

**AGENDA  
BIG LAKE CITY COUNCIL  
WORKSHOP**

**WEDNESDAY, JANUARY 22, 2020  
5:00 p.m.**

**1) CALL TO ORDER**

**2) ROLL CALL**

**3) ADOPT PROPOSED AGENDA**

**4) BUSINESS**

4A. Financial Software and Window/Door Replacement Needs Discussion

4B. City Commissioner Appointment Discussion

4C. New Ideas Discussion

**5) OTHER**

**6) ADJOURN**

**Disclaimer:** This agenda has been prepared to provide information regarding an upcoming workshop of the Big Lake City Council. This document does not claim to be complete and is subject to change.



# WORKSHOP ITEM

## Big Lake City Council

<b>Prepared By</b> <i>Deb Wegeleben, Finance Director</i>	<b>Meeting Date:</b> 1/22/2020	<b>Item No.</b> <b>4A</b>
<b>Item Description:</b> <i>Upcoming improvements needed for software and window replacements at City Hall</i>	<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
	<b>Reviewed By:</b> <i>N/A</i>	

### **COUNCIL DIRECTION REQUESTED**

**Provide direction on upcoming improvements needed in financial software as well as improvement to City Hall building**

### **BACKGROUND/DISCUSSION**

#### **NEW FINANCIAL SOFTWARE NEEDS**

Currently the software that is used by staff for the financial recording as well as payroll, timecard and utility billing has reached the point that the City has out grown its capabilities. Banyon, the current software, runs on Access, which does cause problems with reliability as well as storage capability for data. The current software does not have the capability to be utilized through the web and therefore the city would need to constantly upgrade the server to host this software. Staff is in the beginning stages of reviewing various software programs available that would allow the city to combine all software used, into one platform that would be hosted via the web. The potential benefits of a new platform would include:

1. Would allow staff to utilize electronic work orders for public works staff via a mobile device or laptop instead of having to issue a paper request.
2. Permits would be on the same platform as the financial software, again allowing efficiency as our current permit software is not compatible with the financial software.
3. Would allow employees to enter their payroll hours using mobile devices and/or online access at any computer whether in their building or offsite.
4. Would streamline the process of paying invoices as approvals per invoice can all be done electronic.
5. Final reads for utility billing would be able to be transmitted electronically.
6. Cloud based software would allow employees that utilize the software to work remotely in the event of a city wide emergency.
7. Would allow departments not located at City Hall to access the software instead of relying on copies of the department's budget balance being sent to them via email at month end, they would have real time balances.

The upfront cost to implement new software can be expensive, however there will be savings due to efficiencies. As with any software package, there will continue to be annual support costs and annual hosting fees, but again, will provide a savings in employee time that we currently experience due to the limitations of our current outdated software. Staff has set up demonstrations to view 3 new software providers on Feb 5, 6 and 7th and will bring back feedback from the demonstrations to Council at the 2/26/2020 Workshop.

The Finance Committee has indicated they would also be available to view part of the demonstrations and will provide their feedback at the Workshop.

Software quotes Staff has received are as follows:

- Civic Systems – Annual Support - \$21,750; upfront cost \$109,350
- AccuFund – Annual Support - \$27,000; upfront cost \$31,020, plus \$165/hour for conversion
- ADG – Annual Support - \$28,800; upfront cost \$131,040

### **WINDOW UPGRADE NEEDS AT CITY HALL**

Staff is strongly encouraging Council to consider replacement of all windows and exterior doors in the City Hall building. Due to the age of the building, and the lack of maintenance done on the infrastructure, we have been dealing with a rapid decline in the integrity of our exterior windows and doors. The windows and doors are well beyond their expected lifespan. Issues of concern include:

- Draft issues - During the winter weather months, staff is able to feel cold air coming through most of the windows in the building.
- Exterior Staff Doors - The exterior Staff doors do not shut/lock properly during times of cold temperatures. This elevates safety concerns throughout the public building.
- Circuit Breaker concerns - Due to the amount of cold air coming through the windows, it has been necessary to run electric space heaters in some areas of the building. The extra electrical capacity has causes issues with the circuit breakers. In order to not trip the circuit breaker, staff has had to either not run the space heater or work in the dark. Both options are very inefficient.
- Energy Efficiency – Installing commercial replacement windows can significantly improve a building’s energy efficiency. It is without question that the City is paying excessive heating costs due to the window and door issues. Just the cost to run numerous electrical space heaters alone can increase the overall utility expenses of a facility this size.
- Integrity of the current windows/doors – Overall, the windows in the building have experienced broken framing, condensation build-up, scratched panes, numerous broken seals, inability to open, locking/unlocking issues, cracked/peeling caulking, old weather stripping, loosened sashes, rotting internal structures, missing and damaged screens, etc. The doors do not seal properly at the front entrance and the entrance by the senior center. As stated previously, the Staff entrance doors do not close/lock properly in extreme cold.

Staff has received three (3) quotes to see what the cost would be for replacement of windows. Of the quotes received 1 quote included the windows and exterior doors, the remaining 2 did not include the replacement of the doors.

- Ken Geroux Construction (10/3/19 – will need to be updated) - Pella Impervia Fiberglass windows & commercial doors - \$53,486.49
- Renewal By Anderson (12/26/19) - Anderson windows – unable to do doors - \$57,578
- Isaacson and Sons (12/31/19) - Thermo-Tech sliders – unable to do doors - \$20,550

Staff would like to move forward with one of the quotes, but would like Council’s input with which one. Funding for both would be from the CIP funds allocated for improvements and computer/software replacement.

***FINANCIAL IMPACT***

Financial Software upgrade - future budgets would reflect increase in software annual support fees.

Window/Door Replacement - CIP funds would be used for improvements and the City should also experience a reduction in overall utility costs to heat the building.

***ALTERNATIVES***

Do not look for any improvements at this time.

***ATTACHMENTS***

Financial Software Quotes

Window/Door Replacement Quotes

**Computer Software and  
Conversion Services Proposal**  
**City of Big Lake**  
**Prepared by Civic Systems, LLC**



**civicsystems**

strong software, strong community

A SUBSIDIARY OF BAKER TILLY VIRCHOW KRAUSE, LLP

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October 31, 2019

**TRANSMITTAL LETTER**

**COMPONENTS OF SUCCESS ..... 1**

- Software.....2
- Conversion..... 3-4
- Education.....5
- On-Site Assistance.....6
- Support .....7

**PRODUCTS SELECTED ..... 8-10**

**INVESTMENT SUMMARY..... 11**

- License Fees, Training, Conversion and Support Detail .....12
- Optional Modules .....13

**HARDWARE REQUIREMENTS..... 14**



strong software, strong community

A SUBSIDIARY OF BAKER TILLY VIRCHOW KRAUSE, LLP

## TRANSMITTAL LETTER

October 31, 2019

City of Big Lake  
160 Lake Street North  
Big Lake, MN 55309

Dear Deb:

It has been great speaking with you about the possible future software needs of the City of Big Lake. We are pleased to have this opportunity to submit our software solutions to you. Our proposal is based on your request for information and our prior experience in providing these services to clients with similar needs.

Civic Systems, LLC (Civic) has the experience and resources necessary to meet your needs and assist you with this very important project. We would like to highlight several factors that distinguish Civic from other firms.

### **Full Service Firm**

Civic provides a full range of software services specifically developed for cities and municipal utilities to over fifty new clients every year. These services include total turnkey software solutions. We are committed to enabling our clients to print utility bills, accounts payable checks, payroll checks, and monthly reports immediately after leaving our training facility. This process eliminates or minimizes the need to run parallel systems.

### **Experience**

We understand the demands on your time and the pressures you face. This understanding comes from our continuing relationship with over 250 municipalities and 300 utilities throughout the Midwest. Our team includes CPAs, trainers with over twenty years of training experience, and quality help desk analysts ready and waiting to answer your every question. Civic is a subsidiary of Baker Tilly Virchow Krause, LLP (Baker Tilly). Baker Tilly is one of the top 15th largest accounting and consulting firms in the United States and prides itself on its public sector practice that includes over 150 full time, fully dedicated public sector practitioners. This unique and strong Civic/Baker Tilly relationship allows us to provide unmatched public sector expertise.

### **Depth of Resources**

Our project team members all have extensive software experience. All team members are available at any time for consultation. Our quality products and service will provide you with information you need to make timely and accurate management decisions, while meeting the needs of your customers.

City of Big Lake

October 31, 2019

Page 2

**Commitment**

Civic has a long-standing tradition and solid reputation of providing high quality services to municipal government. To illustrate that commitment, we have a separate practice group devoted entirely to serving municipalities and their utilities.

**Timely Service**

Our experience with software and conversion services allows us to provide a highly efficient and cost-effective transition from your legacy system.

We appreciate the opportunity to submit this proposal and welcome the opportunity to discuss specific aspects of it with you. The information included in this packet is valid for 90 days. If you have any questions or need additional information, please contact me at 888.241.1517. We look forward to working with you on this important project.

Sincerely,

CIVIC SYSTEMS, LLC

A handwritten signature in black ink, appearing to read "M. Laesch". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael Laesch, Vice President – Business Development and Client Relations

ML

Enclosures

## COMPONENTS OF SUCCESS

A successful software investment involves two critical components: the software itself and the conversion, education, on-site assistance and support services provided with the software.

Caselle's software suite, coupled with the strength and stability provided by Baker Tilly and Civic's years of experience and depth of knowledge, ensures that your software investment will retain its value through the years. Our role as your trusted advisors gives you the peace of mind of knowing that professional, 100% public sector focused CPAs and consultants will guide you along the path toward a successful software investment.

Each critical component of a successful software investment is briefly discussed on the following pages.

## SOFTWARE

Over 14 years ago, Civic Systems entered into an agreement with Caselle, Inc. to represent their software throughout the Midwest. Caselle's software is the result of a long evolution that began in the 1950's as a part of a small CPA firm. Today, Caselle, Inc. provides fully integrated, true Windows-based financial and utility billing software to over 1,100 clients throughout the United States.

All conversion, education, on-site assistance and support services are provided out of Civic's Madison, Wisconsin headquarters.

Caselle's software, coupled with the public sector expertise of Civic and Baker Tilly, provide an unbeatable team to ensure a successful and long-lasting software investment.

## CONVERSION

The success of any project usually depends on adequate up front planning. Software conversion is no different. From the first meeting until the last total is tested, an in-depth timeline and action plan will guide our progress.

### *Planning and Administration*

Since planning is such a key element in the success of your conversion, an in-depth, pre-conversion working session will be held at your site to identify key individuals, discuss current processes and procedures, evaluate potential challenges and establish a project timeline. The timeline established will document our process, assist with staff availability planning, minimize your staff's duplication of effort and create a clean data cutoff for the conversion team.

### *Data Extraction*

No one enjoys working overtime or weekends keying in data to new software. Let your staff completely avoid this time-consuming task by having Civic's conversion specialists quickly and accurately convert your data. Control "hooks" created from your current software allow us to map your data to the new software. In this way, existing data can be extracted, converted, tested, adjusted and finalized prior to your arrival for training. This process minimizes data clean up necessary to "go live". All you have to think about is learning the software while utilizing your own data.

Our proposed conversion services are listed on the following page.

The following outlines the conversion services to be provided for the core modules. Depending on the data integrity in the legacy system, below is our typical data conversion when converting from a legacy system.

## **Accounts Payable**

- > Vendor Information
- > 3 years of invoice and check history
- > Report preparation
- > AP check formatting

## **Cash Receipting**

- > Setup receipt categories and corresponding GL accounts
- > Report preparation

## **General Ledger**

- > Chart of Accounts
- > Financial statements
- > Report preparation
- > 3 years detail information
- > 3 years of budget information

## **Payroll**

- > Employee information
- > Pay code setup
- > Current Year to Date Totals
- > Recalculate payroll to ensure data accuracy
- > Report preparation
- > Leave time balances
- > Paycheck formatting

## **Utility Billing**

- > Customer information
- > Customer balances by service
- > Meter information
- > Location information
- > 13 months consumption History
- > Report preparation
- > Utility billing formatting
- > Recalculate bill run to ensure data accuracy
- > Setup rates and services

## EDUCATION

Civic's Educational Services include individualized, hands-on instruction at our Madison, Wisconsin training facility. Our thorough, patient instructors guide you through all the software features necessary for effective use. At completion, you will immediately be able to begin using the software.

### *Classroom Training*

Civic's four high-tech training classrooms in Madison, Wisconsin allow an excellent learning experience. Hands-on instruction along with in-depth training ensures maximum product comprehension. Product overviews and fun classroom games ensure that key objectives are learned.

### *Professional, Experienced Trainers*

Our trainers have extensive software and industry knowledge and will help you apply it to your community. Our senior trainers have over twenty years of municipal software training experience. Their knowledge of municipal issues provides a strong foundation to help you with budgeting, utility billing and other community operations.

### *Structured, Yet Individual, Training*

Our structured training curriculum clearly outlines course objectives and goals to help you maximize your learning experience. Your trainer will guide you through this well-planned process. Group sessions and one-on-one instruction aid in the learning experience.

### *Customized Learning Using Your Own Data*

Custom reports and screens can be designed using your data. You will be able to immediately begin using the software at training completion.

### *Post Training Assistance*

During the first 90 days following training, you are welcome to contact your classroom trainer for software support. This helps create a smooth transition, since your trainer will be aware of any unique issues discussed during training. After 90 days, our experienced customer support representatives will be able to effectively handle any support issues.

## **ON-SITE ASSISTANCE**

During the initial use of your new software, it can be reassuring to have an expert at your side. Civic's on site service provides you with the comforting reassurance of an expert on site to answer questions, correct any mistakes, offer helpful suggestions and monitor the overall progress of your software transition.

## SUPPORT

### *Support Center*

The Civic Systems Support Center prides itself on timely and accurate support. Friendly, helpful representatives facilitate prompt issue resolution so your operations are not interrupted. All support calls are tracked and prioritized based on timing and urgency.

### *Support Center Objectives*

Civic Systems Support Center's number one objective is responsive issue resolution. Every call is tracked and prioritized, based on urgency through our Customer Support Portal, which is accessible via the Internet, customers can view the status of a ticket at anytime, 7 days a week.

### *Methods for Requesting Service*

You may contact the Civic Support Center by phone, fax or e-mail. Customers also have the option of submitting, canceling or adding more information to existing service tickets online through CIVIC's Customer Support Portal, which is accessible through the Internet. If the issue requires a more in depth look, we will access your data using PC Anywhere software.

### *Civic Systems Support Center Hours*

Monday through Friday 7:00 AM – 5:00 PM Central Standard Time.  
Saturday/Sunday – Please leave a message on the voice mail system for processing on Monday morning.

### *Annual Support Fees include:*

- Unlimited, toll free telephone support for purchased CIVIC software applications.
- All software enhancements and updates.

### *Updates and Enhancements*

Yearly updates are included in your annual support fee.

## PRODUCTS SELECTED

The software products available for selection include:

### ***Accounts Payable***

Review, approve, verify and validate invoices while ensuring maximum use of vendor terms and discounts.

### ***miExcel AP***

Allows for easy import of expenses such as P Card information from the bank without reentering it manually.

### ***Accounts Receivable***

Manage customer accounts, invoicing, billing and payments with the Accounts Receivable module. You can create an unlimited number of billing categories with ease and flexibility.

### ***Building Permits***

Provides an easy way to generate and track the active license status of individuals. Interfaces with Cash Receipting and Business Licenses.

### ***Code Enforcements***

Easily create inspections schedules and checklists and provides the capability to charge fees, issue notices, schedule inspections for violation and escalate tracked complaints to violations.

### ***Cash Receipting***

From point of payment to the bank deposit, the cash receipting system provides user friendly daily cash control. This software registers and prints all receipts from individual workstations with full descriptions, distributions, change due and account balance.

### ***Cash Receipting Import***

Civic will establish an import file from your cash receipting to input customer payments.

### ***General Ledger***

Quickly and easily enter, inquire, review and report important financial information. Pre-defined journal entries, online management tools, customized reports, previous history and tracking project costs over multiple years are a few of the features you'll enjoy using.

### ***miExcel GL***

This module provides a direct connection to GL through Excel. Importing budgets, importing JE's and building custom reports has never been so easy.

### ***miViewPoint Dashboard Reporting Tool***

Gain real time access to pertinent financial, payroll, accounts payable and utility billing information on a browser look and feel with no training required and no limit on the number of system users.

### ***miAP workflow***

It doesn't matter if your AP process starts at a central location, within each department or both you will find our workflow system can handle your needs. Items are scanned and can be attached to multiple predefined customized workflow processes based on the department it is for, the dollar amount or a combination of both. Invoices can be coded at any step of the way through the final approval and once the final approval is made the images get attached into Account Payment and into miViewPoint for easy look up.

### ***miBudget***

Allows for Department Head budget entry with access to account information and previous budgets to actual. Budgets can be entered by line item and attachments and notes can be added. Once submitted the budget goes through a predefined workflow for approval.

### ***miUtility Inquiry Portal***

Access real-time resident information from any utility service address, including interface to GoogleMaps.

### ***Payroll***

Easy payroll processing and development of your own customized, comprehensive employee information system. Federal and state government reporting requirements are complied with while providing complete fund and departmental allocations.

### ***Direct Deposit***

Electronically transfer employee earnings to banking accounts.

### ***Electronic Submittals***

Create electronic submittals for your W2's and 1099's.

### ***miPay (Paystubs and W2s)***

Allow employees to go paperless with their paystubs and W-2's. Employees can log in with user name and password from any computer with internet access to view their current and past paystubs and W-2's. Employees also have self service capabilities like filling out forms for a change of address or W-4 withholdings. Employees can also input time off requests which notifies their manager for approval or denial.

### ***miTime***

Allow employees to enter payroll hours over the web. Submitted time then goes through a predefined approval process to ensure accuracy. This module can eliminate the paper headache of the payroll process.

### ***Utility Billing***

A comprehensive customer information system designed to address the unique challenges faced by municipal utilities. Features such as rate calculation computation, multiple project meter database, and consolidated master meters allow your utility to customize the product based on your needs.

#### ***ACH Direct Pay***

Customers automatically pay their utility bills from their checking or savings account.

#### ***Electronic Read Interface***

Importing meter files is easy and hassle-free with the Electronic Read Interface. We are able to integrate all major hand held meter reading devices.

#### ***miExcel UB***

Provides built in functions to easily update rates and services, change meters, export meter data and customer usage and provides revenue analysis functions.

#### ***Service Orders***

Create service orders to assign specific, user defined tasks including final reads and meter replacements.

#### ***Mobile Service Orders***

This module is an add on to service orders which allows service orders to be assigned and then completed in the field using your mobile device. The mobile device will receive notification if a service order is added and a map of where that service order is located will be present. Once items are completed it is updated to the service order application in the Caselle system. If you are using miViewPoint there will be a screen that shows you outstanding service orders along with a pin map of where those service orders are located.

#### ***Splitter***

When utility bills are run a PDF of each customer's bill will be attached to each customer for easy viewing and printing at a later date. No more recalculating old bills when rates there are rate changes or Power Cost Adjustments.

#### ***Tax Certification***

Easily produce tax certification notices for your delinquent customers and create a file to electronically send information to the appropriate agency.

#### ***Online Bill Pay and Bill Presentment***

Provides customers with a direct bill payment option through a secure, robust Internet application. Ability for customers to opt out of paper billings, Utility bill payment, account review, inquiry features and service request s are all available. Interfaces with Cash Receipting for seamless bill payment option.

# Investment Summary

**Civic Systems, LLC**  
Ten Terrace Court  
P.O. Box 7398  
Madison, WI 53707-7398

**City of Big Lake**  
160 Lake Street North  
Big Lake, MN 55309

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **An initial 50% down payment is due with this contract. The remainder is due at training.** \*Additional payment terms can be provided such as spreading the payments over 2 or 3 years at 0% interest. The information provided in this proposal is valid for 90 days after the date of issue.

## INVESTMENT SUMMARY

License Fees (7 Concurrent)	\$ 81,000
Less: Discount	(16,200)
Training	16,500
Conversion	24,450
On-Site Assistance	<u>3,600</u>

***TOTAL INVESTMENT*** **\$ 109,350**

***ANNUAL SUPPORT (Software For Life\*\*)*** **\$ 14,850**

***HOSTED ANNUAL FEE*** **\$ 6,900**

## TRAVEL COSTS

Travel costs are a not-to-exceed and based on six (6) round trips and 17 overnights.

Mileage (Six 618 mile round trips @ \$0.58/mile)	\$ 2,150
Hotel (17 nights at \$150/night)	2,550
Meals (13 days at \$35/day)	<u>595</u>

***TOTAL INVESTMENT*** **\$ 5,295**

**\*A formal contract will need to be entered before any software is installed.**

**\*\*Software For Life provides you the assurance that you will never have to purchase another upgrade from us in the future. The Client will always be on the latest version of the purchased modules as long as they are current with annual support payments.**



# License Fees, Training, Conversion and Support Detail

Selected Product Descriptions	License Fee Purchase Price	One-Time conversion / setup	Training and Onsite Assistance Cost/Days	Year one Total w/o Support	Annual Fees*
<b>7 Concurrent User Licenses</b>	\$ 8,000	\$ 0	\$ 0	\$ 8,000	\$ 1,600
<b>Accounts Payable</b>	5,500	900	1,200	7,600	1,375
miExcel AP	Included	Included	Included	Included	Included
<b>Accounts Receivable</b>	5,500	900	1,200	7,600	1,375
<b>Building Permits</b>	6,500	2,400	1,200	10,100	1,625
Code Enforcements	3,000	900	300	4,200	750
<b>Cash Receipting</b>	5,500	600	1,200	7,300	1,375
Cash Receipt Payment Import	Included	Included	Included	Included	Included
<b>General Ledger</b>	7,000	2,400	2,400	11,800	1,750
Activity Reporting	Included	Included	Included	Included	Included
Bank Rec	Included	Included	Included	Included	Included
Budgeting	Included	Included	Included	Included	Included
miExcel GL	Included	Included	Included	Included	Included
<b>miViewPoint (Department Head Dashboard)</b>	5,500	600	1,800	7,900	1,375
miAP Workflow w/ LF Interface	Included	Included	Included	Included	Included
miBudget	2,500	600	600	3,700	625
miUtility	Included	Included	Included	Included	Included
<b>Payroll w/ Direct Deposit</b>	11,900	3,600	3,600	19,100	2,975
ACH Direct Deposit	Included	Included	Included	Included	Included
Electronic Submittals	Included	Included	Included	Included	Included
miPay Online (W2s and Paystubs)	Included	Included	Included	Included	Included
miTime (Remote Time Entry)	4,500	1,200	600	6,300	1,125
<b>Utility Billing w/ Direct Pay</b>	12,600	9,750	4,800	27,150	3,150
Direct Pay	Included	Included	Included	Included	Included
Electronic Read Interface	Included	Included	Included	Included	Included
Service Orders with Mobile Service Orders	3,000	600	1,200	4,800	750
Splitter	Included	Included	Included	Included	Included
Online Bill Pay Interface PSN	Included	Included	Included	Included	Included
<b>Less: Full Suite Discount</b>	(16,200)	--	--	(16,200)	(5,000)
<b>Hosted (\$575 Monthly)</b>	--	--	--	--	6,900
<b>TOTALS COSTS</b>	<b><u>64,800</u></b>	<b><u>24,450</u></b>	<b><u>20,100</u></b>	<b><u>109,350</u></b>	<b><u>21,750</u></b>

\*Optional item pricing is provided on the following page.

\*If online Bill Presentment is chosen the City of Big Lake is responsible for any monthly hosting, setup and transactional fees charged by the preferred online bill pay company.



## Optional Module Detailed Cost

OPTIONAL MODULES (Not Included in the agreement)

Optional Product Descriptions (Not Selected)	License Fee Purchase Price (7 Concurrent Users)	One-Time conversion / setup	Training Cost @ \$1,200/Day	Year one Total w/o Support	Annual Fees
<b>Additional Concurrent Users above 7 (each)</b>	2,000	--	--	<b>2,000</b>	400
<b>Fixed Assets</b>	3,300	900	600	<b>4,800</b>	825
<b>Payroll Add Ons</b>					
miExcel Payroll Import	2,000	600	--	<b>2,600</b>	500

\*Above amounts include the discount provided.

***Fixed Assets***

Developed with GASB No. 34 compliance in mind; maintains fixed assets, continuing property records and depreciation records. It interfaces with Accounts Payable and General Ledger.

***miExcel PR***

Allows individuals or departments to fill out excel based time sheets electronically to import seamlessly into timekeeping or directly into payroll along with providing the ability to import files from a time clock system. This module eliminates re-keying hours and provides additional functionality such as importing of steps and grades from Excel, easily update pay schedules from Excel, along with providing export capabilities for Rates, Pay Codes, GL by pay periods and benefit info.



# Hardware Requirements If On Premise

## HARDWARE REQUIREMENTS

### Network System Requirements – Caselle® Connect – Network

Important! Using servers, workstations, or servers and workstations that do NOT meet the specified network system requirements may result in unsatisfactory performance and response times. This document lists the minimum hardware and software requirements for installing Connect.

Network Server Operating System	Microsoft® Windows 2012, 2012 R2 or 2016 Server (64-bit)
Network Server Equipment	Intel® Xeon® Quad-Core Processor 3.0 Ghz or higher   Minimum 16 GB of available RAM   30 GB available disk space for Caselle Connect applications (180 MB) and data   Separate physical hard drive for SQL log file 8-15 K SAS HDD preferred   Color SVGA .28 Monitor   1 GB Ethernet Network Card   1 GB Ethernet Switch   DVDRW Drive <small>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.</small>
Database Server Equipment and Operating System	<ul style="list-style-type: none"><li>• Use the Recommended Network Server. For better performance, increase memory on network server or, use a separate Database Server (same specifications as the Network Server).</li><li>• Networks with more than ten workstations may require faster processors and/or more memory than the recommended.</li></ul>
Database Software	Microsoft® SQL Server 2012 (64-bit), 2014 (64-bit) or 2016 (64-bit)
Network Server and Database Server Power Protection	True On-Line UPS, 600 Voltamps minimum with UPS Monitoring card, cable, and software.
Workstation Computer	Intel Core 2 Duo, i5, or i7 (3 GHz or higher)   8 GB of available RAM   30 GB available disk space for Caselle Connect applications (180 MB) and data   LCD Monitor <small>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.</small>
Workstation Operating System	Windows 7™, 8™ or 10™ Professional (32-bit or 64-bit).
Workstation Power Protection	UPS/Battery backup unit
Backup System	Network quality system to back up fileserver hard drive on one tape and provide tape read after write verification. Make sure the backup system supports backing up MSSQL Databases. Example: Backup Exec with SQL Agent.
Data File Transfer	DVDRW Drive
Printer	HP Laser Printer or Canon Copiers with PCL or Postscript Drivers
Receipt Printer	Ithaca Series (Impact) 150 and 280 Printers, Ithaca Series (Thermal) 280, Ithaca 9000 Series and 1500 Series Printers
Internet Access	DSL, ISDN, or T1  Explanation: Caselle® Applications require Internet access to download program updates. Using an Internet connection that is slower than 256 Kbps will take significantly longer to download data.
Email	Email that is compatible with Microsoft® Windows.
Network Installer	Microsoft® Certified
Web Services	IIS 7 (Windows Server 2008, 2012)
miViewPoint <small>Only needed if miViewPoint is being installed.</small>	IIS 7 or later   30 GB of available disk space for miViewPoint on the IIS and SQL Servers   Modern Web Browser on any PC using miViewPoint (IE11 or greater, up to date Chrome, or up to date Firefox) If miViewPoint is made internet available a modern mobile browser is required.

**EMK, Inc.**  
**AccuFund Software Quote**  
Date September 30, 2019  
Prepared For City of Big Lake, MN  
Contact & Title Deb Wegeleben

AccuFund Professional Edition	Qty	Cost	Extension
AccuFund Accounting Suite			
Includes 3 Concurrent Users	1	623.00	623.00
Additional Accounting Users	4	81.00	324.00
AccuFund Access Users	4	27.00	108.00
Payroll	1	150.00	150.00
Human Resources	1	75.00	75.00
Position Control & Encumbrance	1	75.00	75.00
Fixed Assets	1	75.00	75.00
Accounts Receivable w/Inventory	1	75.00	75.00
Employee Portal up to 100 Employees	1	75.00	75.00
Self Service	1	75.00	75.00
Time Entry	1	75.00	75.00
Utility Billing	1	150.00	150.00
Work Orders	1	75.00	75.00
Fees, Taxes, and Licenses	1	75.00	75.00
Permits and Inspections	1	150.00	150.00
Web Clock	1	70.00	70.00
<b>Total Monthly Subscription</b>			<b>2,250.00</b>
<b>First Year Quarterly Billing Amount</b>			<b>6,750.00</b>
<b>One Time Setup Fee</b>			<b>500.00</b>
 <b>Total First Year Contract</b>			 <b>27,500.00</b>
 <b>Onsite Implementation and Training Hours (Approximate)</b>			
Core System	24		
Payroll	32		
Human Resources	8		
Position Control & Encumbrance	8		
Fixed Assets	8		
Accounts Receivable w/Inventory	4		
Employee Portal	8		
Utility Billing	24		
Work Orders	8		
Fees, Taxes, and Licenses	24		
Permits and Inspections	24		
Web Clock	16		
<b>Total Estimate of Professional Services</b>	<b>188</b>	<b>165.00</b>	<b>31,020.00</b>
 <b>Conversion Hours Billed at \$ 165.00 per hour</b>			
 <b>Payment Terms</b>			
First 6 Months			13,500.00
Consulting billed monthly as work is completed			31,020.00
 <b>This quote is valid for 90 days</b>			





**American Data Group, Inc.**  
**Integrated Enterprise Software**  
**Solutions for Government**

**QUOTE**

5730 E Otero Ave.  
 Suite 300  
 Centennial, CO 80112

August 5, 2019

**TO: City of Big Lake, MN**  
 160 Lake Street N  
 Big Lake, MN 55309

**CONFIDENTIAL**

Code	Description	Price	Hours*	Extended
BPS	Building Permit System	\$10,000		\$10,000
	• Annual Maintenance Fee	20% of Price		2,000
	• Discount**	30%		-3,000
	• Data Conversion	\$140	16	2,240
	• Installation & Training	\$140	8	1,120
WBI	BPS Online Citizen Link	\$8,000		\$8,000
	• Annual Maintenance Fee	20% of Price		1,600
	• Discount**	30%		-2,400
	• Installation & Training	\$140	16	2,240
FAS	Fixed Assets System	\$8,000		\$8,000
	• Annual Maintenance Fee	20% of Price		1,600
	• Discount**	30%		-2,400
	• Data Conversion	\$140	16	2,240
	• Installation & Training	\$140	8	1,120
FMS	Fund Management System w/ General Ledger, Budget Prep, Job Costing, Accounts Payable, Purchase Orders, Accounts Receivable, Centralized Receipting & Inventory Control	\$40,000		\$40,000
	• Annual Maintenance Fee	20% of Price		8,000
	• Discount**	30%		-12,000
	• Data Conversion	\$140	40	5,600
	• Installation & Training	\$140	40	5,600
CRPP	Centralized Receipting Payment Portal	\$8,000		\$8,000
	• Annual Maintenance Fee	20% of Price		1,600



Code	Description	Price	Hours*	Extended
	• Discount**	30%		-2,400
	• Installation & Training	\$140	8	1,120
PR	Payroll & Human Resources	\$12,000		\$12,000
	• Annual Maintenance Fee	20% of Price		2,400
	• Discount**	30%		-3,600
	• Data Conversion	\$140	40	5,600
	• Installation & Training	\$140	40	5,600
ETC	Electronic Time Card System	\$8,000		\$8,000
	• Annual Maintenance Fee	20% of Price		1,600
	• Discount**	30%		-2,400
	• Installation & Training	\$140	12	1,680
	• ZK Time Clock Device (RFID Badge or Biometric Scanner)	\$550 ea		TBD
OE	Open Enrollment	\$8,000		\$8,000
	• Annual Maintenance Fee	20% of Price		1,600
	• Discount**	30%		-2,400
	• Installation & Training	\$140	8	1,120
GWS	Global Work Order System	\$6,000		\$6,000
	• Annual Maintenance Fee	20% of Price		1,200
	• Discount**	30%		-1,800
	• Installation & Training	\$140	16	2,240
STS	Business Licensing System	\$8,000		\$8,000
	• Annual Maintenance Fee	20% of Price		1,600
	• Discount**	30%		-2,400
	• Data Conversion	\$140	8	1,120
	• Installation & Training	\$140	8	1,120



Code	Description	Price	Hours*	Extended
SAS	Special Assessments System	\$8,000		\$8,000
	• Annual Maintenance Fee	20% of Price		1,600
	• Discount**	30%		-2,400
	• Data Conversion	\$140	16	2,240
	• Installation & Training	\$140	8	1,120
UBS	Utility Billing System	\$12,000		\$12,000
	• Annual Maintenance Fee	20% of Price		2,400
	• Discount**	30%		-3,600
	• Data Conversion	\$140	80	11,200
	• Installation & Training	\$140	80	11,200
WUI	UBS Online Citizen Link	\$8,000		\$8,000
	• Annual Maintenance Fee	20% of Price		1,600
	• Discount**	30%		-2,400
	• Installation & Training	\$140	8	1,120

\* Estimated.

\*\* Discount based on New State Client.

**NOTE:**

- The above services are billed at \$140/hour. We estimate the approximate hours to give a fair look at total cost. Please note you only pay for services actually incurred.

- Additionally, for on-site services, we bill expenses such as airfare, rental cars, meals, and lodging.

- Data Conversion is based on your submission of data to ADG in text form.

- **ADG does NOT charge User License fees.** Software is licensed to the entity upon a signed contract.

Total Software Cost	144,000
Total Discount Allowance	-43,200
Total Annual Maintenance	28,800
Total Data Conversion	30,240
Total Installation & Training Services	36,400
<b>Grand Total ~</b>	<b>\$167,440</b>
<b>On-going Annual Maintenance</b>	<b>\$28,800</b>

**THANK YOU FOR YOUR BUSINESS AND SUPPORT!**



Lic.# 2757

**Ken Geroux Construction Corporation**

17211 198th Avenue NW P.O. Box 677 Big Lake, MN 55309

Office: 763-263-6878 Fax: 763-263-5686

## **Construction Proposal**

October 3, 2019  
City of Big Lake--Windows and Doors  
160 Lake Street North  
Big Lake, MN 55309

Ken Geroux Construction Corporation  
17211 198th Ave NW  
Big Lake, Minnesota 55309  
763-263-6878 Office  
763-263-5676 Fax

# Proposal

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October 3, 2019

Between the Owner:     **City of Big Lake**  
                                  **160 Lake Street North**  
                                  **Big Lake, MN 55309**  
                                  **(763) 263-2107**

And the Contractor:     **Ken Geroux Construction Corporation**  
                                  **17211 198th Ave NW**  
                                  **Big Lake, Minnesota 55309**  
                                  **BC-002757**  
                                  **763-263-6878 Office**

For the Project:         **City of Big Lake--Windows and Doors**  
                                  **160 Lake Street North**  
                                  **Big Lake, MN 55309**

## **SCOPE OF WORK: Window and Door Replacement to Include:**

- Manipulate furnishings and prep work area as required
- Remove (29) windows
- Remove (2) entrance doors
- Inspect structure
- Install (27) 44.5" x 46.5" sliding window units
- Install (1) 44.5" x 46.5" sliding window unit with tempered glass
- Install (1) 57.0" x 60.5" fixed window
- Install (2) commercial full view entrance doors with hardware
- Install closed cell foam insulation perimeter of each opening
- Install interior and exterior trim as required for all windows and doors
- Adjust and service entrance door to Food Shelf
- Clean-up and disposal discarded windows and construction debris

All windows to be Pella Impervia fiberglass window units with foam filled frames and Low E / Argon filled glass. Half screen included.

**SPECIAL CONDITIONS:**

Estimate is for the scope of work as listed above. Any additions or deletions from the scope of work if requested or required may affect final project costs.

Estimate does not include repair of structure or hidden issues if discovered during construction.

Estimated does not include interior or exterior painting or staining (except for interior trim if required)

Estimate does not include outside service for security systems if required

**TOTAL BASE PRICE:**

**\$53,486.49**

**Payment Agreement: To be agreed**

**Acceptance of Agreement**

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Owner Signature

**From:** [Ryan Vangerud](#)  
**To:** [Deb Wegeleben](#)  
**Subject:** Renewal By Andersen Quote for Big Lake City Hall  
**Date:** Thursday, December 26, 2019 9:16:00 AM  
**Attachments:** [Renewal Investment Planner\\_0.png](#)

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**Renewal Investment Planner**  
2018.r3

DEB WEGELEBEN  
Quote

Investment Amount: **\$79,968** \$/MONTH

WINDOWS: 28 DOORS: 0

**Twin Cities Offer** **\$15,993**  
RENEWAL SAVINGS DISCOUNT 20% SEE OFFER DETAILS

**Volume Discount** **\$6,397**  
8% VOLUME DISCOUNT SEE OFFER DETAILS

**Renewal by Andersen** **\$22,390 SAVINGS** **Project Investment** **\$57,578** \$/MONTH

\$0 DEPOSIT

**\$57,578** BALANCE

**Payment Options**

**Check or Credit Card**

**\$28,789**  
50% Deposit Due  
50% Due at Completion

Ryan Vangerud -Design Consultant  
Renewal By Andersen Twin Cities  
Cell: 612-281-2545  
Email: [Ryan.Vangerud@rba-twincitesregion.com](mailto:Ryan.Vangerud@rba-twincitesregion.com)

ID#	ROOM	SIZE		DETAILS	PRICE
101	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED	
102	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED	
103	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED	
104	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED	
105	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED	
106	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED	

107	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
108	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
109	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
110	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
111	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
112	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
113	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED

114	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
115	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
116	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
117	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
118	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
119	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
120	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED

121	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
122	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
123	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
124	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
125	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
126	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED
127	OFFICE 1	47 W 48 H		<b>Window:</b> Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern <b>Hardware:</b> Stone , Standard Color Extra Lock <b>Screen:</b> Fiberglass , Full Screen <b>Grille Style:</b> No Grilles <b>Misc:</b> 2-1/4" Ranch , PRIMED

128 OFFICE 1 47 W  
48 H



**Window:** Gliding , Double, 1:1, Active / Passive, EJ Frame, Exterior Sandtone, Interior Sandtone **Glass:** All Sash: High Performance SmartSun Glass, No Pattern **Hardware:** Stone , Standard Color Extra Lock **Screen:** Fiberglass , Full Screen **Grille Style:** No Grilles **Misc:** 2-1/4" Ranch , PRIMED

# Room Field

**Misc:** Misc - \*\*\*\*MISC JOB CHARGES\*\*\*\*, LOGISTICS

WINDOWS: 28 PATIO DOORS: 0 SPECIALTY: 0 MISC: 1

TOTAL **\$79,968**

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UPDATED: 12/26/19



**ISAACSON & SONS INC.**  
**7319 QUINTON AV NW**  
**SOUTH HAVEN, MN 55382**  
**Office: 320-236-7841**  
**Scott's Cell: 320-260-3335**  
**email: isaacfam@windstream.net**

## **PROPOSAL**

City of Big Lake  
160 Lake Street N  
Big Lake, MN 55309  
763-251-2974  
dwegeleben@biglakemn.org

### **Job consists of replacing 28 slider windows:**

Includes 28 Thermo-Tech sliders with screen, low E glass with Argon

New trim on inside

All labor for removing & replacing 28 windows

Disposal of old windows and trim

Install weather strip on metal door

**TOTAL LABOR & MATERIALS                    \$20,550.00**

### **Not Included:**

Repair any rotting found  
Outside trim or siding  
Outside painting or staining

Above items would be charged materials & labor at rate of \$55.00 per hour



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By</b> Clay Wilfahrt, City Administrator	<b>Meeting Date:</b> 1/22/2020	<b>Item No.</b> <b>4B</b>
<b>Item Description:</b> Commission Appointment Discussion	<b>Reviewed By:</b> Hanna Klimmek, Comm. Dev. Director <b>Reviewed By:</b> Michael Healy, City Planner	

### COUNCIL DIRECTION REQUESTED

Direct staff on its preferred process to appoint commissioners

### BACKGROUND/DISCUSSION

City staff has been discussing ways to improve upon the City’s process to appoint members to the Planning Commission, Economic Development Commission, and the Parks Advisory Committee. Currently the Committees advertise for the positions, interview all candidates at a public meeting, and then deliberate and make a selection at that meeting. Those selections are brought forward to the Council’s consent agenda for approval. There are several issues that have been raised about the current process that has caused staff to develop other methods to consider. Below are a few options to consider:

1. **Status Quo** - The Committees publicly advertise to solicit applications for all expiring terms and vacated commission seats, interview all candidates at a public meeting, and then deliberate and make a selection at that meeting.
  - a. Pros – This is a very transparent process. The public can see exactly who is interviewing along with the commissioners, though it’s rare to have members of the public show up. This also allows all commissioners to give input in the process.
  - b. Cons – currently Council does not have an opportunity to evaluate candidate’s first-hand. Since Council makes the ultimate appointment of these positions, they need to be sure they are comfortable with the selections. That comfort can come either by trusting the Commissions to make good selections, or via a first-hand interaction.

There can also be a perception of bias with these interviews. Those serving on the Commission are publicly stating their opinions about those that they may serve on the commission with. There is less of an inclination to point out faults as a result. Also, because the Commissioners know incumbents better than new candidates, there is a strong bias towards incumbent candidates. This may create a perception that the commissions are closed to anyone not already involved.

Finally, these interviews can be awkward. Asking all candidates to publicly interview in front of other candidates, as well as have their performance discussed at a public meeting is not a comfortable situation.

2. **Status Quo Plus Full Council** – The full Council could follow the same advertising process and interview the candidates either in place of the Commission, or as a supplement. This interview would happen in a public meeting, and decisions would be discussed publicly.

- a. Pros – This solves the problem of Council involvement, and is a very transparent process. Council was elected to make decisions for the City, and it would seem that having some Council input in the process would respect the representative process.
  - b. Cons – This would take more time to coordinate additional interviews, though it wouldn't be terribly onerous. As the full Council would be in attendance, these would have to be done during an official special meeting of the Council which would need to be officially "set" by Council, and an Agenda and Minutes would be required for each special meeting. It may also send the perception that the Council doesn't trust the decisions made by the Commissions.
3. **Selection Committee** –A selection Committee Could be assembled to interview and recommend candidates. The advertising process would remain the same as the status quo. The Committee members could be any variety of people, but staff would suggest some blend of Council, Commissioners, and staff. For instance, there could be two staff members, two Councilmembers, and two Commissioners. Staff would ensure that no incidental quorums of other groups would occur. Interviews would not necessarily need to be open to the public. This group would then recommend their decision to Council.
- a. Pros – Since commissioners would be discussing the interviews privately, it would be easier for them to critically analyze candidates, and as a result limit concerns about bias. Also, bringing in Councilmembers and staff who don't necessarily interact regularly with commissioners would lend some objectivity to the process and limit bias towards incumbent candidates. It would involve Councilmembers to ensure that they had some first-hand input in the process.
  - b. Cons – the process would not involve all Commissioners and/or Councilmembers possibly leaving some feeling left out. Since the interviews would not necessarily be public, the public could not watch them. However, members of the public can only observe during the process, and do not get input. Additionally, staff has rarely seen members of the public express an interest in the process.

**Reappointment at Discretion of Commissioners** – before the City adopted the current system, Commissioners were given the opportunity to determine if they wanted to retain their seats. If they chose to retain them, typically the Commission would recommend to Council that they be reappointed. If they did not want to retain their seat, the vacancy would be advertised and filled. Staff believes that this is not a very inclusive way of governing. Commissions should not be lifetime appointments at the discretion of the Commissioners. Staff supports one of the three processes above which all incorporate an application process.

#### ***FINANCIAL IMPACT***

None

#### ***ALTERNATIVES***

Status Quo

- Full Council Interviews
- Selection Committee
- Reappointment at Discretion of Commissioners

#### ***ATTACHMENTS***

N/A



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By</b> Clay Wilfahrt, City Administrator	<b>Meeting Date</b> 1/22/2020	<b>Item No.</b> <b>4C</b>
<b>Item Description</b> New Ideas Discussion	<b>Reviewed By:</b> N/A	
	<b>Reviewed By:</b> N/A	

### **COUNCIL DIRECTION REQUESTED**

None

### **BACKGROUND/DISCUSSION**

This item is dedicated for City Council Members to bring up any ideas/projects that they would like to discuss during the Workshop.

### **FINANCIAL IMPACT**

None

### **ALTERNATIVES**

None

### **ATTACHMENTS**

None