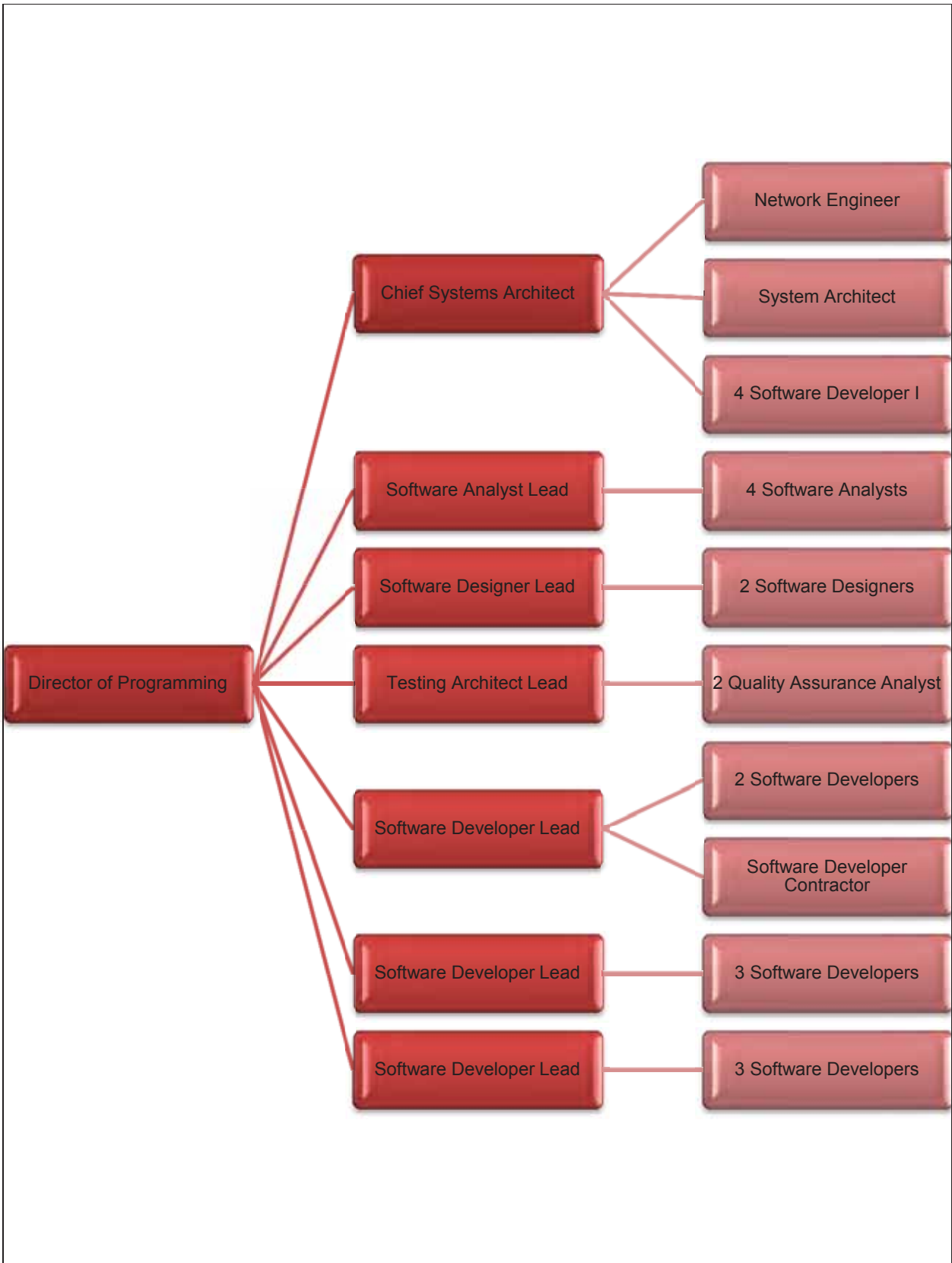
Software Licensing

No programs or software are necessary to install, meaning you and your staff can update the site from any internet connection or platform (Mac or PC) at any time. Wayzata will **not** pay money per seat to install software. You can have an unlimited number of users in the system. Citizens Request Tracker is limited to 5 users; additional user licenses may be purchased.

Management Volume









CivicPlus Features & Functionality

Developed for organizations that have a need to update their site frequently, CivicPlus provides a powerful government content management structure and website menu management system. The system allows non-technical employees the ability to easily update any portion of your website instantaneously. The CivicPlus Government Content Management System (GCMS®) utilizes Microsoft SQL Server, ASP, JavaScript and HTML for web development.

No HTML knowledge is needed to update your website. However, if desired, HTML code can be used throughout the website for advanced users.

With extensive web applications in place, continual enhancement and an easy-to-use interface, our clients are the proud owners of their websites and are excited to be part of the CivicPlus community.

Additional benefits of the CivicPlus GCMS® include webpage version controls, customizable levels of user-rights, searchable data, accessible customer support services, instantaneous functionality updates, comprehensive security and much more.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

Modules are constantly being developed and upgraded to meet the needs of our clients. A list of our modules follows.

Core GCMS® Modules

Agenda Center

The CivicPlus Agenda Center is an all-inclusive agenda creation module. No longer will you have to build your agendas in a word-processing program, print it out and pass it around the office for approval, export the final version to a PDF and then upload it to the website. Agenda Center allows for the creation and management of the entire agenda process, from submitting preliminary items at the departmental level, to a robust and easy-to-use workflow, to the publishing of the agenda live to the public – one smooth and seamless process.

The Agenda Center not only offers a one-stop-shop for agenda creation, but upon publish of the approved agenda, a template for the minutes of that meeting can also be generated.

Additionally the Agenda Center ties in with the Archive Center, so published agendas and minutes can be placed in an Archive Center category for immediate storage. You can also update your residents in a fast and timely manner by using the Notify Me® module to send email and text message updates of published agendas and minutes.

Archive Center

The Archive Center has been developed specifically for the storage and retrieval of agendas, minutes, newsletters and other date-driven documents. Archives can be searched by date, category or keyword, and the unique “View Most Recent” link functionality on your website pages automatically pulls the most recently uploaded item every time you add a new document within that category.

Business/Resource Directory

Think of the Business/Resource Directory as the Yellow Pages of your website, as it provides site visitors with links to and information about organizations and services within your community. Site visitors can search by business or organization name or category, and entries can be organized by business (Yellow Pages-style) or by category (topical directory-style).

The module can display useful information such as a description of the business/organization, link to an interactive map, address, phone number, email and link to the business’ website. Citizens can also download the included iPhone App at no cost, allowing them to search for businesses or services on the go.

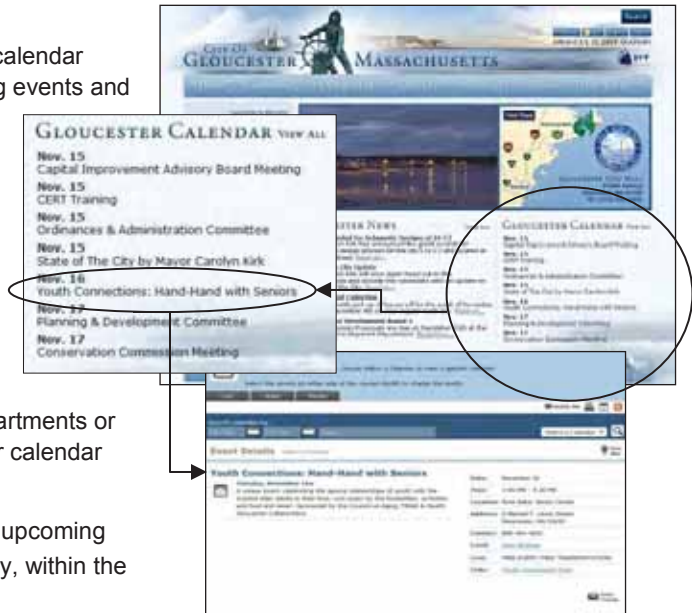


Calendar

The Calendar Module allows administrators to set up calendar items to help keep the public informed about upcoming events and meetings in your community. Events can be set on a one-time basis or as recurring events for multiple months in advance, with short descriptions and hyperlinks to display the event details. The calendar recognizes the current date as the starting date for the display of events and provides easy navigation to future events. Multiple calendars are available.

Department Calendar: Any page on your site can display the most current calendar items in a special content area, great for departments or sections of the website that wish to have their calendar events appear on their page(s).

Featured Events: You can draw attention to upcoming events using the Featured Events functionality, within the Calendar module.



The Calendar supports multiple views, including a monthly view that displays all the events in a month.

Document Center

The Document Center is a document storage center that allows for a variety of file types (e.g., PDF, spreadsheets, pictures, video files, sound clips and more) to be downloaded or viewed by the end user, allowing for easy access for your site visitors. Instead of bogging down your employees with requests for documentation, site visitors can locate the forms and documents they need easily online. Your employees can easily add new documents and direct residents to the information they requested online, without sending out extra paperwork. Moreover, all files are organized by our structured filing system of folders and subfolders, keeping all of your information easily obtainable by your citizenry 24/7.

Frequently Asked Questions

Help your citizens reduce time-consuming phone calls or trips to government offices by answering commonly asked questions through your website. Frequently Asked Questions (FAQs) – which can be organized by departments and/or category – may be added to any page of your website and can be set up to link to additional information or documentation for easy reference. FAQs have their own search feature, so your site visitors can easily find answers to the questions they ask the most.

News Flash

The News Flash Module provides an area where important and timely news and announcements are posted. Any department may utilize this module for posting information that is specific to their department, like a change in meeting location, results from an election, rainout announcements for sports fields and more. News Flash is a dynamic page element that may be placed on any page, and each News Flash item has its own start and expiration date.

Opinion Poll

The Opinion Poll Module allows you to interact with your site visitors. Once a user submits their vote, poll results are displayed. This is a popular module and is an easy way to keep people coming back to see what's new on your site.

We recommend that the poll questions be non-controversial, as results are not scientific. The results may be used to provide website decision-makers with valuable information in order to make informed decisions. Also, using the Opinion Poll Module demonstrates even further the true interest your municipality has in its residents and stakeholders.



Photo Gallery

The Photo Gallery Module is designed to allow you to store and display photographs in a central location to showcase to your citizens and the world the best that your community has to offer. Photo Gallery helps your website become the place to put your community's best face out there and to attract new citizens to your area. Users will be able to:

- Explore your municipality through albums and favorites
- Browse your featured photos and events
- Share with friends or send as postcard
- Submit images
- View images as thumbnails or full-size
- Write descriptions with each photo
- Search the Photo Gallery
- View a slideshow of photos
- Give photo credits
- Give images "thumbs up"



You can use the Photo Gallery to store and organize photo files by department, division, and/or event. Like the Document Center, you can store as many pictures in as many albums as you like.

Quick Links

The Quick Links Module allows you to place links to related and often-requested information directly on the page of your choice. The entire collection of these links is contained within the actual module, and is unlimited in the amount of categories and links that you can provide to your users. The links can be to interior pages of your website, to documents and forms, or to outside websites. You can organize the links by category or item and can set them up to auto-publish and unpublish.

Spotlight

The Spotlight function creates additional space on a webpage that allows you to highlight important text or widgets in a compact, easy-to-update module. The information posted with this module can relate to one or more pages.

Staff Directory

If the Business/Resource Directory is your website's Yellow Pages, then the Staff Directory Module is the white pages. A time-saving resource for your residents, Staff Directory provides detailed contact information for your staff and various offices all in one place, decreasing the number of calls requesting contact information. You can include as much or as little employee and department information as you deem necessary; plus, Staff Directory entries can be linked to pages throughout your site, providing quick access to a specific department or employee's information.

Employee information can include title, biography, photo and contact links via email or form submittal (email addresses are blocked from email harvesting programs). Website users can search the directory for a specific employee by last name, first name or department.



Transaction Modules

Bid Postings

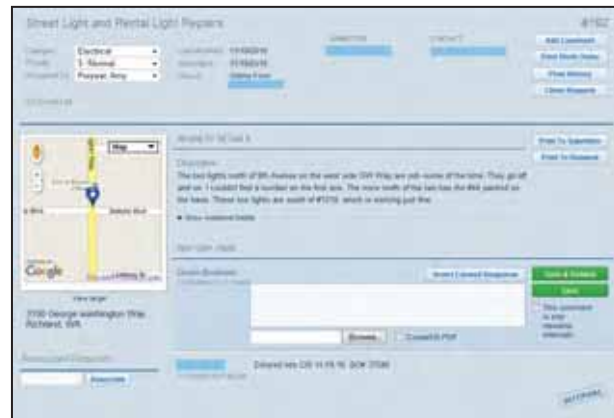
The Bid Postings Module provides a simple and easy-to-use method of posting and organizing bids, RFPs and RFQs online for vendors or local contractors that are interested in providing products and services to your community. Provide links to upload the full RFP package, links to related web pages or post other bid details like the scope of work. Bids can be searched by category, title or closing date and by open, closed, cancelled or awarded. This module is integrated with the Notify Me® Module, allowing site visitors to sign up to be notified when new bids are available or when bids are updated let interested parties know of amendments, cancellations and to whom the bid was awarded. Bids can also be set to automatically expire (become unpublished) from the site if you so choose.

Citizen Request Tracker™

The Citizen Request Tracker™ (CRT) is a powerful tool that facilitates interoffice and government-to-citizen communication and workflow concerning requests reported by residents. Site users create a profile and submit requests or complaints, view pending issues, reopen closed issues, request additional information and more. Once a profile is set up, contact information is automatically filled in when a site user submits a new request. Furthermore, problems reported over the phone can be manually entered into the system for increased efficiency. Marketing the CRT™ system as the primary tool for communication on problems and requests in your area will allow you to reduce staff time spent on addressing issues by hand and will allow your constituents to interact with your staff any time of the day.

The CRT™ System Makes It Easy To:

- Add comments and action items
- Assign the request to a staff member
- Review the history of the issue
- Send messages to the constituent
- Close the request
- Print and/or export statistics and reports
- Print work orders
- Generates efficiency statistics and reports
- Export data in CSV or tab-limited format



ePayment Center

Integrate eCommerce on your website with no third-party store to setup, and save your citizen's time and effort by affording them the opportunity to pay for services directly through your website. You have the ability to customize or make changes to any form that you create to take in online payments such as registration fees, pool passes, etc. Email notifications are sent out to both customer and client when a transaction is made. Financial reporting through our trusted PCI-compliant partner is also available with the click of a button.

Facilities & Reservations with Activities

The Facilities & Reservations Module allows the site administrator to display local facilities and their amenities and to manage their availability to the public. A site visitor can search for facilities by type or amenities available, review the amenities for each facility, retrieve location information with mapping integration (ESRI, GIS, Google, etc.) and easily reserve the facility. Search results will offer additional options such as admission requirements, handicap accessibility and how to reserve or make payments.

A description with details of the facility (location, contact information, photographs, video, map, handicap accessibility, rental availability, etc.) display within each facility's listing, with your staff able to allow for online reservation requests and interactive calendar to view and manage online reservations.

Site visitors can also register for classes offered by Wayzata. You will be able to create classes, display class schedules, limit the number of persons that can sign up per class, and email those who have registered for specific classes. This module is integrated with the Form Center and e-Payment module for streamlined reservation and class registration processes.

Form Center

Having online forms makes it easy for you to receive useful information from your community and for your community to complete tasks online. These completely customizable forms can be used as a means for citizens to contact you with questions, requests and feedback or to sign up for various events and activities. You can have as many online forms as you need with this module, creating forms easily from scratch or from our library of sample online forms. Various field options include long answer, radio button, drop-down lists and multiple choice (among others), with formatting options that include font colors, background colors, text alignment and more.



You can preview forms as you create and edit them instead of sending it to someone else for changes. The Form Center lets you develop every aspect of your online form with no programming knowledge necessary through a simple drag-and-drop interface.

In addition to being able to create your own form, you can track your forms through your website! No more lost emails and sorting for statistical data through multiple emails. Any form submitted on your website can be received via email to as many people as you wish and/or be kept in a backend database with basic analytical reporting available. This data can then be exported to Microsoft Access, Excel or other database software.

Job Postings

Display available jobs within your organization on your website in an easy-to-search-and-retrieve format for your site visitors. The Job Posting Module allows you to provide as many details as you like and link to a number of files supporting the available position(s), with the ability to allow the visitor to download a job application and email their resume to the person/department of your choice. Website visitors can sort jobs by date or job type, and can sign up to be notified of new jobs through the Notify Me® Module. You can also choose to allow for online applications using the Online Job Application Module.

The Job Postings Module can also be set up to allow employers within your community to be able to post their own available job openings in a controlled environment on your website, helping to boost your community's economic standing and further make your website the hub of information within your community.

The Job Postings module can be seamlessly integrated with the CivicPlus Human Resource Management System (HRMS) a comprehensive suite of tools for applicant tracking, assessment, onboarding, and performance management, *for an additional fee*. Additional information about the CivicPlus HRMS is available upon request.

Online Job Application

Save yourself and your residents' time, save paper and give your website users instant access to apply for available positions with the Online Job Application Module.

Allow applicants to apply completely online by filling in the application, attaching supplemental paperwork and submitting to your HR department, with applications time- and date-stamped. Applicants can also create an online profile, which allows them to update their application and apply for other jobs without filling out multiple applications.

Your staff can be notified by email when a new application has been received, which then allows you to view, sort and download submitted applications. And fear not about lost applications – they're kept in a database on the website for easy retrieval.

The CivicPlus HRMS can be integrated to provide additional online job application customization and a workflow solution for managing the hiring process, *for an additional fee*. Additional information about the CivicPlus HRMS is available upon request.



Real Estate Locator

The Real Estate Locator helps attract incoming businesses and residents by providing a one-stop shop for available real estate listings in your community. Properties – commercial or residential – can be organized by and searched for by neighborhood, street or zone, and price range.

Additionally, the Real Estate Locator can be set up to allow realtors and brokers the ability to post their own available properties in a controlled environment on your website, further helping boost economic development.

Interactions & Communications Modules

Alert Center

The Alert Center provides an efficient and noticeable way to get important news out to your community, whether it be local inconveniences like street closures and road conditions or critical, up-to-the-minute emergencies like flood warnings and Amber Alerts. With one click, graphics and information can be activated on your website from a variety of layouts that best fit the alert's importance, with public notifications sent out through email, text message and social media.

When a user clicks on an alert that is displayed on the site, they will be taken to the module information that details the alert, as well as provides photos, links to other resources and a history of updates.



Blog

The Blog Module helps open up the lines of communications between administrators and citizens, increasing government transparency and citizen interaction. The Blog features the option to allow citizen comments for feedback (comments can be moderated before being published to the website).

Carbon Calculator

Help your website keep up with green initiatives by allowing your citizens to track their carbon footprint.

Healthy City

Help keep your citizens more health-conscious by giving them a way to track their daily and weekly exercise routine.

Media Center with Live Streaming Video

The Media Center Module provides an affordable way to upload video files and stream live video right through your website without the need to purchase costly third-party solutions.

Media Center is optimized for the storage of video files, but it takes you a step further by providing an avenue to stream meetings, demonstrations and events right through your website. All you need to get started is a camera connected to a computer with internet access.

This unparalleled offering from CivicPlus comes standard with our product with 10 GB of storage (roughly 40 hours), something our competitors simply cannot match.

My Dashboard

With My Dashboard, residents and users can set up a profile on your website that allows them to pick and choose the information that automatically becomes fed to their dashboard upon site login. In one simple and streamlined view, your users can immediately see important news, available job openings, keyword searches, favorite pages, calendar feeds and much more.

Your users will be able to login to My Dashboard using the Facebook Connect feature, negating the need for multiple usernames and passwords.



Notify Me®

Community Voice™ is an interactive module that uses citizen sourcing to create dialog on your site while allowing you to showcase things you are implementing in your community. The module encourages citizen idea submission, engaging discussions, voting, user recognition and more. Your site administrator creates general topics that citizens can provide input on. Citizens can create a user account through My Dashboard to submit their ideas, leave comments and vote other ideas up or down within each topic.



With Notify Me®, visitors can sign up to be notified via email and/or SMS text message about community activities, meetings and other updates to your website. Users can self-manage multiple subscriptions at once, and unsubscribing is easy. You can send out unlimited emails, and the first 500 text message subscribers are free, with the option to add more for an additional fee.

This module automatically integrates with our Alerts Center, News Flash, Calendar, Job Postings, Bid Postings and Blog modules. Also, administrators can create as many Notify Me® lists as they want.

Notify Me® supports HTML and plain text versions of email messages, and newsletter templates can be created for added presentation quality.

You can set up notifications as drafts and set them to send to subscribers at a specified date and time. Additionally, most current subscriber notification lists can be imported to our system, while the email lists created by your CivicPlus system can be exported for other files and/or purposes.

All of these features make Notify Me® an excellent and valuable communication tool for your website, allowing you to continuously stay in contact with your residents by sending them important information updates that they are interested in receiving.

Postcard

Highlight your community by giving visitors the opportunity to email virtual picture postcards with personalized messages.

Social Networking & Gov 2.0

CivicPlus understands the importance of Gov 2.0 and how social networking sites like Facebook and Twitter help governments connect with their residents in unique and innovative ways. From community-centric pages on Facebook to real-time Twitter feeds that can deliver emergency alerts, we are dedicated to helping our clients integrate their web content into the most dynamic social media sites and make their marks in the world of Gov 2.0. Other social networking sites (such as LinkedIn, YouTube, Pinterest, etc.) can be featured on your website as links to your organization's profile on those particular websites.

Facebook and Twitter

Many governments are finding Facebook to be an essential part of their online presence, as it provides another avenue to share news, announcements, events, pictures and videos with a wide range of regular site visitors. CivicPlus can create your Facebook page and sync your website to your Facebook profile to automatically publish news and calendar events on Facebook with a link to your website for more information.

Twitter's short, 140-character "tweets" offer a way for municipalities to distribute information quickly and effectively. CivicPlus can link your website to your Twitter account for automatic publishing of news and announcements such as road closings, meeting schedules and emergency notifications.



Administrative Features

Feature	Description	Benefit
Instantaneous Updates	Updates are posted to the live site in real-time once the administrator publishes the page.	Timesaver – Ensures your site is communicating the most up-to-date information.
Browser Based	No installation of programs or software needed, meaning you and your staff can update the site from any Internet connection or platform (Mac or PC) at any time.	Convenience – Updates can be made anywhere at any time. Money Saver – Does not charge a per seat rate to install software.
Mobile Updates	Immediately update your site from any location with urgent announcements using your tablet.	Crisis Communication – Warn audiences of crisis situations from anywhere at any time.
Action Items	Direct access to a queue of items waiting to be published or reviewed by the administrator provided immediately upon login.	Convenience – Helps the administrator stay organized and timely with the site.
Site Search and Site Search Log	Powerful site search automatically indexes all content making it easy for all visitors to find information. This feature also keeps a log of all words that are searched by your visitors.	Knowledge – The search log serves as a tool in making decisions about updates and upgrades as well as placement of key items on the homepage.
Automatic Alt Tags	Built-in features ensure your site is Section 508 compliant.	Convenience – Editors do not need to know Section 508 requirements as the system will automatically format to accommodate for Section 508 compliance.

Application Programming Interfaces (APIs)

We have nearly a dozen application programming interfaces (APIs) scattered throughout the system and continue to build more to make integrations with the GCMS® and disparate applications as straightforward as possible. It's this "open architecture" approach that allows your IT staff and programmers to spend time creating applications and systems that are specific to your community's needs and tie them into the site, using the site itself as a sturdy platform on which to build. Maintaining the site's base code will fall on CivicPlus' shoulders, saving you time, effort and, most importantly, money.

Bad Links Identifier

You may not be aware of any broken links on your website, but your guests are. This module creates a list of the broken links on your site when they are accessed. It also allows a site visitor the ability to enter comments concerning how they accessed the page. On the administrative side of the system an asterisk alerts you that a comment concerning a bad link has been posted.

Content Creation

Recognizing that not all site administrators possess high levels of technical expertise, the CivicPlus GCMS® makes it easy to add new content, edit old content, and keep page layout consistent through use of our WYSIWYG editor.

This front-end edit feature makes updating website content even quicker and easier, as users have point-click-edit access to information, right from the front-end of the website. To edit content, all you have to do is follow the steps below.

Step 1: Find the page creation icon, and click on the area of the website that you wish to edit.

Step 2: Make changes to the website, then click 'Save'. Changes are immediately reflected on the site.

A great tool for users to update the website from the public view, CivicPlus' Live Edit allows you to see where your information will be posted before you make any changes. If you would like to move a page under a different department or move the entire department section of your website to a different location, just follow the steps below.



Step 1: Find the page creation icon, and click on the section of the navigation you wish to move.

Step 2: Drag-and-drop the page or section in its new location. Changes are immediately reflected on the site.

The page content creation functionality is separate from the overall design of the site; the content will reflect font sizes and styles associated with the various heading levels and content types. Content changes will not affect the design, though the site breadcrumbs, page structure and sitemap will dynamically update upon publish of any content changes.

Unlimited pages can be created with the CivicPlus GCMS® and there is no limit to the depth of pages that can be created. You are responsible for the depth of navigation. With mega menus and dropdown and pop-out menu functionality, you can essentially get to any page on your website within a single click if you desire.

Content Library

The Content Library features galleries full of templates and pages all at your fingertips. It is a way for you to create and share page templates and layouts between coworkers, departments or with the entire CivicPlus community. The Fire Department is not sure what pages to include under their section? Find examples in the Content Library. Want to share a great page that you made on your website? Share it with the entire CivicPlus community.

Templates and pages are categorized by type or department and available in all site sizes. CivicPlus includes its own personal picks and best practices for each type and department. Pages and templates can be voted on and rated by your peers, with the ability to view top downloads and top contributors from the entire CP community. The highest rated and downloaded templates will have their creator placed in a CivicPlus Hall of Fame.

Content Scheduling

When creating an entry, simply select the date and time desired for the material to publish and/or unpublish. Material can be set to auto-unpublish or it can be manually retired.

Every aspect of the system has the ability to have expiration dates. These dates are logged in an Expiring Items Report and can have an automatic email sent to you 72 hours before it is set to expire. When items expire they are unpublished from public view but will remain in the system until someone manually removes them from the archive. This allows you to bring the page back at any time with updated content.

Content Versioning

The GCMS® includes version control, a history log for reviewing changes made within the system, file locking through our permission system and an archive of all published content so that previous versions can be accessed or used, if necessary.

Archived content can be viewable by the public if desired, but is typically not shown on the public-facing side of the site and just housed within the Archives. Administrators and staff with module access may access those archives; others will not see them.

Dynamic Layout

The layout for your website is determined by you and the designer. The placement of navigation and dynamic areas are important in guiding site visitors to key information quickly and easily. Our consultants make recommendations based upon website-user studies and research on best practices.

Dynamic Page Components

Events Calendar, FAQs, Opinion Poll, News Flash and other new features may be included as dynamic page components. Dynamic Page Components may be placed on any page and will help dedicated areas of the site appear as its own website. For example, the entry page for your Parks and Recreation Department can be customized with specific lists of events, FAQs and news announcements pertaining to that department.

Dynamic Breadcrumbs & Site Map

When a user visits your site, Dynamic Breadcrumbs are used to show their location within the website. Breadcrumbs are automatically generated by the CivicPlus system. This feature assists a site visitor in understanding the site



structure and navigation. A dynamically generated site map automatically updates itself to your menu system. So if a menu item is renamed, added or deleted in your navigation, the site map will reflect those changes.

eCommerce Integration

While CivicPlus does offer our ePayment Center, we also work with numerous trusted third-party payment processors to handle payment and account information, allowing your citizens to easily log on and pay bills ranging from property taxes to utilities. The payment processor used for transactions is dependent upon the municipality's wants and needs, with every effort made to ensure a clean, seamless on-site presentation of the payment portal.

Of the vendors that we've worked with, many allow for one-time credit card or debit card payments, payment through the Automated Clearing House (ACH) network and even Interactive Voice Response (IVR) payment options via telephone. Many give users the option for automatic bill payment, with payment being automatically withdrawn from the specified account on a certain day each month. These payment processors feature payment and usage reporting, and all of our eCommerce partners meet the Payment Card Industry's Data Security Standard (PCI DSS). Integration of third-party vendors is subject to scope and additional fees.

History Log

Easily track changes made to your website by all of your users with the History Log. Track changes made to items in your Page Menu, Archive Center, Document Center and more. History Log information is searchable, sortable and exportable.

Integration/Interfacing

CivicPlus has performed a variety of integration services for our clients, all of which work cohesively with most third-party software applications. The CivicPlus GCMS® is different from other standard design programs, in that we have the ability to link with most software or databases you are currently utilizing. Systems such as purchasing, taxes, assessment and utilities have been developed for many of our clients.

Integration can take place on varying levels, from simply linking to a third-party-hosted site to dynamically drawing in content from other existing sites to actual custom programming to integrate services into our GCMS®. Our typical method of integration involves dynamically scraping content from an existing web application, allowing continuously updating content or form fields to access an application to be drawn directly into the CivicPlus-created site.

If a web interface currently exists for an application on a client's web server, we recommend moving it to a third-level domain so that it can remain active when the CivicPlus site is launched; CivicPlus can then draw in that content from the third-level domain directly into the primary site at a lower cost than actual integration into the GCMS®.

If true integration rather than interfacing is required, the project will need to be more fully scoped and additional charges may be incurred.

Intranet

We can set up an Intranet for your site to be used by employees or other groups that need to share non-public resources. An intranet is a secure location on your website that allows employees to login and access information specific to them, and you have the ability to set up multiple Intranet groups with varying view rights.

Most modules available to the public on your site are also available for use on the Intranet. For example, you can use the Calendar Module to notify employees of work events; FAQs to answer questions about wages; Notify Me® to send notification of flexible benefits deadlines; and News Flash module to let employees know of births, marriages and other personal events.

Levels of Rights

Most information is constantly changing and needs to be updated frequently. With CivicPlus, each department is capable of updating their own content. Even though each department can update their own information and web pages, the menu structure, top of page, banner and navigation throughout the site remains the consistent.

A central administrator is given the ability to establish groups with specific rights and capabilities to update the website. Users are then assigned to those groups based upon the role they will have in updating the website. Users



of the administrative system may be defined as publishers or authors of the content, or as administrators of modules. A central publisher for each department can then approve the pages.

LDAP Authentication

LDAP authentication provides our clients with a powerful and simple way to manage users and permissions within our system by syncing your website up with your existing active directory database, negating the need for multiple user upload and sign-on. Features of this functionality include:

- Log on with existing network account credentials
- Automatic user creation
- Automatic permissions setup
- Integrate with other non-LDAP authentication systems
- Easy-to-use “remember me” sign-in
- Security features like “next required login”

Because LDAP authentication requires custom programming time, **additional fees apply.**

Link Redirects

This is helpful in marketing an area of your website by creating a web address that is easy to remember. Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>. A more obvious link is great for print materials and much easier to tell people how to find a particular page on the website.

Maps – Clickable, JavaScript or Flash

Help website users find commonly requested information such as:

- Bus schedules
- Parks
- Walking tours
- Bike paths
- Trash pick-up schedules
- Location of highways
- Tourist attractions
- Education information
- Major employers
- Demographics



Maps can be customized as simple, clickable maps through the use of our Image Map Editor, or more sophisticated JavaScript or Flash (additional fees required for Javascript or Flash development). Either one provides a great way to present your community to web visitors.

Portal Page Development

Portal pages are often developed to bring numerous site resources together into one central entry location. Creating a graphic overview, the portal provides direction to a diverse group of site visitors while reinforcing your website's key message. Portal pages may be simple links or may be developed using animation such as JavaScript or Flash programming. Because there is additional design and programming time involved with portals, additional fees apply.

Printer Friendly

Our printer friendly functionality does more than simply call the browser's print command – it separates the critical content from the template so as to give a clean presentation of the information that needs to be printed without the menu structure and banner information.



RSS Feeds

RSS stands for Real Simple Syndication, and in short, it's a way of bringing your site to the people rather than waiting for them to come to your site to find out new information. When a user signs up for RSS feeds, they receive email notifications of the latest news updates without having to visit your website. RSS begins by downloading a free reader and then subscribing to the feed. Then, as often as the website is updated, the subscriber receives notifications of these updates at their earliest convenience.

Site Search

On the public side of the site, we supply all our clients with a robust site search with advanced search features. The CivicPlus Site Search will search through web pages on your site, PDF documents, any module entries and document files. Video and sound files are searched by name. The Site Search organizes the results by the type of information (calendar item, web page, Microsoft files, PDF documents, etc.)

With the Site Search Log, site administrators can review a history of searched-for words by frequency, date, time and exact terms input by site visitors. This is a helpful tool for your site users and also a means of keeping your staff in-the-know of what items are being regularly searched on your site.

Supported Browsers

Websites built by CivicPlus are viewable in all common browsers; however, they are optimized for administrative use with Windows 2000+ and supported in the two most recent versions of any major browser including: **Internet Explorer, Firefox, Safari and Chrome.**

Website Statistics

In order to review how your site visitors are using the site, administrators will be trained on the use and analysis of the web statistics, which are provided through Piwik Analytics. Important information can be pulled from this data in order to make decisions about the use of the website.



Budget Volume

All Quotes are in US Dollars and Valid for 60 Days from February 19, 2014.

Project Development and Deployment	
<i>Initial GCMS® upgrades, maintenance, support and hosting – no additional cost</i>	\$20,954
<i>Server Storage not to exceed 15 GB</i>	
Total Fees Year 1 \$20,954	

With CivicPlus' Annual Services, you'll enjoy redundant hosting services, daily backups, extensive disaster recovery plans, 24/7 support, software maintenance, unlimited upgrades, recurring training, and access to the CivicPlus community. Protecting your investment is important, and our Annual Services allow you to receive maximum benefit at minimal cost. Over the course of a year, you'll receive software upgrades, maintenance and optimization. Additionally, your staff will have full access to our support staff, ensuring that they're always up to date on our latest features and functionality.

Annual Services (Continuing GCMS® Upgrades, Maintenance, Support and Hosting)	\$4,114
<i>Billed 12 months from contract signing; subject to annual 5% increase year 3 and beyond</i>	

Optional Payment Plan – CivicPlus Advantage

CivicPlus Advantage offers local governments an alternative payment plan that eases the impact of a new website on your budget and spreads the one-time project development costs over a longer period of time.

Through a minimum three-year contract, CivicPlus Advantage dramatically lowers the one-time project development and start-up costs of launching a new website, **combining one-time and recurring fees and spreading them over the life of the contract**. And because we value our continuing relationships with our customers, those who extend their contract beyond the three-year minimum will receive a redesign at the end of their fourth year with CivicPlus – at no additional charge.

CivicPlus Advantage	1st Year	2nd Year	3rd Year	4th Year
Annual Recurring Fees	\$9,727	\$9,727	\$9,727	\$4,536



The CivicPlus Recurring Redesign

At CivicPlus, we realize that over time, you might decide that you want to change your design by giving it a visual refresh, so to speak. On average, we have noticed that clients tend to request a redesign about every four or five years in the life of a typical government website.

But instead of starting completely over from scratch with a new website rebuild, CivicPlus has an option that can not only help save you time and effort, but *lots* of money too!

At the end of your fourth year of continuous service with us, you are eligible to receive a website redesign with no further out-of-pocket expense. The cost of the redesign is included in your annual fees each year, giving you the knowledge that your website design will never become stale and that you'll never have to build your site from the ground up again!

The CivicPlus Redesign Option Includes:

- New CivicPlus Basic Redesign
- Redevelop banner
- Up to three graphic buttons to promote special services
- Redevelop navigation method (may choose top drop-down or other options)
- Select color scheme to match new graphics
- Design setup – wireframe
- Print this page option
- Email this page option
- Breadcrumbs
- Sitemap
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project management
- Testing
- Review
- Content migration – Includes retouching of all existing pages on the redesigned website to ensure proper formatting, menu structure, and application of new site styles. Note: Content will be rewritten or pages broken up (shortened or resectioned) during this process to reflect best web usability practices.
- Site styles and page layouts will be touched so all pages match the new design and migrate cleanly



Project Development

Kick-Off Meeting <u>Deliverable:</u> Project Timeline, training jump start and worksheets	Included
Phase 1: Consulting <u>Deliverable:</u> Needs assessment, best practices and worksheets	Included
Phase 2: Website Preview Presentation <u>Deliverable:</u> Website layout and mood board will be presented for your approval	Included
Phase 3: Website Reveal Presentation <u>Deliverable:</u> Completed website design and navigation structure will be presented. You will be able to propose changes at this time.	Included
Phase 4: 24 Hours Customized Interactive Webinar Training for up to 6 employees <i>Quote includes free use of up to 6 webcams and headsets</i> <u>Deliverable:</u> Train System Administrator(s) on GCMS® Administration, permissions, setting up groups and users, module administration. Basic User training on pages, module entries, applying modules to pages. Applied use and usability consulting to result in effective communication through your website.	Included
Phase 5: Go Live <u>Deliverable:</u> Content migrated from the current primary site to new site based on best practice recommendations. Custom website. Registration of site with all major search engines. <i>Note: Content from sites other than the primary site can be migrated to the new primary site for an additional fee.</i>	Included
Additional Functionality	
Google Translation Tool	Included
Mobile Website Detection or Responsive Design	Included
Options Included in One-Time Fee	
See project enhancement options on page 34	Optional
Total Project Development and Deployment Fee <i>Initial GCMS® upgrades, maintenance, support and hosting included – no additional cost</i> <i>Server Storage not to exceed 15 GB</i>	\$20,954
Total Fees Year 1	
\$20,954	



Optional Project Enhancement

Options	One-Time Fee
Pre-Implementation: On-Site Kick-Off Meeting Three days on-site. <i>Quote includes travel expenses.</i> A consultation package concentrating on your website committee's design goals, audience goals and meet with departments to kick-off with a project overview. <u>Deliverable:</u> A document summarizing the meetings, with analysis and recommendations. Design information gathered.	Optional \$10,000 Add up to 6 departments per additional day for \$2,200
Phase 1: Content Consultation Three days on-site, up to six departments per day. <i>Quote includes travel expenses.</i> A consultation package concentrating on evaluating current website content and making recommendations for improved content development, presentation and maintenance. <u>Deliverable:</u> A comprehensive report on evaluation of current content (placement, length, style and effectiveness), recommendations for improvement or creation of new content, a follow-up report reviewing the results of implemented suggestions.	Optional \$10,000
Phase 1: Process Roadmap Consultation Three days on-site. <i>Quote includes travel expenses</i> A consultation package concentrating on evaluation of processes for customer and citizen services. Designed to fit specific client needs in management of the website design and creation process on the client side. <u>Deliverable:</u> A comprehensive report of current citizen-facing practices and citizen/customer-facing processes, recommendations for improving quality and efficiency of government-to-citizen and government –to-customer relations and processes, a follow-up report reviewing the results of implemented suggestions.	Optional \$10,000
Phase 1: Citizen Engagement/Website Marketing Suite Three days on-site. <i>Quote includes travel expenses.</i> This consultation will focus on creating a strategic marketing plan for the new website directed at your main public-facing stakeholders (citizens, visitors and businesses) in an effort to increase awareness of the site and increase interaction with the site's functionality. We will work with you to create a custom plan for advertising and driving traffic to your website geared toward capturing and building upon the momentum gained in the days and weeks that follow the new site's launch. <u>Deliverable:</u> • Strategic Initiatives: A strategic marketing plan aimed to increase awareness of the site and increase interaction with the site's functionality using targeted marketing tactics, a recommended plan of action for implementing new site and tools, a follow-up report reviewing the results of implemented suggestions. • PR Services: Press release development, distribution and measurement, letter to local library development, letter to local library development, letter to request dedicated link development, how to guide – approach local paper, how to guide – invite local media. • Social Media Services: Consultation and recommended posts, Facebook update examples, how to guide – respond to social media.	Optional \$10,000



Phase 1: Public Engagement Evaluation Two days on-site. <i>Quote includes travel expenses.</i> A consultation package concentrating on evaluation the satisfaction of citizens/customers regarding the current website and online services. A survey will be conduct to discover general levels of satisfaction, desired site functions, features and tools, current tools features or functions that are not considered valuable or need altered. <u>Deliverable:</u> A follow-up report containing findings of current engagement level along with recommendations and roadmap for getting to the desired level of engagement.	Optional \$7,800
Phase 1: Website Design Consultation Two days off-site – conducted remotely. A consultation package concentrating on evaluating the form and function of the current website design and potential problems therein. <u>Deliverable:</u> A comprehensive report on all findings regarding the current site design, recommendations and roadmap for implementing the design to meet your overall goals, a follow-up report reviewing the results of implemented suggestions.	Optional \$3,600
Phase 1: Intranet Consultation Three days on-site. <i>Quote includes travel expenses.</i> A consultation package concentrating on evaluating and improving current functions of interdepartmental relations and recommendations for increasing effectiveness through the use of all available web tools. <u>Deliverable:</u> A comprehensive report on all findings regarding the current intranet system being used and success rate of current system functions, a detailed plan for making improvements and adapting the intranet system to your needs, a follow-up report reviewing the results of implemented suggestions.	Optional \$10,000
Phase 5: Consolidation of Identified External Site – Full Content, less than 100 pages An option that allows for pages of content to be migrated from sites other than the current primary site to the new primary site. Migration of top-level navigation is included.	Optional \$2,450
Phase 5: Consolidation of Identified External Site – Full Content, more than 100 pages, 50 page block An option that allows for pages of content to be migrated from sites other than the current primary site to the new primary site. Migration of top-level navigation is included.	Optional \$1,400 per block
Phase 4: Three Days of Customized On-Site Implementation Training for up to 12 employees <i>Quote includes travel expenses (\$80 per person per day for the 13th attendee and beyond)</i>	Optional \$7,800
Phase 4: Training/Consulting Two days on-site Review website with department administrators and provide additional time for basic learners. Review website procedures. Must be held concurrently with original on-site training session.	Optional \$7,800
Post-Training: Website Presentation Two days of on-site meetings to present website to stakeholders. <i>Quote includes travel expenses.</i>	Optional \$7,800
Post-Training: Three-Month Checkup Held three months after go-live, includes two days on-site of additional consultation/training. <i>Quote includes travel expenses.</i>	Optional \$7,800
Post-Training: Three Day Annual Refresher One day on-site consultation, two days on-site refresher/advanced training. <i>Quote includes travel expenses.</i>	Optional \$10,000
Post Go-Live: 50 Pages of Additional Content	\$1,450
Virtual Webmaster: Five Hours of Content Updates per month.	Optional \$5,700 Annual Minimum



Annual Recurring Training: Training on new functionality and services <u>Deliverable:</u> • New User Training: A three-hour training for new users to learn basic features of the GCMS®. • Refresher Training/New Module Training: A three-hour session designed to refresh existing users as well as to train them on new modules. • New Feature Overview: A three-hour session designed to make users aware of recently released modules and features. • Website Review Consulting: An hour-long, in-depth review of the client website followed by a two-hour session with client users.	Optional \$2,000 Annually
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Functionality Options	One-Time	Annual
GoCitizen Pro Custom Mobile App (iOS & Android)	\$4,500	\$1,200
Department Header Package – includes up to 20 pages of content migration <i>(No annual fee in the first year; annual fees starts in second year)</i>	\$3,500	\$650
Human Resource Management System (HRMS) – Applicant Tracking <u>Key features include:</u> Assessment lists, social media integration, career portal, resume parsing, candidate source capture, job management, job requisitions, job sourcing metrics, application management, candidate management, reporting, profile metrics, e-mail tool, cost-per-hire metrics, candidate routing, background check integration. <i>(Annual subscription fee is subject to an annual 5% increase year 3 and beyond)</i>	n/a	\$13,995
HRMS – Applicant Tracking Lite <u>Key features include:</u> Assessment lists, social media integration, career portal, resume parsing, candidate source capture, one (1) free custom job application. <i>(Annual subscription fee is subject to an annual 5% increase year 3 and beyond)</i>	n/a	\$4,495
HRMS – Onboarding Employee onboarding module streamlines the process with our intuitive user interface, solid business logic, strong auditing and great customer support. <i>(Annual subscription fee is subject to an annual 5% increase year 3 and beyond)</i>	n/a	\$3,995
Language Translation (hand translation, priced per single language)	\$125/page or \$1,000/10 pages	n/a
LDAP Integration	\$1,200	\$300
New Logo Development	\$5,000	n/a
New Logo Development with Branding & Graphics Development	\$7,000	n/a
Subsite – includes up to 20 pages of content migration <i>(No annual fee in the first year; annual fees starts in second year)</i>	\$8,000	\$1,575



Project Development and Deployment Includes the Following:

Modules		Functionality
• Agenda Center • Alerts Center & Emergency Alert Notification • Archive Center • Bid Postings • Blog • Business/Resource Directory • Calendar • Carbon Calculator • Citizen Request Tracker™ (5 users) • Community Connection • Community Voice™ • Document Center • ePayment Center • Facilities & Reservations with Activities • Frequently Asked Questions • Forms Center • Healthy City • Intranet • Job Postings • Media Center with Live Streaming Video • My Dashboard • News Flash • Notify Me® & CivicSend with Email & 500 SMS Text Subscription • Online Job Application with 1 Generic Application • Opinion Poll • Photo Gallery • Postcard • Quick Links • Real Estate Locator • Spotlight • Staff Directory		• Action Items Queue • Audit Trail / History Log • Automated PDF Converter • Automatic Content Archiving • Content Library (Content Templates) • Dynamic Breadcrumbs • Dynamic Sitemap • Expiring Items Library • Graphic Link Administration • Links Redirect and Broken Links Finder • Menu Management • Mouse-over Menu Structure • MuniMobile™ (Mobile Website Browsing) • Online Editor for Editing and Page Creation (WYSIWYG) • Online Web Statistics • Printer Friendly/Email Page • Rotating Content • RSS • Search Engine Registration • Site Layout Options • Site Search & Entry Log • Slideshow • Social Media Integration (Facebook, Share and Twitter) • User & Group Administration Rights • Web Page Upload Utility • Website Administrative Log
Support	Maintenance of CivicPlus Application & Modules	Hosting
7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays) 24/7 Emergency Support Dedicated Support Personnel 2-hour Response During Normal Hours Usability Improvements Integration New & Upgraded Services Proactive Support for Updates & Fixes Online Training Manuals Monthly Newsletters Phone Consulting CivicPlus Connection	Install Service Patches for OS Upgrades Fixes Improvements Integration Testing Development Usage License	Shared Web/SQL Server DNS Consulting & Maintenance Monitor Bandwidth-Router Traffic Redundant ISP Redundant Cooling Diesel Powered Generator Daily Tape Backup Intrusion Detection & Prevention Antivirus Protection Upgrade Hardware



Hosting & Security Features

CivicPlus' Network Operations Center – based in Kansas City, MO – is set up specifically for website hosting and administration. Redundant power sources and internet access ensure consistent and stable connections, and regular hardware upgrades make certain that CivicPlus-hosted sites are maintained on up-to-date, reliable equipment.

Hosting With CivicPlus Includes:	
• Shared Web/SQL Server • DNS Consulting and Maintenance • Monitor Bandwidth-Router Traffic • Redundant ISP • Redundant Cooling	• Diesel Powered Generator • Nightly Tape Backup • Intrusion Detection and Prevention • Antivirus Protection • Hardware Upgrades
Physical Security	• Biometric access • Proximity card key system prevents unauthorized access to servers • High-resolution, closed-circuit video with time lapse recording covering secured areas • All visitors require a full-time escort within hosting area • Redundant cooling systems
Power	• All systems fed by uninterruptible power supplies (UPSs) with diesel-powered generator backup
Bandwidth	• 1GB burstable internet capability with option to expand • Multiple carriers to provide redundancy for continuous connectivity – including MCI/Verizon, Hurricane Electric and Cogent • AT&T: 45Mbps fiber optic network • Cox: 100Mbps fiber optic network • BGP internet routing; continuously monitor and manually balance internet load between carriers for optimal speed
Monitoring	• Round-the-clock (24/7/365) monitoring of all critical components, including: internet connectivity, servers, routers, switches and power systems
Backup	• Tape backup performed daily • Off-site tape archive
Antivirus	• Continuously scan system • Signature files auto-updated every 4 hours from national registry
Data Security	• Server operating systems applied as necessary • Router level port blocking and reporting • Router level packet filtering and reporting • Server level port blocking and logging • Ongoing security analysis by Cisco security specialist
Data Redundancy	• RAID Level 5 data storage array • RAID 1 + 0
Intrusion Detection	• Redundant Palo Alto Advanced Services Firewalls
Staff Certifications	• Full-time electrical engineers (EE) • Full-time Microsoft-certified systems engineers (MCSE) • Full-time Cisco-certified network associates (CCNA) • Full-time Cisco-certified network professionals (CCNP)



Conclusion

As your website committee narrows the search for a partner to create the website for the City of Wayzata, CivicPlus would like to be your partner of choice.

Our experienced and knowledgeable professionals are committed to creating the communication infrastructure that Wayzata desires.

- Your city will have access to the most experienced staff in the municipal website management market, and your project team will work with you to create a unique and engaging site that reflects your community.
- CivicPlus will remain a trusted advisor and support resource after the site launches; Wayzata will always have access to government communication experts.
- Your site will grow and change with you as industry trends and technology change. CivicPlus will ensure that your website is on the cutting edge – *always*.

We have the expertise to help your city work better, help citizens help themselves and build a website both you and your citizens will use.

Our promise: To build a website that increases your number of visitors by 50% or 100% of your money back. Guaranteed.



Attachments

Case Studies

Joplin, MO

"Rebuilding Joplin, MO is more than just bricks and mortar. CivicPlus has helped us rebuild Joplin's digital home and brought new ideas to old ways of doing things. Their gift to our city is another example of The Miracle of the Human Spirit that so many volunteers have shown over this past year." - Melodee Colbert-Kean, Mayor

In the spring of 2011, Joplin, Mo., was a city brought to its knees by a crippling natural disaster. A little more than a year and a half later, this bustling southwestern Missouri city of 50,000 residents is on a comeback charge in ways few could have imagined just a short time ago.

For the City of Joplin, the days, weeks and months that have passed since the horrific events of Sunday, May 22, 2011, when a massive EF5 tornado ripped through the heart of the city in a west-to-east path, have signaled not only a coming together of sorts for those affected by the storm, but also a challenge to rebuild and re-grow the city in ways previously unimaginable.



The tornado claimed 158 lives and left a miles-wide path of destruction. The damage – to the tune of an estimated \$2.8 billion – left the stunned city not only mourning the loss of so many lives, but also at a standstill as piles of rubble were heaped high and taken away in a seemingly never-ending cycle.

As the damage was assessed, and then as thousands of volunteers descended upon the torn city to help with the cleanup, another question presented itself to city officials – how to rebuild in such a way that technology could be utilized to help grow the city to new heights?

That's where government website developer CivicPlus came in.

In late 2011, CivicPlus approached the City with a request: Help conduct a Hackathon in the Joplin City Hall in time for the one-year anniversary of the tornado, and in return, CivicPlus will donate its services and products for free.

On April 27, 2012, nine teams of programmers, designers and developers converged on Joplin tasked with designing a working model of a new website for the City of Joplin in one weekend. The new site would give the city a digital facelift, as well as create new ways for citizens to engage with their local government – especially in times of an emergency – to set the standard for government-citizen interaction.

"Rebuilding Joplin is more than just bricks and mortar," Joplin Mayor Melodee Colbert-Kean said. "CivicPlus has helped us rebuild Joplin's digital home and brought new ideas to old ways of doing things. Their gift to our city is another example of The Miracle of the Human Spirit that so many volunteers have shown over this past year."

However, rather than focus on the past and the tragedy that unfolded when the tornado hit, the website is now serving the community of Joplin another profound way as well. According to an Associated Press story, new construction in Joplin is setting a record pace. Since May 22, 2011, about \$715 million in construction has been started in Joplin, according to building permit figures as of October 2012. And the website has become something of a cyber-hub for people and businesses that want to know about construction opportunities and to download bids and



requests for proposals, for anything from equipment the city is trying to sell to plots of land for sale (complete with zoning information) and even grant applications that are open.

"The website is invaluable as far as a resource," said Lynn Onstot, Joplin's Public Information Officer. "When people call, we are able to direct them there (to the website) and they are able to see what is being planned and what bids are out there."

The site is also utilized as a source for those people who are curious about seeing what's in store for the city as it rebuilds.

"There is a link on the site that takes you directly to the homepage of the Master Builder, Wallace Bajaldi, a firm in Texas that is spearheading the design and implementation of Joplin's rebuilding," Onstot added. "Folks are able to look at archived presentations that they have already made and really study what plans have already been proposed and they can even learn more about the company."

The new site has also been a way to increase staff efficiency. By utilizing the CivicPlus Government Content Management System (GCMS™) to make instant changes and updates, city staff, like Assistant Public Works Director Jack Shaller, have time to focus on other important tasks and duties.

"This website makes it much easier for folks to find things they want or need to find," Shaller said. "Our old website made it pretty difficult for folks to find things like bids or requests for proposals. Our council members are even telling people who call to check the website."

"It used to be I'd have people calling me on bids and asking me what we had going on, and now they just hit the website. It makes my job just that much easier due to the fact that contractors can see what's coming up. Folks who are going to the bids area are able to see a brief description, but there's a 'read more' option that allows buyers and bidders to get a better idea of what they are looking at and what they're getting into. It saves them effort and saves us effort. That's a win-win in my book."

So while there still plenty of rebuilding to do in Joplin – and the final construction total will probably be well over \$1 billion, Onstot said – the website will continue to serve as a fulcrum that will help lift Joplin up from the rubble and continue to elevate it. And, as Joplin city officials say, the website came to fruition at the right time to help serve as a catalyst for this growth spurt.

"Obviously CivicPlus came to us when we were ready for a website," Onstot said. "Earlier, before the tornado, we didn't have the resources to create one. Now that we have this new website that was created by CivicPlus during the Hackathon, we have really something that we truly needed and is incredibly appreciated."



County of Maui, HI

"If something were to catastrophically happen to our infrastructure, our website would still be online because it is hosted remotely. We have the ability to update it from anywhere as needed, and the CivicPlus support staff is available 24-7 to jump in and make changes as well." - Web Manager Ross Izumigawa, Maui County, Hawaii

The 9.0-magnitude earthquake that rocked Japan in March 2011 triggered a tsunami that caused massive destruction to the country. Giant tsunami waves then raced across the Pacific Ocean at 500 miles per hour toward the Hawaiian Islands. As Maui County officials and Civil Defense Agency personnel braced for the tsunami, they enacted their emergency communications plan, which uses online tools to distribute information on the county's website, directly to residents and through social media.

Launched in 2008, Maui County's current government website, www.mauicounty.gov, is designed and hosted by Manhattan, Kansas-based CivicPlus. The site is supported and hosted in a secure, offsite location, which protects it from damage in a local emergency and allows staff to update it from anywhere with an Internet connection.

Soon after the site launched, Maui County took advantage of the CivicPlus emergency notification subscriber service, which allows residents to sign up to receive emergency notifications as email or text messages as soon as they are posted on the county's website. Weeks prior to the 2011 tsunami, the county's communications team set up Maui County's Facebook and Twitter sites, which enabled news flashes to also appear via social media. Having those elements in place during the tsunami meant that 4,300 people instantly received civil defense emergency notifications, and news flashes were automatically pushed out through Facebook and Twitter.

According to Anna Foust, emergency management officer for the Maui Civil Defense Agency, "The ease of posting a message one time to reach an extended audience (public, partner agencies and media) via multiple methods (website, social media, email, text) has increased the Civil Defense Agency's efficiency and effectiveness in getting prompt, consistent and accurate messages out in times of emergency."

In years past, Civil Defense sirens, word of mouth, group faxes and, later on, group email blasts, alerted residents of emergency situations, prompting them to tune in to local radio, TV and, increasingly, the county website for information. With only one web manager to support the entire site, departments and divisions have been trained to update their own information. The ease of updating the website allowed Civil Defense, Public Information and MIS personnel to log in from the Emergency Operations Center or remotely from home to issue emergency alert notifications, news flashes and information updates related to evacuation centers and road closings.

"Our previous website was difficult to update in a timely manner because you had to know some HTML and different kinds of coding," said Susan Underwood, MIS information section head who has worked 21 years for Maui County. "We also didn't have the breadth of functionality that we have in our CivicPlus site, such as being able to push information out to people's mobile devices. As an organization, we are learning how to use these tools and incorporate them into our standard communication plans. Proactive communication needs to be part of what we do... and if we're not doing it, we're not serving our community like we should be."

Because statewide newscasts in Hawaii are based out of Honolulu, people on outlying islands go to their county websites for the most current information in emergency situations. During the tsunami, Maui County's website use spiked from 14,000 visits/32,000 page views the day before, to 38,000 visits/96,500 page views the day of the event. The remote web servers hosted by CivicPlus easily handled the spike in traffic while the site's Civil Defense Agency pages provided information on tsunami preparedness and safety.





“When you have a crisis like this, if it’s managed in-house or hosted locally in your own facility, you’re not always prepared to handle the huge jump in web traffic,” said Maui County Web Manager Ross Izumigawa. “But because CivicPlus specializes in government sites, their infrastructure is set up to handle it. They build in the structure and tools governments need in a website. So when a crisis did happen, we didn’t have to go in and develop new processes or manipulate things manually. Through the modules CivicPlus provided, the front line emergency staff was able to do their job, post their own information, and have it automatically distributed accurately and quickly... everything just worked as it was designed.”

Thankfully, the island was spared major tsunami damage, but Maui County has since added the CivicPlus Alerts Notification module to its website, which displays a banner at the top of every page to let users know when they need to pay attention to an emergency situation.

“Being born and raised here, you learn early on that we have to be independent when an emergency occurs,” Izumigawa explained. “If the harbors and airports are destroyed or inoperable, our entire state is on its own until resources from the continent can get to us. So having online communication channels with updated, relevant information is really important to our population and our government officials as well... just to make sure everyone’s on the same page.”



Castle Rock, CO

Castle Rock, CO is a lively community. With 3.5 million people within a 30-minute drive, keeping people entertained has become part of the town's culture. From watching bucking broncos to painting pottery, live theater and mountain biking, Castle Rock is known for its events, parks and open space.

With so much activity, keeping residents and visitors informed and involved are top priorities for the town. Castle Rock's website, designed and developed in partnership with CivicPlus, has become a powerful two-way communications platform that is integral to the town's community engagement initiatives.

"CivicPlus has great application modules in their arsenal," said Karen McGrath, community relations creative services supervisor for the Town of Castle Rock. "We want our residents to be engaged and we also want to be accessible."

With a 225-acre park being planned for development that may take a decade or more, Castle Rock needed to tap the imaginations of its residents and obtain community input on an unprecedented scale. With an active social media structure already in place, the town saw CivicPlus' Community Voice module as another way to stimulate conversation and encourage feedback.

"When CivicPlus came out with Community Voice, they were advancing the current nature of social media, which is to have a conversation with your residents," McGrath said.

The new Philip S. Miller Park will be the largest in the town of Castle Rock. The final design for the park publicly kicked off in February 2012 with two open houses and the online Community Voice portal to gather community input on potential activities that could be developed to attract regional interest.

"Parks and recreation are huge in this town," said Kristin Accola, Castle Rock's management analyst. "It's one of those quality of life benefits that our residents absolutely love." Since Castle Rock will be working on the park for a long time, town officials felt that anything they could do to get as much feedback as possible would be vital to the project.



"Our community has a lot of busy people, and in-person events aren't always the best way to reach our audience," Accola added. "Community Voice allows us to post online all the questions our park development team wants to explore. Our park staff and consultants embraced it right away."

Castle Rock created 10 different topics, each with their own set of "ideas" ranging from two to 12 ideas per topic. "There are a lot of different ideas, a lot of acres, a lot of ground to cover... and we wanted to ask people what they are interested in," McGrath explained. "Are you interested in a climbing wall? Do you want a water park? Amphitheaters, architectural character, camping, cultural life events, sports, courts and fields... We were able to post all those questions with information about each option and have people engage in conversations about it."

News releases and invitations publicizing Castle Rock's meetings on the park design encouraged people who could not attend to go to the dedicated area of the website, sign in and create an account to "tell us how you feel."

Castle Rock Parks and Recreation staff worked with a consultant to make sure the handouts and feedback tools used at the community open house mirrored the online Community Voice survey. "The materials they created for the open house events had the same thumbs up, thumbs down and ability to comment as the Community Voice module,"



Accola said. “So the report they generated for Town Council blended the data from the in-person open houses with the data we received from Community Voice. In both venues, people commented on what they were most passionate about.”

At the end of the design input phase, online participation via Community Voice nearly equaled that of the in-person open houses. Online, the topic of “sports, courts and fields” received 125 votes and 33 comments on the 11 ideas listed within the topic.

“Let’s put that into perspective,” McGrath said. “Getting 125 online votes is like having 125 people walk into your meeting and cast a vote. We made it easier for residents to give us their opinion without having to get in a car, drive, schedule someone to watch their kids, or figure out if they need to leave work early. We made it easier for the residents to talk with us. And that’s what I think is so important about this module.”

Accola added, “Community Voice fits our entire online philosophy, which is to reach people in the manner they prefer to be reached. We’re never going to go completely online. We’ll always have residents who prefer to go to in-person meetings. But this is another tool in our toolbox to reach people on their terms and get them to engage with us. If we only offered the in-person meetings, we would have missed out on a whole segment of the population who had feedback to offer. Community Voice gave us another way to connect with people and try to grant their wishes for this really important park in our town.”

The first phase of construction for the Philip S. Miller Park will kick off in 2013. There will be at least three phases of development over the next 10 to 15 years. With each new round of community meetings, Castle Rock plans to utilize Community Voice to continue the conversation.

Stafford County, VA

The boyhood home of George Washington has a big story to tell. In many ways, the story of Stafford County, Virginia is the nation's story.

"In Stafford County, you're able to walk in the footsteps of the father of our country. All the qualities that made George Washington such a distinguished individual and leader he learned right here... running on the banks of the Rappahannock River and working on the farm at his home," said Cathy Vollbrecht, Stafford County's director of communications.

Located midway between Washington, D. C. and Richmond, Virginia, Stafford has centuries of stories to tell about important events and travelers in history. From Pocahontas and Captain John Smith to Clara Barton and Civil War soldier encampments, Stafford County has been a crossroads for our nation. The northern part of Stafford County offers a walk through Government Island, the site of a historically significant quarry that produced the building blocks for two iconic American structures... the White House and the U.S. Capitol Building.

While historical heritage has long been a source of pride for Stafford County, having an outdated website was not.



"We knew we had an outdated website," said Vollbrecht. "As technology advanced, we realized we needed to keep up with it. We have a very tech savvy community in Stafford -- a large military population near Quantico, defense contractors, federal government employees and others who telecommute. They're used to doing business online. As a local government, we needed to give them that virtual office for interacting with us, but with a more personal touch."

A citizen focus group helped shape the vision for a new website. In the county's search for a website development partner, CivicPlus rose to the top. The company's experience with creating local government websites, the interactive options it offered, and appealing design all were factors in selecting CivicPlus.

"Local governments are different than private industry," Vollbrecht explained. "For a lot of people, their first visit to Stafford County is through the Internet, so we need our website to give people a good sense of what our area is like. We needed a vendor that could understand that. One that could help us convey our sense of community and historical pride, but also keep pace with technology to make it more convenient for people to engage with their local government and community."

Return on investment and cost savings, in terms of time and money, also were important to Stafford County. "One of the things we pride ourselves on in Stafford is being responsible and accountable with taxpayers' money," Vollbrecht said. "We wanted to make sure that whatever action we took with the website would give our community and our government the most value for the money... and we think we got that with CivicPlus."

Ease of use with CivicPlus applications and processes has translated into a significant time savings for the county government's "websters" who are responsible for updating their department's piece of the website.

"You don't need to know HTML to update our new website," Vollbrecht explained. "In just a few minutes of going through the process, anyone can learn how to update it... and can do it from anywhere with an Internet connection and a computer, mobile device or iPad. We have thousands of pages to keep fresh. This translates into a valuable return on investment in terms of time savings and enhanced community service."



Stafford County prides itself on being open and transparent, which means a lot of information from meetings and events gets posted to the website. The county “webstreams” its board and planning commission meetings, so individuals who can’t attend the actual meetings can still see it online. Stafford County also is building a website video library with feature videos of ribbon cuttings and other ceremonies to further engage county residents.

“We have a large commuter population,” Vollbrecht said. “The website and mobile applications we offer make it easy for people to pick up their phone or go online and see what’s happening in Stafford County. If they can’t come to the actual event, they can see it online. We’ve had a lot of visitors go to the video section of our new site.”

In addition, online bill payments and job applications have brought added convenience for residents of Stafford County. Citizen Request Tracker, a main button on the site’s home page, is another popular new feature. Anyone who has an issue or concern can enter it on a form, which automatically notifies staffers who are charged with responding within 24 hours. The resident then can track the progress of the county’s response to their issue.

The website also offers a live support option which can be accessed from the home page. Like live support instant messaging, residents can get immediate responses to their questions from a county service representative.

“It’s another nice website feature that supports our goal of service excellence for residents and visitors to Stafford County,” said Vollbrecht. “There are so many things to appreciate about our website that CivicPlus developed. People go to it and say it’s beautiful.”



Dedicated Project Team

CivicPlus maintains a staff of dozens of personnel who excel in the development and support of government websites. From project management, design and development to training and support, our highly qualified staff ensures the success of your website throughout all phases of construction and beyond. Our expert project leaders (listed below) will match you and your needs to a team of highly qualified specialists who will work directly with you throughout your entire project. *If selected, your project team, including project manager, will be assigned upon contract signing.*

Bryan Hahlbeck – Regional Sales Manager

Education	10+ Years of Experience	Role at CivicPlus
BS Management & Marketing	Increase industry exposure and emphasize client functionality options	Determine the best solution for your website and budget
Resume	Experience in private and government sector	Overall account management
Software Sales	Negotiate contracts	Ensure customer satisfaction
Client Relationship Management	Manage multiple software client accounts	Oversee product development and product marketing
Financial Services Management	Resource optimization	

Cole Cheever – Director of Production

Education	5+ Years of Experience	Role at CivicPlus
BS Business Administration	Client needs analysis & account management	Direct tasks and staff members
Resume	Customer service	Timeline allocation
Marketing Specialist	Deadline satisfaction goals	Project consultation and quality assurance
Account Management	City maintenance	
Senior Project Manager	Marketing analysis and statistics	
	Consulting and business analysis	

Tammy Irvine – Interim Manager of Creative Services

Education	16+ Years of Experience	Role at CivicPlus
BA Fine Art	Print and web design	Head creative development and graphic representations
Resume	Realistic and stylistic drawings	Direct design team and programming
Scientific Illustrator	Branding expertise	Responsible for each website overview and uniqueness
Freelance illustration business	High-level skills in color coordination and design management	
Nationally published designs	Proficient in site layout, initial design, setup of initial pages and functionality of site	
Thorough recognition of full publishing, project management and pre-press processes		



Larissa Palmer – Manager of Content Development

Education	4+ Years of Experience	Role at CivicPlus
Agriculture	Data Management	Oversee content quality management
Business Administration	Contract Negotiation and Review	Test new products and services for CivicPlus
Resume	Sales and Customer support	Ensure incoming projects remain on schedule and are completed in an excellent manner
Project Management	Cost Analysis	
Business Strategy	Strategic Project Reporting	
Contract Development and Administration		

Quinton Randel – Manager of Training and Consulting

Education	10+ Years of Experience	Role at CivicPlus
Information Assurance and Network Security	Website usability expertise	Customize the training and consulting experience to your skill set
	Content development	
	Customer service	Provide creative application ideas for the CivicPlus GCMS®
Resume	Expertise in MS Word, Website Management Systems, module functionality, admin functions and creativity	Effective communication in plain language
Trainer and Consultant	Account Management	
Operation Management		
Technology Sales		
Lending Analyst		

Amy Vikander – Director of Client Care

Education	10+ Years of Experience	Role at CivicPlus
Graphic Design	Customer Service	Conscientious care of the continuing relationship between CivicPlus and client
	Project management	Prompt aid on support issues
	Team management and leadership	Knowledgeable answers for “how to” questions from client’s staff
	Managing customer relationships	
Resume	Training	
Property Management		
Client Service Team Leader		
Client Implementation Coordinator		



References

Arden Hills, MN www.cityofardenhills.org

(Pop. 9,900) Client since February 2012

Jill Hutmacher, Community Development Director, 651-792-7819, jhutmacher@ci.arden-hills.mn.us

Northfield, MN www.ci.northfield.mn.us

(Pop. 20,007) Client since July 2012

Northfield Economic Development www.ci.northfield.mn.us/edc *(Client since September 2012)*

Northfield Housing and Redevelopment www.ci.northfield.mn.us/housing *(Client since September 2012)*

Northfield Library www.ci.northfield.mn.us/library *(Client since September 2012)*

Northfield Public Safety Center www.ci.northfield.mn.us/publicsafety *(Client since September 2012)*

Michelle Mahowald, Human Resource Director, 507-645-3012, michelle.mahowald@ci.northfield.mn.us

Victoria, MN www.ci.victoria.mn.us

(Pop. 7,395) Client since March 2013

Jennifer Kretsch, Clerk, 952-443-4212, jkretsch@ci.victoria.mn.us

Excelsior, MN www.ci.excelsior.mn.us

(Pop. 2,230) Client since 2009

Kristi Luger, City Manager, 952-653-3672, kluger@ci.excelsior.mn.us



The CivicPlus Effect – Award-Winning Websites & Exceptional Results

Since 2006, CivicPlus clients have won an amazing **377** awards for their websites, and recently, the Center for Digital Government awarded CivicPlus their “Best Fit Integrator” award for being among the best private-sector information technology integrators for delivering extraordinary digital solutions to public IT projects. This distinction puts CivicPlus alongside Accenture, IBM, Motorola and Northrup Grumman as the true leaders in municipal government technology.

Our customers are proof that by partnering with CivicPlus, your new website will be amazing. Below is just a sampling of some of the most prestigious awards in the industry earned by CivicPlus customers.

Some of our Award-Winning Clients...

Castle Rock, CO	crgov.com	Ontario County, NY	co.ontario.ny.us
Amherst, MA	amherstma.gov	Richland, WA	ci.richland.wa.us
Hinton, AB	hinton.ca	Farragut, TN	townoffarragut.org
Avondale, AZ	ci.avondale.az.us	Maui County, HI	co.maui.hi.us
Waunakee, WI	vil.waunakee.wi.us	Athens-Clarke County, GA	athensclarkecounty.com
Broken Arrow, OK	brokenarrowok.gov	Dodge City CVB, KS	visitdodgecity.org
Richmond, CA	ci.richmond.ca.us	Montrose, CO	cityofmontrose.org
Missoula, MT	ci.missoula.mt.us	Port of Galveston , TX	portofgalveston.com
Tequesta, FL	tequesta.org	Cumberland County, PA	ccpa.net
Beaverton, OR	beavertonoregon.gov	Danville, VA	danville-va.gov
Caddo Parish, LA	caddo.org	Webster, TX	cityofwebster.com

Recognition

Integrator



HORIZON
INTERACTIVE AWARDS





High-Impact, Custom Designs Created Specifically for Your Community

Our programmers implement our designers work – not the other way around – so options for a unique site are endless. Designs that truly represent your unique image, message and brand come through extensive access to and consultation with our design team. Our portfolio demonstrates our graphic designers' vast creative abilities and styles. Additional examples can be provided upon request or can be viewed at www.CivicPlus.com/designs.



Washington County, OH – www.washingtongov.org

Design Details: Washington County's history shines through in this simple yet sophisticated design. An intuitive layout guides the user to important information while fostering ease of use among the community.

Also Look For: Mouse-over buttons and click through scrolling menus guide you easily to popular features within this homepage.



Jeffersontown, KY – www.jeffersontownky.com

Design Details: Jeffersontown's website does a great job showing off the amenities offered in the State of Kentucky. The design color scheme is a reflection of their branding and seal.

Also Look For: The use of the ePayment module and Code Red integration.



McKinney, TX - www.mckinneytexas.org

Design Details: Straightforward navigation coupled with an uncluttered homepage and subtle color scheme make the user experience an enjoyable – and easy – one.

Also Look For: McKinney's Economic Development Corporation and Convention & Visitors Bureau subsites.



Banff, AB – www.banff.ca

Design Details: Client wanted a minimalist website design. The top banner features pop-out navigation. Simple homepage for ease of search and navigation.

Also Look For: Extensive use of Calendar and Citizen Request Tracker modules.



Flagstaff, AZ – www.flagstaff.az.gov

Design Details: Flagstaff fosters community engagement by providing a simple and clean navigation structure. The beautiful landscape imagery is a reflection of a unique natural formation that dominates the landscape.

Also Look For: The "E-Services" section enables the user to monitor their utility account and pay bills as well as view streamed city meetings right from the comfort of their homes.

Designs Continued...



Kodiak, AK – www.kodiakak.us

Design Details: Kodiak Island's uncluttered layout draws the user's attention to important community news and announcements. The site's subtle color scheme highlights the beauty of the magnificent scenery.

Also Look For: "Find It Quick" mega menu section making online services and answers to questions available with one click.



Draper, UT – www.draper.ut.us

Design Details: This simple yet elegant design goes to the heart of the culture in this community – a community focused on preserving its unique identity and heritage.

Also Look For: The extensive use of the Facilities module for parks and trails, as well as department header packages for the Draper Amphitheater and Police Department.



Litchfield Park, AZ – www.litchfield-park.org

Design Details: A great example of how a "dark" website can still be robust and appealing to the eye.

Also Look For: Hover over the "Citizen Center" and take a look at the Mega Menu linking the public to loads of community information.



Blue Earth County, MN – www.blueearthcountymn.gov

Design Details: "Effectively and efficiently delivering essential services" perfectly describes Blue Earth County's appealing web design. Bold blue colors and panoramic images burst from the page to highlight the beauty of the area.

Also Look For: The use of social media integration and library subsite.



Walton County, FL – www.co.walton.fl.us

Design Details: Beautiful community images and a unique page design invite the user to explore the county's services, check the current beach conditions, and catch up on the news – in just one click.

Also Look For: The use of the CivicPlus Frequently Asked Question module and Google Translation Tool.



Let Our Experts Be Your Trusted Advisors

Only CivicPlus offers the depth and breadth of staff for next-generation eGovernment communication projects. Depending on the size of and duration of your project and whether you utilize our creative, branding and advisory consulting teams, we will engage between six to 11 experienced staff members.

Utilizing his strong technology background, your dedicated regional sales manager, Bryan Hahlbeck, initially works with you to determine the best solutions for your administrative users and website visitors.

A member of our seasoned project management team oversees the inter-departmental and client interactions, assuring that your project will be developed in a timely manner by professional website experts. Using their knowledge of effective online citizen engagement techniques – with specific case studies and examples – they will ensure the process transitions smoothly from phase to phase. After the completion of each phase, you will be encouraged to fill out a survey rating the project process as well as CivicPlus personnel. The CEO receives the surveys and is personally accountable for your satisfaction, which we guarantee, or we'll refund your money.



A Process Dedicated to Helping You Succeed

Upon completion of a custom design, setup of the website, development of modules, content development and quality control review, your trainer works to ensure your staff masters the simple Government Content Management System (GCMS®) and learns basic website usability concepts. Your new site is then launched and your support calls are handled by our Client Care Department.

Your Role

Your role during the project will be to answer questions, provide input, gain your staff's feedback to complete forms and provide necessary information so CivicPlus can develop recommendations for your design, navigation and content. Your project manager will explain the work required to achieve your goals. Pre-project, on-site strategic planning sessions can be added to the project at an additional cost.

"A company is created by its people. The CivicPlus staff is phenomenal. CivicPlus is going to understand what your town means to you and your residents and how you want your town or city to appear. They are just as passionate about promoting your area as you are."

-Karen McGrath, Castle Rock, Colorado



Additional Documentation

Clarifications & Exceptions

Reference	Your Language	CivicPlus Proposes
RFP page 3	B. The successful vendor will deliver the following: 1. Look and Feel Design • The vendor shall provide a minimum of three designs of the proposed website.	To exempt in its entirety. Your Regional Sales Manager will be happy to discuss this during the finalist interview process.
RFP page 3	• The city will own all content, data (including user-generated email addresses and data) on the CMS/website.	Note: Upon completion of the development of the site, Client will assume full responsibility for website content maintenance and content administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.
RFP page 4	2. Performance and Reliability – Average page load times will be at least as fast as the current CMS, but we're aiming for faster.	Note: Our designers will take the time in pre-design meetings to achieve the image, message, and brand you wish to achieve as well as offer suggestions to help you meet the desired load time
RFP page 4, Website/CMS Features, Technical Requirements	6. Analytics – We currently use Google Analytics. The new CMS should support Google Analytics reporting.	To exempt and replace with: In order to review how your site visitors are using the site, administrators will be trained on the use and analysis of the web statistics, which are provided through Piwik Analytics. Important information can be pulled from this data in order to make decisions about the use of the website.
RFP page 7, 4. Budget Volume	e.Training and Style Guide: identify costs to train our staff to use site tools and provide a style guide.	Note: CivicPlus creates a Site Standards document and basic styles webpage free of charge and accessible to your users that details usage of fonts, colors, templates, graphics, photos, proper module usage, and more. A more detailed print style guide is available for an additional fee.

Certificate of Insurance

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 5/22/2013																																									
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																																													
PRODUCER Charlson-Wilson Insurance 555 Poyntz Avenue, Suite 205 P.O. Box 1989 Manhattan KS 66505-1989			CONTACT NAME: Elizabeth Smoller PHONE (A/C, H/O, Fax): (785) 537-1600 FAX (A/C, H/O): (785) 537-1657 E-MAIL ADDRESS: bsmoller@charlsonwilson.com																																										
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CERTIFICATE HOLDER ***FOR INFORMATIONAL PURPOSES ONLY PLEASE CONTACT AGENT TO BE LISTED AS CERTIFICATE HOLDER***			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Martha Pottberg/TPB <i>Martha Pottberg</i>																																										
ACORD 25 (2010/05) INS025 (2010/05/01)			© 1988-2010 ACORD CORPORATION. All rights reserved. The ACORD name and logo are registered marks of ACORD																																										



Sample Contract - Standard Terms & Conditions

CivicPlus looks forward to negotiating a mutually beneficial contract with the City of Wayzata.

Client Deliverable

1. Icon Enterprises, Inc., d/b/a CivicPlus ("CivicPlus") will create a unique website for the City of Wayzata, MN. ("Client") that includes all functionality as defined in Exhibit A – CivicPlus Project Deliverables, attached hereto.
2. After 48 consecutive months under these terms and associated pricing, Client becomes fully eligible for a CP Basic Redesign at no additional cost. See Exhibit B for complete details.

Additional Services

3. Client may contract with CivicPlus for additional Consulting, Website Design, Setup, Programming, site modification, Training services (Project Development and Deployment Services), Additional Page and/or Graphic Design that exceed those defined in Exhibit A. CivicPlus will invoice Client for the additional services immediately prior to project Go-Live. Services that involve billable time beyond the contracted amount will be documented and invoiced. Written approval by the Client is necessary before billable time is incurred.
4. Client may contract with CivicPlus for additional Annual Services that exceed those defined in Exhibit A. CivicPlus will invoice Client for Annual Services immediately prior to project Go-Live. Modules that incur additional usage fees may be purchased and activated at any time.
5. Acceptance of this Agreement signifies Client's approval of any billable time specifically related to training services as detailed in Exhibit A, wherein a stated number of attendees is specified. Coverage for additional attendees not covered under this agreement is billed at a per diem rate specified in Exhibit A.

Billing & Payment Terms

6. One-third of the total First Year Fee will be billed upon completion of Phase 1: Consulting; one-third of the total First Year Fee will be billed upon completion of Phase 3: Website Reveal Presentation. The remainder of the total First Year Fee and any additional Project Development and Deployment services will be invoiced after Phase 4: Customized Website Training has been completed.
7. The Client shall sign a project completion and acceptance form prior to project go-live. The date may be extended if material system or operational failures are encountered. Immediately after completing training the final bill for the project development and deployment services will be billable and payable. All Parties agree that the website will not go-live until the project is accepted in writing by the Client.
8. Total First Year invoices are due by the first of the following month, but no later than 30 days from invoice date. Project Development will be discontinued if payment is not made within 30 days after the invoice due date.
9. Invoicing for Annual Services begins one (1) year from contract signing.
10. Annual Services invoices may be prorated in order to correlate with the Client's budget year, and are invoiced prior to the year of service.
11. After project go-live, if the Client's account exceeds 60 days past due, Support will be discontinued until the Client's account is made current. If the Client's account exceeds 90 days past due, Annual Services will be discontinued until the Client's account is made current. Client will be given 30 days notice prior to discontinuation of services for non-payment.
12. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.
13. Unless otherwise limited by law, a finance charge of 2.9 percent (%) per month or \$5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).



14. Provided the Client's account is current, at any time the Client may request an electronic copy of the website graphic designs, the page content, all module content, all importable/exportable data, and all archived information ("Customer Content"). Client agrees to pay \$250 per completed request. Provided the Client's account is current, upon termination of services Client may request a complimentary electronic copy of website Customer Content.

Agreement Renewal

15. This contract shall remain in effect for a period of one year (12 months) from signing. In the event that neither party gives 60 days' notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional contract term. After 48 consecutive months under the terms of this contract and associated pricing, Client will be fully eligible for a CP Basic Redesign at no additional cost.
16. Either party may terminate the agreement at the end of the contract term by providing the other party with 60 days written notice prior to the contract renewal date.
17. In the event of early termination of this Agreement by the Client, Client forfeits eligibility for the CP Basic Redesign and all funds applied to such eligibility and full payment of the remainder of the contract is due within 15 days of termination.
18. Each year this Agreement is in effect, a technology investment and benefit fee of 5 percent (%) of the total Annual Services costs will be applied.

Support

19. CivicPlus will provide unlimited telephone support Monday through Friday, 7 a.m. to 7 p.m. (Central Time) excluding holidays, for all trained Client staff. Emergency Support is provided on a 24/7/365 basis for emergency contacts named by the Client. Client is responsible for providing CivicPlus with contact updates.
20. Support includes providing technical support of the GCMS® software, application support (pages and modules), and technical maintenance of Client's website. Following initial setup, additional page design, graphic design, user training, site modification, and custom programming may be contracted separately for an additional fee.
21. During the period of this agreement and subsequent annual renewals, CivicPlus warrants that it will, without additional charge to the Client, take action to correct any problems or defects discovered in the GCMS® software and reported to CivicPlus by the Client, such warranty to include ongoing maintenance upgrades and technical error correction.
22. CivicPlus provides online website statistics software at no extra charge. If Client desires to use other website statistic software, CivicPlus will provide the necessary log file access.

Marketing

23. Client will work with the CivicPlus Marketing Department to make a reasonable attempt to gather information and meet deadlines associated with website award contest entries throughout the term of this agreement, and to create a case study related to their website.
24. Client permits CivicPlus to include an example of the Client's home page and a link to the Client's website on the CivicPlus corporate website.
25. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to create a news item to be released in conjunction with their project Go-Live date. Client will provide CivicPlus with contact information for local and regional media outlets. CivicPlus may use the press release in any marketing materials as desired throughout the term of this Agreement.
26. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this agreement assumes such perpetual permission.

Intellectual Property, Ownership & Content Responsibility

27. Upon full and complete payment of submitted invoices for the Project Development and Deployment and launch of the website, Client will own the Customer Content.



28. Upon completion of the development of the site, Client will assume full responsibility for website content maintenance and content administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.
29. Client shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the GCMS® software in any way; (ii) modify or make derivative works based upon the GCMS® software; (iii) create Internet “links” to the GCMS® software or “frame” or “mirror” any GCMS® administrative access on any other server or wireless or Internet-based device; or (iv) reverse engineer or access the GCMS® software in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of the GCMS® software, or (c) copy any ideas, features, functions or graphics of the GCMS® software.
30. The CivicPlus name, the CivicPlus logo, and the product and module names associated with the GCMS® software are trademarks of CivicPlus, and no right or license is granted to use them.

Indemnification

31. Client shall defend, indemnify and hold harmless CivicPlus, its partners, employees, and agents from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney’s fees of any kind, without limitation, in connection with the operations of and installation of software contemplated by this Agreement, or otherwise arising out of or in any way connected with the CivicPlus provision of service and performance under this Agreement. This section shall not apply to the extent that any loss or damage is caused by the negligence or willful misconduct on the part of CivicPlus. If Client and CivicPlus are both negligent, damages shall be apportioned in accordance with the percentage of negligence of each party. This paragraph is not intended to benefit entities not a party to this contract.

Liabilities

32. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by the Client. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity other than CivicPlus that furnishes services, facilities or equipment used in connection with CivicPlus services or facilities.
33. Except as expressly provided in this Agreement, CivicPlus makes no expressed or implied representations or warranties, including any warranties regarding merchantability or fitness for a particular cause.

Force Majeure

34. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civic disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.

Taxes

35. It is CivicPlus’ policy to pass through sales tax in those jurisdictions where such tax is required. If the Client is tax-exempt, the Client must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and this agreement will not be taxed. If the Client’s state taxation laws change, the Client will begin to be charged sales tax in accordance with their jurisdiction’s tax requirements and CivicPlus has the right to collect payment from the Client for past due taxes.

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Bank Letter of Reference



1010 WESTLOOP PLACE
MANHATTAN, KS 66502 | 785.587.4000

May 6, 2013

Icon Enterprises, Inc.
D/B/A CivicPlus
317 Houston Street, Suite E
Manhattan, KS 66502

Re: CivicPlus

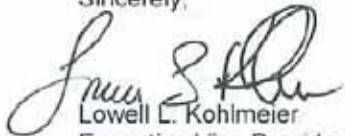
To Whom It May Concern:

Kansas State Bank of Manhattan is pleased to provide a Bank letter of Recommendation for our valued customers, Icon Enterprises, Inc, d/b/a CivicPlus. In addition to deposit accounts, we currently extend credit facilities to Icon Enterprises, Inc, d/b/a CivicPlus, aggregating in the mid-six figure proportions. All deposit and credit facilities have been handled in a very satisfactory manner.

The company's reported financial position is sound and supportive of current and "future" credit extensions. We enjoy a strong working relationship with Icon Enterprises, Inc. and are pleased to call them a valued customer.

If you have any questions or require additional information, (with Icon Enterprises, Inc. approval), please do not hesitate to contact us.

Sincerely,


Lowell L. Kohlmeier
Executive Vice President

LLK/aej

**Project Development**

Organization	City of Wayzata	URL	www.wayzata.org	
Street Address	600 Rice Street East			
Address 2				
City	Wayzata	State	MN	Postal Code 55391
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.				
Emergency Contact & Mobile Phone	Kristin Classey 952-404-5315			
Emergency Contact & Mobile Phone	Bryan Gadow 952-404-5312			
Emergency Contact & Mobile Phone	Heidi Nelson 952-404-5309			
Billing Contact	Kathy Ovshak	E-Mail	Kathy@wayzata.org	
Phone	952-404-5304	Ext.	Fax	952-404-5318
Billing Address	600 Rice Street East			
Address 2				
City	Wayzata	ST	MN	Postal Code 55391
Tax ID #	41-6005630	Sales Tax Exempt #	8025987	
Billing Terms	Annual	Account Rep	Bryan Hahlbeck	
Info Required on Invoice (PO or Job #)				
Contract Contact	Heidi Nelson	Email	hnelson@wayzata.org	
Phone	952-404-5309	Ext.	Fax	952-404-5318
Project Contact	Kristin Classey	Email	kclassey@wayzata.org	
Phone	952-404-5315	Ext.	Fax	952-404-5318

Terms & Conditions**Client Deliverables**

1. Icon Enterprises, Inc., d/b/a CivicPlus ("CivicPlus") will create a unique, fully functioning website within the timeline established at the kick off meeting for the City of Wayzata, MN, a municipal corporation ("Client") that includes all elements, services and functionality as defined in Exhibit A – CivicPlus Project Deliverables, attached hereto.
2. After 48 consecutive months under these terms and associated pricing, CivicPlus, at Client's request, will provide a CP Basic Redesign as defined in Exhibit B at no additional cost to Client.

Additional Services

3. Client may agree to engage CivicPlus for additional Consulting, Website Design, Setup, Programming, site modification, Training services (Project Development Services), additional Graphic Design that exceed those defined in Exhibit A only if such additional services are detailed in writing for Client, including the costs, and Client agrees in advance and in writing to



Service & License Agreement for **City of Wayzata, MN**

pay for them. CivicPlus will invoice Client for any agreed upon additional services immediately prior to project Go-Live. Written approval by the Client is necessary before any billable time or cost is incurred.

4. Client may agree to engage CivicPlus for additional Annual Services that exceed those defined in Exhibit A only if such additional services are detailed and associated costs specified, in writing for Client, and Client agrees in writing to pay for such services. Modules that incur additional usage fees may be purchased and activated at any time.

Billing & Payment Terms

5. One-third of the total First Year Fee specified in Exhibit A will be billed upon completion of Phase 1: Consulting; one-third of the total First Year Fee will be billed upon completion of Phase 3: Website Reveal Presentation. The remainder of the total First Year Fee and any agreed upon additional Project Development services will be invoiced after Phase 4: Customized Website Training has been completed.
6. The Client shall sign a project completion and acceptance form prior to project go-live (public launch of the website) once Client has determined that all deliverables outlined in Exhibit A have been delivered in conformance with this Agreement. The date may be extended if material system or operational failures are encountered. Immediately after completing training the final bill for the Project Development services will be billable and payable. All Parties agree that the website will not go-live until the project is accepted in writing by the Client.
7. First Year invoices specified above are due within 30 days of the date the invoice has been received by Client.
8. Invoicing for Year 2 Annual Services begins one (1) year from Client's signing of this Agreement and shall be invoiced as specified in Exhibit A.
9. Annual Services invoices may be prorated throughout the year, at Clients request, in order to correlate with the Client's budget year and standard payment practices.
10. After project go-live, if the Client's account exceeds 60 days past due, Support will be discontinued until the Client's account is made current. If the Client's account exceeds 90 days past due, Annual Services will be discontinued until the Client's account is made current. Client will be given 30 days notice prior to discontinuation of Annual Services for non-payment. Notwithstanding the foregoing, in no event shall any obligation of CivicPlus hereunder be discontinued unless Client has failed to cure the past due status of Client's account within the notice and cure period specified in this Agreement.
11. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.
12. Unless otherwise limited by law, a finance charge of 2.9 percent (%) per month or \$5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).
13. At any time the Client may request an electronic copy of all website content, including graphic designs, the page content, all module content, all importable/exportable data, and all archived information ("Customer Content"). Client agrees to pay \$250 per completed request. Provided the Client's account is current, upon termination of services CivicPlus shall provide to Client a complimentary electronic copy of website Customer Content.
14. Client acknowledges and agrees that certain services for which Client is contracting hereunder may be rendered by or with third-party providers under contract with CivicPlus, but CivicPlus shall be solely responsible for the services provided by such third-party providers. Client acknowledges and agrees that the price to Client for the Annual Services hereunder may be reasonably adjusted upon renewal of this Agreement by CivicPlus giving Client no less than 90 days advance notice of such increase that is necessary to reflect an increase in cost to CivicPlus as a result of its financial arrangement with a third-party provider. Client acknowledges and agrees that this Agreement, if renewed, will be modified to reflect such increases and will continue in full force and effect as otherwise provided herein, and that Client will pay any such increased price according to such other payment terms hereof. Notwithstanding the foregoing, in no event shall any price to Client be increased in the first 3 years of this Agreement, and in no event shall any price to Client be increased more than 2.5% in any subsequent year.

Agreement Renewal

15. This Agreement shall remain in effect for a period of one year (12 months) from the date signed by Client. In the event that neither party gives 60 days' notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional year. If and after the Agreement has been in effect for 48 consecutive months, Client will be fully eligible for a CP Basic Redesign at no additional cost as specified herein.
16. Either party may terminate this Agreement effective at the end of the current one year term by providing the other party with written notice at least 60 days prior to the automatic renewal date. Either party may terminate this Agreement if the other party fails to cure a material breach of the Agreement within 30 days of receiving notice of the breach from the non-breaching party.

Page 2 of 4



Service & License Agreement for **City of Wayzata, MN**

17. In the event of termination of this Agreement by the Client prior to 48 months from date signed by Client, Client forfeits eligibility for the CP Basic Redesign and all funds applied to such eligibility and full payment of the remainder of the Agreement, if any, or refund of fees paid for services or deliverables not provided, is due within 30 days of termination.
18. Upon giving or receiving any termination notice, CivicPlus shall reasonably assist in transitioning Client's website to another service, to include providing a copy of all Customer Content, and work to ensure the continued availability of the website to the general public up until the date of termination. Any right conveyed, any obligation unfulfilled, and any provision of this Agreement that is intended to survive termination, shall survive termination

Support

19. CivicPlus will provide unlimited telephone support Monday-Friday, 7:00 am – 7:00 pm (Central Time) excluding holidays, for all trained Client staff. Emergency Support is provided on a 24/7/365 basis for emergency contacts named by the Client. Client is responsible for providing CivicPlus with contact updates.
20. CivicPlus support for Client will include providing technical support of the GCMS® software, application support (pages and modules), and technical maintenance of Client's website. Following initial setup, additional page design, graphic design, user training, site modification, and custom programming may be contracted separately.
21. During the period of this Agreement and subsequent annual renewals, CivicPlus warrants that the website will work according to the specifications herein, and that CivicPlus will, without additional charge to the Client, take action to correct any problems or defects discovered in the GCMS® software and reported to CivicPlus by the Client, such warranty to include ongoing maintenance upgrades and technical error correction.
22. CivicPlus shall provide online website statistics software as specified in Exhibit A at no extra charge for use with Client website. If Client desires to use other website statistic software, CivicPlus will provide the necessary log file access.

Marketing

23. Client will work with the CivicPlus Marketing Department to make a reasonable attempt to gather information and meet deadlines associated with website award contest entries throughout the term of this agreement, and to create a case study related to their website.
24. Client permits CivicPlus to include an example of the Client's home page and a link to the Client's website on the CivicPlus corporate website.
25. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to create a news item to be released in conjunction with their project Go-Live date. Client will provide CivicPlus with contact information for local and regional media outlets. CivicPlus may use the press release in any marketing materials as desired throughout the term of this Agreement.
26. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this Agreement assumes such perpetual permission.

Intellectual Property, Ownership & Content Responsibility

27. Upon full and complete payment of submitted invoices for the Deliverables listed on Exhibit A, Client will own the Customer Content that has been created by CivicPlus. At all times, Client shall own all Customer Content
28. Upon completion of the development of the site, Client will assume full responsibility for website content maintenance and content administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content. CivicPlus warrants and represents that all Customer Content created by CivicPlus, and all aspects of the website, software and tools that are owned and/or provided by CivicPlus are fully authorized for Client's website as intended hereunder, and do and shall not infringe any third party right.
29. Client shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the GCMS® software in any way; (ii) modify or make derivative works based upon the GCMS® software; (iii) create Internet "links" to the GCMS® software or "frame" or "mirror" any GCMS® administrative access on any other server or wireless or Internet-based device; or (iv) reverse engineer or access the GCMS® software in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of the GCMS® software, or (c) copy any ideas, features, functions or graphics of the GCMS® software.
30. The CivicPlus name, the CivicPlus logo, and the product and module names associated with the GCMS® software are trademarks of CivicPlus, and no right or license is granted to use them except as expressly authorized herein.



Indemnification

31. Client shall defend, indemnify and hold harmless CivicPlus, its partners, employees, and agents from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney's fees of any kind, without limitation, in connection with the Client-provided content and Client operations of the website after accepted by Client. CivicPlus shall defend, indemnify and hold harmless Client, its partners, employees, and agents from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney's fees of any kind, without limitation, in connection with the CivicPlus provided content, CivicPlus deliverables, CivicPlus provided software, or otherwise arising out of or in any way connected with the CivicPlus provision of services and performance under this Agreement. A party shall not be obligated to defend, indemnify or hold the other harmless to the extent that any loss or damage is caused by the other party. If Client and CivicPlus are both negligent, damages shall be apportioned in accordance with the percentage of negligence of each party. The parties shall carry sufficient insurance to cover their obligations under this section.

Liabilities

32. CivicPlus will not be liable for any act, omission of act, negligence related to, or defect in the quality of, a standalone, third party add-on service, such as YouTube, Twitter or Facebook, that may be integrated as an additional feature on the website.
33. Except as expressly provided in this Agreement, CivicPlus makes no expressed or implied representations or warranties, including any warranties regarding merchantability or fitness for a particular cause.

Force Majeure

34. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civic disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control unless such responsibility is assumed hereunder.

Other

35. The parties acknowledge that Client is a tax-exempt organization for the purposes of this Agreement. No alteration, modification, or waiver of any provision of this Agreement shall be valid unless in writing and signed by each of the parties. This Agreement is entered into in the City of Wayzata, MN, and shall be governed by the laws of the State of Minnesota and the USA. Notices under this Agreement must be given in writing and delivered via (a) registered or certified mail, postage prepaid, in which case notice shall be deemed to have been received three business days following deposit to U.S. mail; (b) a nationally recognized overnight air courier, next day delivery, prepaid, in which case such notice shall be deemed to have been received one business day following delivery to such nationally recognized overnight air courier; or (c) email, in which case such notice shall be deemed to have been received upon recipient's confirmation of such receipt. All notices shall be addressed to the parties at the addresses on page one of this Agreement.

Acceptance

We, the undersigned, agree to the terms and conditions specified in this Agreement, and authorize the provision of services outlined in this Agreement.

Client

Date

CivicPlus

Date

Sign and e-mail or Fax this Copy

Attn: Contract Manager
Email: SalesCoordinators@CivicPlus.com
Fax: 785-587-8951

And – Mail Two (2) Signed Originals

CivicPlus Contract Manager
317 Houston St., Suite E
Manhattan, KS 66502



Exhibit A - CivicPlus Project Deliverables

Project Development and Deployment	
<i>Initial GCMS® upgrades, maintenance, support and hosting – no additional cost</i>	\$20,953
<i>Server Storage not to exceed 15 GB</i>	
June Discount	-\$4,191
Total First Year Fee	
	\$16,762

Annual Services (Continuing GCMS® Upgrades, Maintenance, Support and Hosting)	
<i>Billed 12 months from contract signing as specified herein; subject to annual 2.5% increase year 3 and beyond. First year of Annual Services is included in Project Development and Deployment (First Year Fee).</i>	\$4,114

--Remainder of this page left intentionally blank--

**Project Development**

Kick-Off Meeting <u>Deliverable:</u> Project Timeline, training jump start and worksheets	Included
Phase 1: Consulting <u>Deliverable:</u> Needs assessment, best practices and worksheets	Included
Phase 2: Website Preview Presentation <u>Deliverable:</u> Website layout and mood board will be presented for your approval	Included
Phase 3: Website Reveal Presentation <u>Deliverable:</u> Completed website design and navigation structure will be presented. You will be able to propose changes at this time.	Included
Phase 4: 24 Hours Customized Interactive Webinar Training for up to 6 employees <i>Quote includes free use of up to 6 webcams and headsets</i> <u>Deliverable:</u> Train System Administrator(s) on GCMS® Administration, permissions, setting up groups and users, module administration. Basic User training on pages, module entries, applying modules to pages. Applied use and usability consulting to result in effective communication through your website.	Included
Phase 5: Go Live <u>Deliverable:</u> Content migrated from the current primary site to new site based on best practice recommendations. Custom website. Registration of site with all major search engines. <i>Note: Content from sites other than the primary site can be migrated to the new primary site for an additional fee.</i>	Included
Additional Functionality	
Google Translation Tool	Included
Mobile Website Detection or Responsive Design	Included
Total Project Development and Deployment Fee <i>Initial GCMS® upgrades, maintenance, support and hosting included – no additional cost</i> <i>Server Storage not to exceed 15 GB</i>	\$20,953
June Discount	-\$4,191
Total Fees Year 1	
\$16,752	

**Project Development Includes the Following:**

Modules	Functionality
• Agenda Center • Alerts Center & Emergency Alert Notification • Archive Center • Bid Postings • Blog • Business/Resource Directory • Calendar • Carbon Calculator • Citizen Request Tracker™ (5 users) • Community Voice™ • Community Connection • Document Center • ePayment Center • Facilities & Reservations with Activities • Frequently Asked Questions • Forms Center • Healthy City • Intranet • Job Postings • My Dashboard • News Flash • Notify Me® Email and 500 SMS Subscribers • Online Job Application with 1 Generic Application • Opinion Poll • Photo Gallery • Postcard • Quick Links • Real Estate Locator • Spotlight • Staff Directory	• Action Items Queue • Audit Trail / History Log • Automated PDF Converter • Automatic Content Archiving • Content Library • Dynamic Breadcrumbs • Dynamic Sitemap • Expiring Items Library • Generic Mobile App (iOS & Android) • Graphic Link Administration • Links Redirect and Broken Links Finder • Menu Management • Mouse-over Menu Structure • MuniMobile™ • Online Editor for Editing and Page Creation (WYSIWYG) • Online Web Statistics (Only With CivicPlus Hosting) • Printer Friendly/Email Page • Rotating Content • RSS • Search Engine Registration • Site Layout Options • Site Search & Entry Log • Slideshow • Social Media Integration (Facebook & Twitter) • User & Group Administration Rights • Web Page Upload Utility • Website Administrative Log

Annual Services Include the Following:

Support	Maintenance of CivicPlus Application & Modules	Hosting
7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays) 24/7 Emergency Support Dedicated Support Personnel 2-hour Response During Normal Hours Usability Improvements Integration New & Upgraded Services Proactive Support for Updates & Fixes Online Training Manuals Monthly Newsletters Phone Consulting CivicPlus Connection	Install Service Patches for OS Upgrades Fixes Improvements Integration Testing Development Usage License	Shared Web/SQL Server DNS Consulting & Maintenance Monitor Bandwidth-Router Traffic Redundant ISP Redundant Cooling Diesel Powered Generator Daily Tape Backup Intrusion Detection & Prevention Antivirus Protection Upgrade Hardware



Exhibit B – Redesign Details

CivicPlus Project Development Services & Scope of Services for CP Basic Redesign

- New design
- Redevelop banner
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup - wireframe
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content Migration – Includes retouching of all existing published pages to ensure proper formatting, menu structure, and application of new site styles. Note: Content will **not** be rewritten, reformatted or pages broken up (shortened or re-sectioned)
- Site styles and page layouts will be touched so all pages match the new design and migrate cleanly
- Spelling and broken links will be checked and reported if unable to correct

CITY OF WAYZATA

RESOLUTION NO. 19-2014

**A RESOLUTION APPROVING THE INSTALLATION OF A PLAY AREA WITHIN
THE PRESBYTERIAN HOMES DEVELOPMENT**

WHEREAS, the City of Wayzata approved the redevelopment of the Wayzata Bay Center site in 2008, via Resolution 25-2008; and

WHEREAS, the City Council reviewed the play area plans on June 17, 2014; and

WHEREAS, the City Council desires an understated pedestrian connection to Circle A Drive; and

NOW, THEREFORE, BE IT RESOLVED, that the Wayzata City Council approves the plans for the play area, attached as Exhibit A; and

BE IT FINALLY RESOLVED, that the developer shall work with City Staff to install an understated pedestrian connection between the new play area and Circle A Drive.

Adopted by the Wayzata City Council this 1st day of July, 2014.

Mayor Ken Willcox

ATTEST:

City Manager Heidi Nelson

ACTION ON THIS RESOLUTION:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Resolution:

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Wayzata, Minnesota, at a duly authorized meeting held on July 1, 2014.

Deputy City Clerk Becky Malone

SEAL

Exhibit A: Play Area Plans

PLANTING SCHEDULE

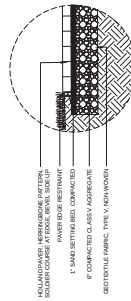
SYMBOL	PLANT NAME	QUANTITY
1	1" BIRCH	10
2	2" BIRCH	10
3	3" BIRCH	10
4	4" BIRCH	10
5	5" BIRCH	10
6	6" BIRCH	10
7	7" BIRCH	10
8	8" BIRCH	10
9	9" BIRCH	10
10	10" BIRCH	10
11	11" BIRCH	10
12	12" BIRCH	10
13	13" BIRCH	10
14	14" BIRCH	10
15	15" BIRCH	10
16	16" BIRCH	10
17	17" BIRCH	10
18	18" BIRCH	10
19	19" BIRCH	10
20	20" BIRCH	10

LEGEND

- 1. SOIL IN PLANTING AREA, SOIL TO BE REFORCED WITH TURF GRASS
- 2. PERMANENT PLANTING
- 3. PERMANENT PLANTING
- 4. PERMANENT PLANTING
- 5. PERMANENT PLANTING
- 6. PERMANENT PLANTING
- 7. PERMANENT PLANTING
- 8. PERMANENT PLANTING
- 9. PERMANENT PLANTING
- 10. PERMANENT PLANTING
- 11. PERMANENT PLANTING
- 12. PERMANENT PLANTING
- 13. PERMANENT PLANTING
- 14. PERMANENT PLANTING
- 15. PERMANENT PLANTING
- 16. PERMANENT PLANTING
- 17. PERMANENT PLANTING
- 18. PERMANENT PLANTING
- 19. PERMANENT PLANTING
- 20. PERMANENT PLANTING

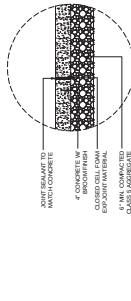
NOTES

1. REINFORCED SOIL
2. PERMANENT PLANTING
3. PERMANENT PLANTING
4. PERMANENT PLANTING
5. PERMANENT PLANTING
6. PERMANENT PLANTING
7. PERMANENT PLANTING
8. PERMANENT PLANTING
9. PERMANENT PLANTING
10. PERMANENT PLANTING
11. PERMANENT PLANTING
12. PERMANENT PLANTING
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16. PERMANENT PLANTING
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18. PERMANENT PLANTING
19. PERMANENT PLANTING
20. PERMANENT PLANTING



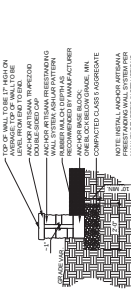
PAVER PADS

Scale: 1/8" = 1'-0"



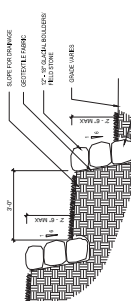
CONCRETE WALK

Scale: 1/8" = 1'-0"



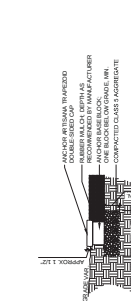
FREESTANDING MODULAR SEAT WALL

Scale: 1/8" = 1'-0"



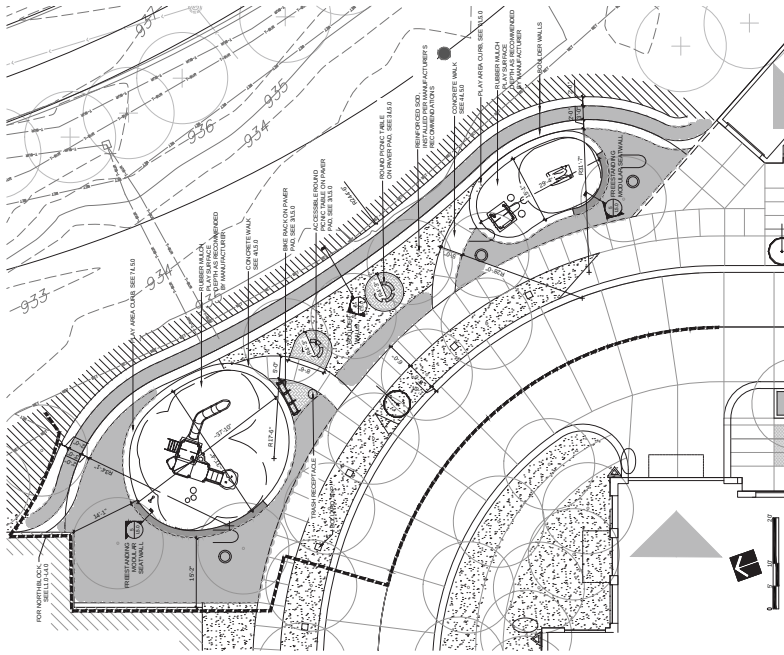
BOULDER WALLS

Scale: 1/8" = 1'-0"



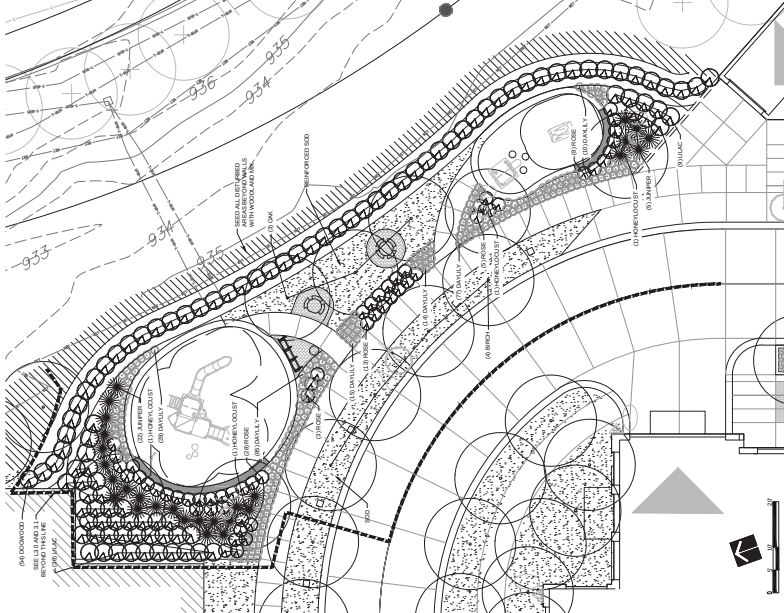
PLAY AREA CURB

Scale: 1/8" = 1'-0"



PLAYGROUND SITE PLAN

Scale: 1" = 10'-0"



PLAYGROUND PLANTING PLAN

Scale: 1" = 10'-0"

Wayzata Bay Center

Wayzata, MN December 21, 2011 56680-1-1-2



Custom product manufacturing time for this project will be 6 weeks from the time of LSI order acceptance.

**Better playgrounds.
Better world.™**

playlsi.com



Proudly presented by:

Chris DesRoches



Wayzata Bay Center

Wayzata, MN December 21, 2011 56680-1-1-1



Custom product manufacturing time for this project will be 6 weeks from the time of LSI order acceptance.

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playlsi.com



Proudly presented by:

Chris DesRoches



Lake Minnetonka 360 Trolley

The BIG Idea!

Bring back the Trolley to Lake Minnetonka

Goal

To assist people make connections with communities, the environment, local business and one another.

Connecting w/ Community

A trolley is an historic and iconic image of Lake Minnetonka. That nostalgic emotion attracts visitors to come and explore the communities the trolley travels. It is a draw for both young and old and all diverse back grounds. It gives access to those who may not always have access to the communities around Lake Minnetonka. The Lake Minnetonka 360 Trolley (LM 360) creates a physical connection as an alternative transportation mode from community to community.

Connecting w/ Local Business

Generating revenue: A young mom, with her two kids, parks at the Colonial Square Lunds, they jump on the Lake Minnetonka 360 Trolley (LM 360) to go to the library. After picking out a few books, they take the LM 360 Trolley over to Lunds & Byerlys Kitchen to have lunch. Next stop is to the beach and after some fun in the sun; they hop back on the LM 360 Trolley to Lunds where they can do the grocery shopping for dinner.

Connecting w/ Environment

What better way to enjoy beautiful Lake Minnetonka than to be able to sit back in a climate controlled environment with your grand kids, spouse or family than on the Lake Minnetonka 360 Trolley. With someone else fighting traffic, a passenger can take in the “Big Woods” along historic Bushaway Road and follow the Scenic Byway around the lake.

Connecting w/ Others

Providing local transportation to seniors, the LM 360 Trolley serves as a mode of transportation for many of the seniors around the Lake Minnetonka area, especially our low-income seniors. The need has been identified that many seniors used the previous trolley as a means to conduct daily functions – going to the grocery store, picking up prescriptions, making doctor appointments. Bringing the trolley back is an affordable means for seniors to get around. The LM 360 Trolley also will enrich seniors’ lives by helping them find a way to stay connected with other seniors, other members of the community and with local businesses.

Pilot Program

Time Period: July 8, 2014 – September 18, 2014

Route Schedule: Tuesdays & Thursdays

Route Time: 9:00 AM – 4:00 PM

Route: Wayzata – utilizing a modified version of the previous trolley route w/ stops added at Pres. Homes, Boardwalk, Meridan Manor

Long-term Vision

To make connections around all of Lake Minnetonka from one community to the next, the LM 360 Trolley will utilize the future Scenic Byway and routes beyond for seniors, visitors and residents on a year round basis. The LM 360 Trolley will bring business from one community to the other, assist with giving access to Lake Minnetonka to those that normally may have difficult access to its beaches and other amenities. As an alternative mode of transportation, the trolley assists in alleviating car congestion.

Business Model

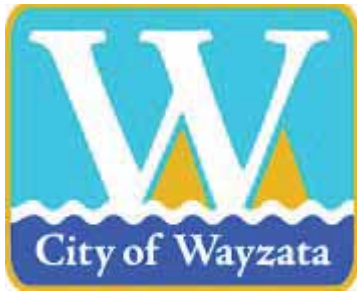
Outsourced all daily management, maintenance and risk related activities of the physical trolley entity to third party vendor that is a current operator in shuttle, limousine and transportation service industry. With the formation of a non-profit after pilot program, the newly formed organization will manage schedule, marketing, communication, etc. of trolley concept. Pilot Program structure will consist of a seasonal contract between third party vendor described above and the Wayzata Historical Society who is the acting fiscal sponsor for the project.

Financial Source Structure

-  Corporate Sponsorships
-  Fee based Ridership
-  Grants

Ask

We are asking the City of Wayzata to be the premier community to bring the trolley back to Lake Minnetonka with a municipal contribution of \$8000.00 towards assisting the seniors of Wayzata with a safe and affordable mode of transportation to get around the community as well as generate an amenity for the community to attract visitors by matching other large donors for the Pilot Program described above.



City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:
Ken Willcox

City Council:
Jack Amdal
Bridget Anderson
Andrew Mullin
Tom Tanner

City Manager:
Heidi Nelson

MEMORANDUM

TO: Mayor Willcox and Councilmembers

FROM: Heidi Nelson, City Manager

DATE: June 26, 2014

RE: City Manager's Report -- Next Steps Lake Effect Update

Next Steps Lake Effect

Meeting with Mary deLaittre. City Council and staff is scheduled to meet with Mary deLaittre to discuss next steps Lake Effect on the afternoon of June 26th. A report of that workshop will be provided at the July 1 council meeting.

Beach Concession. Staff has solicited additional bids for the improvements to the Beach House and is proceeding with the upgrade to the electrical service to the building. A hot dog cart has started operating at the Beach for this season given the timeline for the improvements. Staff will continue to monitor the impacts of the lake levels to the beach, marina and parking to determine the best timing for the more permanent concession space.

Interim Transient Docks. Staff is proceeding with the application to the LMCD for the addition of interim transient docks at the lakefront; anticipating being on the July 23rd LMCD agenda. Staff is continuing to work with dock vendors to solicit bids and consider lease/buy back options as well as monitor lake levels with regard to the no-wake condition.

East Lake Street/Eastman Corridor Landscape Plan. City Council met in workshop on June 17th to discuss the landscape concepts for the east corridor. Following input from the workshop, the plans will be refined and brought back to City Council to prioritize projects for bid later this summer.