

City Council Meeting

Monday, October 5, 2026 6:00 PM

Agenda

Pledge of Allegiance

1 Approve or Amend Agenda

2 Sheriff's Report

3 Consent Agenda

Those items on the Council Agenda which are considered routine or noncontroversial are included as part of the Consent Agenda. Unless a Councilmember specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed at the end of General Business.

3.1 Minutes from the September 21, 2026 City Council meeting

3.2 2026-2027 Mark's Bobcat Snowplow Contract

3.3 Resolution 2026-27 Approving a Transfer From the 2015 GO Bond Fund to the 2018 GO Bond Fund in the Amount of \$13,396

3.4 Approve Payment of Claims (Bills) and Transfer Requests as Presented.

4 Open Forum

The public forum is intended to afford the public an opportunity to address concerns to the Council. The public forum will be no longer than 30 minutes in length and each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local governmental topics rather than private or political agendas. The Council may discuss but will not take formal action on public forum presentations.

5 Presentation(s)

6 Public Hearing(s)

7 General Business

7.1 Consider Quotes for Huntington Way Culvert Replacement

7.2 Consider City Website Refresh & Digital Accessibility Requirements

8 Staff and Council Member Reports

9 Adjourn



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 5, 2026

SUBMITTED BY: Lynda Jirak, Clerk

ITEM TYPE: Minutes

AGENDA SECTION: Consent Agenda

SUBJECT: Minutes from the September 21, 2026 City Council meeting

SUGGESTED ACTION: Approve Minutes from the September 21, 2026 City Council meeting

ATTACHMENTS:

[9.21.2026 City Council Minutes.docx](#)

Present: Mayor Chris Kostik, Councilmembers Bill Markert, Jay Saterbak, Leroy Schommer and Abe Zanto

Absent: None

Also Present: City Administrator Steve Jelinski, City Attorney Peter Mikhail, Finance Director Sue Iverson, City Engineer Shane Nelson and City Clerk Lynda Jirak

The Mayor called the meeting to order at 6:00 pm.

Pledge of Allegiance

1. Approve or Amend Agenda

Motion to approve Agenda by Councilmember Schommer

Second: Councilmember Zanto

Motion passes 5-0

2. Sheriff's Report

None.

3. Consent Agenda

Those items on the Council Agenda which are considered routine or noncontroversial are included as part of the Consent Agenda. Unless a Councilmember specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed at the end of General Business.

3.1 Minutes from September 8, 2026, City Council Meeting

3.2 Approve 2027 Exhibit A Scott County Sheriff's Contract

3.3 Approve Payment of Claims (Bills) and Transfer Requests as Presented

Motion to approve the Consent Agenda by Councilmember Markert

Second: Councilmember Zanto

Motion passes 5-0

4. Open Forum

The public forum is intended to afford the public an opportunity to address concerns to the Council. The public forum will be no longer than 30 minutes in length and each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local governmental topics rather than private or political agendas. The Council may discuss but will not take formal action on public forum presentations.

Wayne Simacek, 16550 St. Francis Lane, addressed the Council regarding the Farm to Family and Agricultural Processing Initiative Program and potential benefits to the City.

5. Presentation(s)

None.



6. Public Hearing(s)

None.

7. General Business

7.1 Consider Quote from Ehlers for Utility Study

City Administrator Jelinski reported that, during a City Council Worksession, Council directed Ehlers to prepare a proposal for water and sewer utility services in the County Court neighborhood and the Stonebridge CSTS. Council previously requested clarification regarding the scope of work, which Ehlers provided and presented again for Council consideration.

Nick Anhut, from Ehlers, explained the reasons for the study and Ehlers' objectives for the City as part of the study.

Following discussion, the City Council agreed to accept the Ehlers proposal for the Utility Study.

Motion to approve the total \$17,000 quote from Ehlers for Utility Study by Councilmember Schommer

Second: Councilmember Zanto

Motion passes 5-0

7.2 Consider City Hall Office Remodel – Window and Door Replacement

City Administrator Jelinski reported that Staff identified building maintenance issues in the City Administrator's Office involving two windows and an exterior door. Staff obtained quotes for replacement, which were included in the Council packet. Staff recommended approving the lower quote from RK Contracting & Associates.

Following Council discussion, the City Council concurred with Staff's recommendation to approve the quote from RK Contracting & Associates.

Motion to approve quote from RK Contracting & Associates for window and door replacement at City Hall by Councilmember Zanto

Second: Councilmember Saterbak

Motion passes 5-0

7.3 New City Hall Property Acquisition – Next Steps

City Administrator Jelinski reported that the City issued Requests for Proposals (RFPs) on two occasions seeking a realtor to assist with identifying and acquiring property for a future City Hall. The City received no proposals in response to either solicitation. Staff sought Council direction on whether to continue the RFP process or pursue an alternative approach to identifying potential properties.

Following discussion, the City Council directed City Administrator Jelinski under City Attorney Mikhail's direction, to identify and communicate directly with potential property owners regarding properties that may be suitable for a future City Hall and bring back to Council for discussion. Council will hold a future worksession to discuss the property criteria and preferences they are seeking.



7.4 Consider City Website Refresh & Digital Accessibility Requirements

City Administrator Jelinski reported that the City's website has accumulated content over the past several years that does not meet current accessibility standards. The existing website and content management system are outdated and cumbersome for Staff to use. The City will also need to ensure its website and digital content comply with applicable Americans with Disabilities Act (ADA) requirements by April 2028.

Staff obtained a quote from the City's current vendor (Granicus) and recommended proceeding with an upgraded website and new content management system to modernize the website, improve accessibility, enhance the resident experience, and prepare for the upcoming ADA digital accessibility requirements. Staff recommended continuing with the current vendor because the vendor specializes in government websites, is familiar with the City's existing website and provides services to several surrounding municipalities.

Following discussion, the City Council directed City Administrator Jelinski to work with Councilmember Zanto and Mayor Kostik to seek qualified vendors and obtain quotes for website management services and ADA compliance and bring the information back to a future Council meeting.

7.5 Resolution 2026-26 to Set Preliminary Tax Levy and TNT Hearing Date

Finance Director Iverson presented a summary of the preliminary budget and preliminary tax levy for 2027 as the deadline for certification to Scott County is September 30, 2026. The amount cannot be exceeded once certified, however, it can be reduced before it is finalized in December.

The City Council and Staff scheduled worksessions to continue discussion on the budgets, long-range plan and the final tax levy. A Truth-In-Taxation Hearing was scheduled on December 7, 2026 at 6:00 pm at which time the budget and levy will be discussed and the public is allowed to speak.

Council concurred with the preliminary budget and tax levy for 2027 at this time.

Motion to approve Resolution 2026-26 setting the Preliminary 2026 Levy for Collection in 2027 and schedule the TNT Hearing for Monday, December 7, 2026 by Councilmember Markert

Second: Councilmember Saterbak

Motion passes 5-0

8. Staff and Council Member Reports

Councilmember Schommer reported that ditch mowing is continuing and noted a failing culvert on Huntington Way that needs to be addressed promptly.

Mayor Kostik reminded residents and Council of the final Meeting in the Park scheduled for Monday, September 28 at Creekwood Park at 6:00 pm.

City Clerk Jirak reminded Council that Absentee Voting is taking place at Scott County Public Works.



9. Adjourn

Motion to Adjourn, by Councilmember Zanto
Second: Councilmember Schommer
Motion passes 5-0

Meeting adjourned at 7:01 pm.

Recorded by:

Approved by:

Lynda Jirak, City Clerk

Chris Kostik, Mayor





Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 5, 2026

SUBMITTED BY: City Admin,Administrator

ITEM TYPE: Agenda Report

AGENDA SECTION: Consent Agenda

SUBJECT: 2026-2027 Mark's Bobcat Snowplow Contract

BACKGROUND: This is a updated annual contract for Mark's Bobcat to do the snowplowing for City Hall parking lot and sidewalks and the CSTSs. The rates have increased some this year, but they did not the year prior. Staff is recommending approval of the contract again for this season. Mark's has done a great job in year's past.

SUGGESTED ACTION: Approve the 2026-2027 Mark's Bobcat Snowplow Contract

ALTERNATIVES: Don't approve the contract

Seek other vendors for the contract

ATTACHMENTS:
[Mark's Bobcat Contract 2026-2027.pdf](#)
[2025-2026 SNOWPLOWING Contract City Hall-CSTS.pdf](#)

MARK'S BOBCAT SERVICE, INC.

OFFICE
MOBILE

952-447-6771
612-369-7234



September 12, 2026

SNOWPLOW CONTRACT

This contract is hereby entered into by Mark's Bobcat Service, Inc. 19605 Mushtown Road, Prior Lake, MN 55372 and the City of Credit River, 18985 Meadowview Blvd. Prior Lake, MN 55372. For the purpose of snow removal during the winter season of 2026-2027.

Plowing will be done @ cost as follows:

<i>1" to 4"</i>	<i>\$175.00 per time/city hall</i>
<i>4" to 8"</i>	<i>\$200.00 per time/city hall</i>
<i>8" to 12"</i>	<i>\$250.00 per time/ city hall</i>
<i>12" to 19"</i>	<i>\$350.00 per time/city hall</i>
<i>Shoveling of sidewalks 1" or more</i>	<i>\$75 per time/city hall</i>
<i>Plowing of sewer system sites (7 total)</i>	<i>\$50 per time/per site</i>
<i>Ice Treatment per your request</i>	
<i>Parking Lot: Salt/Sand Mix</i>	<i>\$175.00 per application</i>
<i>Pure Salt</i>	<i>\$250.00 per application</i>
<i>Sidewalks: Salt</i>	<i>\$75.00 per application</i>
<i>Bobcat with Blower or 2 yard snow bucket and/or 938 Cat Loader available for pushing back piles later in the season at your request: \$125.00 per hour.</i>	

**Due to fixed costs associated with snow plowing we cannot suffer the potential of another non-existent winter like the ones in the past. This winter we will be implementing 1 average cost of plowing for each of the 5 months (Nov.-March) to ensure we will be able to cover some of these fixed costs and be able to continue serving your snow plowing needs in the future. Thank you for the past opportunity to plow for you and also future plowing. Sincerely, Mark.
This only pertains to months with no snow. City Hall cost would be \$175.00 + \$75.00 for sidewalks. The 7 sewer system driveways \$350.00.*

Mark's Bobcat Service Inc. shall hold harmless Credit River Township against any property damage or injury from snow plowing equipment at the time of plowing on the premises. Mark's Bobcat Service, Inc. shall maintain liability insurance for in the event of any property damage. Proof of insurance will be provided upon request.

This agreement is signed on the _____day of the month of _____2026.

*City of Credit River
18985 Meadow View Blvd.
Prior Lake, MN 55372*

*Mark's Bobcat Service, Inc.
19605 Mushtown Road
Prior Lake, MN 55372*

BY:_____

BY:_____

TITLE:_____

TITLE:_____

QUALITY AND EFFICIENCY ARE MY TOP PRIORITIES

MARK'S BOBCAT SERVICE, INC.

OFFICE

952-447-6771

MOBILE

612-369-7234

September 10, 2025

SNOWPLOW CONTRACT

This contract is hereby entered into by Mark's Bobcat Service, Inc. 19605 Mushtown Road, Prior Lake, MN 55372 and the City of Credit River, 18985 Meadowview Blvd. Prior Lake, MN 55372. For the purpose of snow removal during the winter season of 2025-2026.

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\$125.00 per time/city hall

4" to 8"

\$150.00 per time/city hall

8" to 12"

\$175.00 per time/ city hall

12" to 19"

\$350.00 per time/city hall

Shoveling of sidewalks 1" or more

\$25 per time/city hall

Plowing of sewer system sites (7 total)

\$40 per time/per site

Ice Treatment per your request

Parking Lot: Salt/Sand Mix

\$125.00 per application

Pure Salt

\$200.00 per application

Sidewalks: Salt

\$40.00 per application

Bobcat with Blower or 2 yard snow bucket and/or 938 Cat Loader available for pushing back piles later in the season at your request: \$125.00 per hour.

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This only pertains to months with no snow. City Hall cost would be \$125.00 + \$25.00 for sidewalks. The 7 sewer system driveways \$280.00.

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This agreement is signed on the _____ day of the month of _____ 2025.

*City of Credit River
18985 Meadow View Blvd.
Prior Lake, MN 55372*

*Mark's Bobcat Service, Inc.
19605 Mushtown Road
Prior Lake, MN 55372*

BY:_____

BY:_____

TITLE:_____

TITLE:_____

QUALITY AND EFFICIENCY ARE MY TOP PRIORITIES



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 5, 2026

SUBMITTED BY: Sue Iverson, Finance

ITEM TYPE: Resolution

AGENDA SECTION: Consent Agenda

SUBJECT: Resolution 2026-27 Approving a Transfer From the 2015 GO Bond Fund to the 2018 GO Bond Fund in the Amount of \$13,396

BACKGROUND: The City made the last payment on the 2015 GO Bonds in February, leaving a balance of \$13,396 which can be closed. During discussions with the City Council during budget worksessions, it was stated that balance in the 2015 GO Bond Fund should be transferred to the 2018 GO Bond fund to reduce the levy for 2027.

SUGGESTED ACTION: Approve Resolution 2026-27 Approving a Transfer From the 2015 GO Bond Fund to the 2018 GO Bond Fund in the Amount of \$13,396

ATTACHMENTS:

[Res. 2026-27 Res to Transfer \\$13,396 from the 2015 GO Bond Fund to the 2018 GO Bond Fund.docx](#)

**CITY OF CREDIT RIVER SCOTT
COUNTY, MINNESOTA
RESOLUTION NO. 2026-27**

**A RESOLUTION APPROVING A TRANSFER FROM THE 2015 GO BOND FUND TO THE
2018 GO BOND FUND IN THE AMOUNT OF \$13,396**

WHEREAS, the 2015 GO Bonds have now been paid off, and the bond fund may be closed; and

WHEREAS, staff is recommending that the funds be moved to the 2018 GO Bond Fund and assigned to reduce the 2027 debt levy;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Credit River that the following transfer be made:

Transfer from the 2015 GO Bond Fund (330)	\$13,396
Transfer to the 2018 GO Bond Fund (340)	\$13,396

For future road improvements.

Adopted and approved by the City Council of the City of Credit River effective on the 5th day of October 2026.

Approved:

Chris Kostik, Mayor

Attested:

Lynda Jirak, City Clerk



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: October 5, 2026

SUBMITTED BY: Sue Iverson, Finance

ITEM TYPE: Agenda Report

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Payment of Claims (Bills) and Transfer Requests as Presented.

SUGGESTED ACTION: Approve Claims for Payments and Transfer Requests - See Attached.

ATTACHMENTS:
[Check Detail Register 10.05.26.pdf](#)
[Transfer Request 10.05.26.pdf](#)

CITY OF CREDIT RIVER

09/30/26 2:21 PM

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***Check Detail Register©**

Batch: 100526Pay

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Anchor Bank					
13302	10/05/26	AMAZON CAPITAL SERVICES			
E 100-41320-200		Office Supplies (GENERA	\$9.99	1HTW-3V7G-	headphones
		Total	\$9.99		
13303	10/05/26	AMAZON CAPITAL SERVICES			
E 100-41320-200		Office Supplies (GENERA	\$13.29	1XXP-QD36-	binder dividers
		Total	\$13.29		
13304	10/05/26	Chris Mauzy			
R 601-00000-34401		Sewerage Chgs (Enterpris	\$324.22	21157RT-202	CSTS refund due to moving
		Total	\$324.22		
13305	10/05/26	CINTAS CORP			
E 100-41940-310		Other Professional Service	\$154.02	4282446916	rugs for city hall
		Total	\$154.02		
13306	10/05/26	CITIZEN SERVE			
E 100-41910-310		Other Professional Service	\$1,386.58	6878	permit tech prorated subscription for 2026
		Total	\$1,386.58		
13307	10/05/26	COLLINS TREE CARE, INC			
E 100-43100-446		Cut Trees/Brush	\$4,500.00	11224	Territory: Raise maple trees
E 100-43100-446		Cut Trees/Brush	\$3,050.00	11226	cutting trees back from road right of way
		Total	\$7,550.00		
13308	10/05/26	DAKOTA ELECTRIC ASSOCIATION			
E 100-43100-381		Electric Utilities	\$89.69	Oct2026	Natchez street lights
		Total	\$89.69		
13309	10/05/26	DANA NORDSTROM			
G 800-20224		Miscellaneous Escrow	\$2,500.00	DER-21975C	21975 Carrbridge Ct developer escrow refund
		Total	\$2,500.00		
13310	10/05/26	EHLERS & ASSOCIATES, INC.			
E 100-41510-300		Professional Svcs (GENER	\$850.00	INV107353	2026 Continuing Disclosure Reporting
		Total	\$850.00		
13311	10/05/26	HAKANSON ANDERSON ASSOC INC			
G 800-20224		Miscellaneous Escrow	\$611.00	58242	The Ranch 2nd
G 800-20224		Miscellaneous Escrow	\$1,193.70	58243	Lakes Estates 2nd addition
G 800-20224		Miscellaneous Escrow	\$23,313.60	58244	Cardinal Pass
G 800-20224		Miscellaneous Escrow	\$512.00	58245	Yellowstone 3rd
G 800-20224		Miscellaneous Escrow	\$2,474.30	58246	Yellowstone 4th
G 800-20224		Miscellaneous Escrow	\$225.00	58247	Yellowstone 5th
G 800-20224		Miscellaneous Escrow	\$3,526.50	58248	Yellowstone 6th
E 100-43133-303		Engineering Fees	\$1,406.00	58249	Misc site reviews
E 100-43100-303		Engineering Fees	\$643.00	58250	County Rd 27 turn lanes
E 401-43121-441		Sealcoat Road	\$150.00	58251	microsurfacing project
E 401-43121-500		Capital Outlay (GENERAL)	\$337.50	58252	general water resources
E 401-49400-500		Capital Outlay (GENERAL)	\$3,060.25	58253	Lynn Drive culvert

CITY OF CREDIT RIVER

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***Check Detail Register©**

Batch: 100526Pay

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 100-43133-303		Engineering Fees	\$4,425.00	58254	general engineering
E 100-41910-303		Engineering Fees	\$875.00	58255	building permit review
E 100-43100-303		Engineering Fees	\$449.00	58256	general road projects
E 100-43133-303		Engineering Fees	\$1,162.50	58257	CIP for Credit River
E 100-41910-303		Engineering Fees	\$770.00	58258	utility permit reviews
E 602-49450-312		Utility Locating Service	\$100.00	58259	Territory locates
E 601-49450-312		Utility Locating Service	\$50.00	58259	MH locates
E 604-49450-312		Utility Locating Service	\$50.00	58259	SP locates
E 603-49450-312		Utility Locating Service	\$15.00	58259	SB field locate- equipment charge
E 602-49450-312		Utility Locating Service	\$478.70	58259	Territory filed locates- 7671 Prairie Grass Pass
E 604-49450-312		Utility Locating Service	\$258.75	58259	SP field locate- 21096 France Blvd
G 701-20205		NPDES	\$560.00	58260	Erosion & Sediment control
Total			\$46,646.80		
13312	10/05/26	LEROY SCHOMMER			
E 100-41910-300		Professional Svcs (GENER	\$300.00	09-2026	driveway inspections- see addresses on invoice
E 100-43100-447		Mow Ditches	\$2,940.00	Sept14-18,20	Ditch mowing
Total			\$3,240.00		
13313	10/05/26	Marc Johnson			
G 701-20205		NPDES	\$1,385.00	B26-000052	16584 Pebble Brook Ct NPDES refund
Total			\$1,385.00		
13314	10/05/26	MCNAMARA CONTRACTING INC			
E 100-43150-451		Culvert Maintenance	\$4,073.28	195th- 2026	final payment- 195th Street culvert
Total			\$4,073.28		
13315	10/05/26	METRO WEST INSPECTION SERVICES, INC			
E 100-41910-310		Other Professional Service	\$4,101.57	5191	finalized permits for Sept 2026
Total			\$4,101.57		
13316	10/05/26	Nate Rissi			
G 701-20205		NPDES	\$753.00	B26-00031#2	rest of refund for 7510 Yellowstone Ct
Total			\$753.00		
13317	10/05/26	NATURAL SYSTEMS UTILITIES MN			
E 601-49450-316		Monitoring/Svc Provider C	\$2,783.08	INV-0001210	MH monitoring charges
E 601-49450-445		Grass/Lawn Care	\$281.91	INV-0001210	MH grass/lawn care
E 604-49450-316		Monitoring/Svc Provider C	\$2,570.46	INV-0001210	SP monitoring charge
E 604-49450-400		Repairs & Maint Cont (GE	\$123.00	INV-0001210	general repairs
E 604-49450-445		Grass/Lawn Care	\$250.00	INV-0001210	SP grass/lawn care
E 603-49450-316		Monitoring/Svc Provider C	\$3,273.91	INV-0001210	SB monitoring charges
E 603-49450-445		Grass/Lawn Care	\$62.50	INV-0001210	SB grass and lawn care
E 602-49450-316		Monitoring/Svc Provider C	\$10,673.33	INV-0001210	Territory monitoring charge
E 602-49450-400		Repairs & Maint Cont (GE	\$2,634.41	INV-0001210	Territory general repairs
E 602-49450-408		Annual Preventative Maint	\$5,993.50	INV-0001210	annual maintenance & STEP inspections
E 602-49450-445		Grass/Lawn Care	\$268.90	INV-0001210	Territory lawn & grass care
E 602-49450-409		Emergency Repair & Svc	\$3,635.49	INV-0001210	7422 & 7362 Territory Pass
Total			\$32,550.49		
13318	10/05/26	Pietsch Builders Inc.			

CITY OF CREDIT RIVER

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*Check Detail Register©

Batch: 100526Pay

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 701-20205		NPDES	\$1,028.37	B25-000026	NPDES refund- 21209 Whisperer Way
G 701-20205		NPDES	\$1,105.60	B25-000047	NPDES refund- 7717 Longview Lane
G 700-20204		Driveway Access	\$900.00	DI-21209	driveway deposit refund- 21209 Whisperer Way
G 700-20204		Driveway Access	\$900.00	DI-7717	driveway deposit refund- 7717 Longview Lane
Total			\$3,933.97		
13319	10/05/26	Ronald Waara			
R 604-00000-34401		Sewerage Chgs (Enterpris	\$465.50	21019 FB- 20	21019 France Blvd CSTS refund due to moving
Total			\$465.50		
13320	10/05/26	SCOTT SOIL & WATER CONSV DIST			
E 100-43150-430		Miscellaneous (GENERAL	\$1,000.00	2026-326	FY2026-Scott Clean Water Education Program
Total			\$1,000.00		
13321	10/05/26	WESTconsin CREDIT UNION			
G 100-21711		Health Savings Account	\$100.00	stevehsa0925	employee contribution
Total			\$100.00		
13322	10/05/26	WHITE TRASH INC			
E 100-43100-384		Refuse/Garbage Disposal	\$127.80	927290	junk removal from ditch- 175th & the creek
Total			\$127.80		
13323	10/05/26	Ziegler Companies			
E 100-43000-220		Repair/Maint Supply (GEN	\$1,776.81	SI000851147	grader repair
Total			\$1,776.81		
10100			\$113,032.01		

Fund Summary

10100 Anchor Bank	
100 GENERAL FUND	\$34,203.53
401 CAPITAL IMPROVEMENTS FUND	\$3,547.75
601 MONTEREY HEIGHTS SSD	\$3,439.21
602 TERRITORY SSD	\$23,784.33
603 STONEBRIDGE SSD	\$3,351.41
604 SOUTH PASSAGE SSD	\$3,717.71
700 ACCESS ESCROW	\$1,800.00
701 NPDES ESCROW	\$4,831.97
800 DEVELOPER ESCROW ACCOUNT	\$34,356.10
	\$113,032.01

I approve the above Claims for payment

Susan Iverson _____ Date: _____

Transfer Request for October 5, 2026

Beginning Bank Balance - Oct 1, 2026	\$	278,843.97
Outstanding Checks		(\$28,862.69)
Outstanding Deposit		
Outstanding CC Payment		
Payroll and Benefits Outstanding	-	
Claims-Oct 5, 2026	\$	(113,032.01)
Net Balance	\$	136,949.27
 Transfer from Savings to Checking	 \$	 65,000.00
 Checking Balance		 201,949.27

We approve the above transfer from Savings to Checking:

Chris Kostik

Bill Markert

Jay Saterbak

Leroy Schommer

Abe Zanto



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 5, 2026
SUBMITTED BY:	City Admin,Administrator
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Consider Quotes for Huntington Way Culvert Replacement
BACKGROUND:	Staff requested that the City Engineer inspect the culvert pipe located beneath Huntington Way due to a significant depression that has developed in the roadway directly over the pipe. The City Engineer inspected the culvert and provided photographs of both ends of the existing pipe. The inspection indicates that the pipe is experiencing significant corrosion and deterioration. Based on the visible condition of the pipe, it appears that its structural integrity may be compromised. The depression in the roadway, combined with the deteriorated condition of the culvert, raises concerns regarding the continued reliability of the existing pipe and the potential for further roadway settlement or failure if the condition continues to deteriorate. Staff recommends that the City proceed with replacement of the existing culvert pipe rather than continuing to maintain or repair the roadway depression without addressing the underlying issue.
FINANCIAL IMPACT:	\$25,029
SUGGESTED ACTION:	Approve Quote for Krueger Excavating, Inc. for \$25,029
ATTACHMENTS:	IMG_0595.jpeg IMG_0594.jpeg Est_6479_from_Krueger_Excavating_Inc._157016.pdf

[General condition for estimates.pdf](#)

[Mark's Bobcat Quote.pdf](#)





Krueger Excavating Inc.

" Our Goal Is to Dig Your Hole"

Estimate

Date	Estimate #
9/22/2026	6479

City of Credit River
18985 Meadow View Blvd
Prior Lake, MN 55372
952.440.5515
shanen@haa-inc.com>

Questions or Inquires please
contact Project Manager
952-447-8335

Description	Qty	Cost	Total
Culvert Replacement near 20560 Huntington Way			
BASE BID			
mobilization - cut and remove bit. - remove old culvert - furnish and install new 52' long x 30" metal culvert with 2 FES - bed pipe in sewer rock - backfill with on site soils - cap with base rock LS	1	15,600.00	15,600.00
ADD ALT			
traffic control Allotment	1	800.00	800.00
24' x 20' x 4" bit. patch LS	1	8,179.00	8,179.00
seed and mulch disturbed area LS	1	1,250.00	1,250.00
deduct for HDPE pipe	1	-800.00	-800.00

All above excludes if apply, permit fees, unsuitable soil, bed rock, soil or compaction testing, soil settling, survey or layout, damage to access path due to normal truck or equipment traffic, interference with existing utilities - trees or irrigation, turf or landscape replacement, erosion control, drying, de-watering, winter working conditions

GENERAL CONDITIONS

1. **PREMISES:** Unless otherwise provided in the description of the work to be performed, the price of the proposed work is predicated on the following conditions.
 - 1.1 Owner/Contractor's credit approval by Krueger Excavating, Inc. (hereinafter "KEI")
 - 1.2 That the work will be performed in its entirety during the normal construction season of the current year.
 - 1.3 The availability of quoted materials.
 - 1.4 That this Proposal will be accepted within 30 days of the date hereof.
 - 1.5 That the work will be performed with best management practices as indicated.
 - 1.6 That KEI will be provided with adequate access to the work site.
 - 1.7 That KEI will be provided with a work site free of obstructions and without interference from others.
 - 1.8 That any waiting time or delays on the work site will be billed at KEI's customary time and material rates.
 - 1.9 Owner/Contractor shall be responsible for having all private underground utilities properly marked.
2. **EXCLUSIONS:** Unless otherwise provided in the description of the work to be performed, the price of the proposed work does not include any design fees, landscaping, landscaping repairs, sodding, seeding, irrigation, irrigation system protection or repair, or erosion control, dewatering, excavation over 4" deep, construction or access path repair, surveying or layout costs, permits, soil verification, soil or compaction testing fees, unsuitable soil, bedrock, unforeseen soil or other conditions, tree and root protection, bond premiums, traffic control, repairing work of others, and/or winter services. If requested, the same will be furnished for an additional charge, see paragraph 5.
3. **WARRANTY AND LIMITATION OF LIABILITY:** Any work directed to be done under adverse ground or weather conditions will not be covered under warranty. KEI's liability hereunder for any claim alleged by Owner/Contractor shall be expressly limited to a measure of damages equivalent to KEI's refund to Owner/Contractor of the purchase price. Owner/Contractor agrees that the damages referred to in the preceding sentence shall be its sole and exclusive remedy for any breach or negligence of KEI. In the event any legal action is commenced regarding this contract and the work related thereto, KEI shall be entitled to recover its attorney's fees and costs from Owner/Contractor.
4. **WORKMANSHIP:** Unless otherwise required by the plans and specifications, all materials and workmanship shall be in accordance with applicable statutes, ordinances, industry standards, and satisfactory inspections.
5. **ADDED OR CHANGED WORK:** Additional work will only be executed by KEI, upon its receipt of a written change order from Owner/Contractor. Additional compensation and/or an extension of completion time shall be granted when appropriate to the added or changed work. Field measurements of all items will be made by KEI, and changes of quantities and specifications will correspondingly change the total price.
6. **PAYMENT AND COLLECTION:** KEI shall be entitled to payment for the contract price with extras, if any, upon completion of its work. KEI shall also be entitled to monthly progress payments, if applicable. Owner/Contractor agrees to pay finance charges at the rate of 1.5% per month (18% per annum), on any past due balance plus its collection costs including reasonable attorney's fees and costs.
7. **INDEMNIFICATION.** Owner/Contractor shall indemnify, defend, and hold harmless KEI or any of its subcontractors from and against any and all claims, damages, losses, including without limitation damage to underground utility lines, irrigation systems, and expenses (including attorney's fees) arising out of or resulting from the performance of this contract and related construction project, which are caused in full or in part by or arise from any negligent act(s) or omission(s) of Owner/Contractor to the fullest extent permitted by law.
8. **RETAINAGES:** NO RETAINAGE may be withheld unless specifically agreed to in a contract signed by KEI
9. **ESCROW:** KEI shall have the right to cease work immediately and demand that Owner/Contractor furnish either a payment bond or an escrow of funds to pay for its work if KEI reasonably believes that the Owner/Contractor's financial responsibility is impaired. KEI may terminate the agreement if such demand is not met within 5 days.
10. **INSURANCE.** The Owner/Contractor shall purchase and maintain general liability, fire, theft, and casualty insurance, including vandalism to cover the materials, personal property and improvements, and KEI's operations throughout the project at the job site. KEI shall maintain general liability and workers' compensation insurance in the amount required by law or deemed adequate by KEI

THESE CONDITIONS TO THE EXTENT THEY DO NOT CONFLICT, SHALL BE ADDED TO ANY OTHER AGREEMENTS, AND BECOME PART OF A TOTAL AGREEMENT.

MECHANICS' LIEN NOTICE

ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY, IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIAL FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT, UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

Proposal

Mark's Bobcat Service, Inc.

MARK WANGERIN

19605 Mushtown Road • Prior Lake, MN 55372

Phone (952) 447-6771

Nearly 50 Years Professional Experience

PROPOSAL SUBMITTED TO: <i>City of Credit River</i>	PHONE	DATE <i>9.20.26</i>
STREET	JOB NAME <i>Culvert Replacement 30"</i>	
CITY, STATE AND ZIP CODE	JOB LOCATION <i>Huntington Way.</i>	

We hereby submit specifications and estimates for:

Sawcut and remove 8' wide area of roadway Asphalt. Excavate and remove rusted old Culvert and Flared end Sections - Stockpile existing soils for reuse at Backfill. Supply and install 52 LF of new 30" 16 gauge culvert and flared end sections, Backfill with existing stockpiled dirt - compact in lifts for No Settling. Fill top 18" with class 5 limestone to meet surface of surrounding blacktop. This will all be done in 2 consecutive stages & Keep 6' of Road open while the repair is done. Locater will be called ahead of time. Seed and blanket disturbed areas on ditch slopes. Blacktop replacement by City.

Thankyou!

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

*Twentyfive thousand Seven hundred fifty ¹⁰/₁₀₀ dollars (\$ 25,750⁰⁰).
If City Purchases Culvert & F&S. Deduct 5,129⁰⁰*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders., and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. The estimate does not include material price increases, or additional labor and materials which may be required should unforeseen problems arise after the work has started

Authorized Signature

Mark Wangerin

Note: This proposal may be withdrawn by us if not accepted within *Fall 2026 B-4 winter conditions*

Acceptance of Proposal

– The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	October 5, 2026
SUBMITTED BY:	City Admin,Administrator
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Consider City Website Refresh & Digital Accessibility Requirements
BACKGROUND:	The City's website serves as one of the primary ways residents, businesses, visitors, and community members access information and services from the City. The current website was last significantly updated in 2021, and the City's existing content management system is outdated and cumbersome for staff to use. Over the past several years, the City's website has accumulated a significant amount of content that does not meet current accessibility standards. The City will also need to ensure that its website and digital content comply with applicable ADA requirements by April 2028. Addressing accessibility through the existing website and CMS would require substantial staff time and ongoing effort while continuing to operate within an outdated platform. Staff believes this presents an appropriate opportunity to address accessibility requirements while also modernizing the City's website and improving the tools available to both staff and the public. The proposed project would include a complete refresh of the City's website along with implementation of a new, modern CMS. The new CMS would provide a significantly more user-friendly

platform for City staff. The current system requires additional technical knowledge and can be cumbersome when creating, editing, organizing, and maintaining website content. The new system would utilize a more intuitive, drag-and-drop interface that would allow staff to make routine website updates more efficiently and with less reliance on technical assistance.

The new website would also provide an opportunity to reorganize and simplify information so residents can more easily find the services, forms, documents, and information they need.

Key improvements would include:

- Modern, intuitive website design and navigation.
- A new, easier-to-use drag-and-drop content management system.
- Improved website search capabilities.
- Improved accessibility and tools to assist the City in meeting ADA digital accessibility requirements.
- Accessible online forms and documents.
- Improved content organization and management.
- Mobile-friendly and responsive design.
- Improved ability for staff to maintain current information.
- Improved resident access to City services and information.
- Better integration of agendas, minutes, videos, and other public records.
- Improved tools for monitoring and maintaining website accessibility and content.

One of the proposed enhancements is an AI-powered search function that would significantly improve how users locate information on the City's website.

Rather than requiring a user to know the specific webpage, document title, meeting date, or terminology used by the City, the search feature would allow a user to enter a keyword or question into a search bar. The system could then search the City's website and available public information, including:

- City website content;
- City Council agendas;
- City Council minutes;
- Meeting videos;
- Public documents; and
- Other indexed City information.

For example, a resident could search for "road construction on Main Street" or "root beer," and the search tool could identify relevant website pages, meeting materials, minutes, agendas, or videos.

This feature could benefit residents, staff, and Council by making the City's existing information significantly easier to locate without requiring users to know where the information is stored or the exact terminology used in the original document.

A significant component of the proposed website upgrade is addressing the City's digital accessibility obligations.

The current website contains a substantial amount of content that will need to be reviewed and remediated to meet applicable accessibility standards. Accessibility issues can include improperly formatted documents, images without appropriate alternative text, inaccessible forms, improper heading structures, inadequate link descriptions, and other content-related issues.

Simply launching a new website will not, by itself, make all existing City content accessible. The project will therefore need to include a process for reviewing, updating, removing, or replacing existing content as part of the transition to the new platform.

Moving to a new CMS will provide staff with improved tools and workflows for creating and maintaining accessible content on an ongoing basis.

The current CMS creates challenges for staff when making routine updates to the website. The proposed platform would simplify website administration and reduce the amount of time required to make routine changes.

Benefits to staff would include:

- Easier creation and editing of webpages.
- Drag-and-drop content management.
- More intuitive tools for organizing information.
- Improved accessibility tools.
- Easier management of forms and documents.
- Improved search and content organization.
- Reduced reliance on specialized technical knowledge.
- Better ability to keep information current.
- More efficient management of website content across departments.

The primary purpose of the City's website is to provide residents and the community with timely, accurate, and accessible information.

The proposed redesign would make it easier for users to:

- Find City services and contact information.
- Locate forms and applications.
- Find Council agendas and minutes.
- Watch meeting videos.
- Search historical City information.
- Access information using mobile devices.
- Navigate the website using accessibility technologies.
- Search for information without knowing the exact webpage or document where it is located.

The combination of a modern website design, improved search functionality, accessible content, and an easier-to-use CMS will provide a substantially improved experience for both residents and City staff.

If authorized by the City Council, staff would work with the selected website provider to establish a project schedule.

The anticipated process would include:

1. Finalize contract and project scope.
2. Establish website design and organizational structure.
3. Configure and implement the new CMS.
4. Review and migrate existing website content.
5. Identify and remediate accessibility issues.
6. Develop and test accessible forms and documents.
7. Configure website and AI-powered search functionality.
8. Conduct staff training.
9. Complete testing and quality assurance.
10. Launch the new website.
11. Continue ongoing accessibility monitoring and content maintenance.

Staff would establish a project timeline designed to allow sufficient time for content review, accessibility remediation, testing, staff training, and implementation well in advance of the April 2028 compliance deadline. The estimated timeline for completion is 9-12 months. Staff would like to begin sooner than later so that we aren't up against the deadline to completion.

Staff met with three other website companies besides its current provider. Two of the providers were not comparative to what the features we are currently using and the needs we are looking for. The third vendor, CivicPlus, was a more "apples to apples" comparison of solutions for the website. Staff have provided both quotes for those vendors. Staff is recommending continuation of our current website vendor Granicus based on upfront cost and long term pricing, as well

CMS demonstration and overall staff comfort with ease of use.

FINANCIAL IMPACT:

The cost of the website redesign and new CMS is anticipated to include initial implementation, website design and development, content migration, accessibility remediation, staff training, and ongoing annual hosting/CMS costs. The cost is \$29,800.

There are funds available in our Capital accounts (~\$132,000 currently, ~\$87,000 after comp plan is paid for)

SUGGESTED ACTION:

Staff recommends that the City Council authorize staff to proceed with upgrading the City's website and implementing a new content management system (CMS) to modernize the City's website, improve accessibility, enhance the resident experience, and position the City to meet upcoming April 2028 Americans with Disabilities Act (ADA) digital accessibility requirements.

ATTACHMENTS:

[Granicus Quote.pdf](#)

[Civic Plus Quote.pdf](#)

Granicus Proposal for Credit River, MN

ORDER DETAILS

Prepared By: Sean Galloway
Phone:
Email: sean.galloway@granicus.com
Order #: Q-571025
Prepared On: 01 Oct 2026
Expires On: 13 Nov 2026

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The Agreement will begin upon the date of signature and will continue through the end of the then current billing term.

The subscription includes the following domain(s) and subdomain(s):
<https://creditrivier-mn.gov/>

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Terminating Subscriptions		
Solution	Quantity/Unit	Prior Annual Fee
Communications Cloud	0 Each	\$7,785.86
govAccess - Maintenance, Hosting, & Licensing Fee - Core	0 Each	\$5,190.57
SUBTOTAL:		\$12,976.43

Upon the signing of this Agreement, annual fees for the terminating subscription(s) shall cease. Any pre-paid fees for the terminating subscription(s) after the signing of this Agreement will be prorated from the signing of this Agreement to the end of the Client's then-current billing term, credited, and such credit applied to the annual fees for new subscriptions.

Client will continue to have access to and use the terminating solution until the new subscription(s) is/are deployed.

Upon the deployment of Client's new solution as determined at Granicus' sole discretion, Granicus shall remove access to the Client's terminating subscription(s).

Existing Subscriptions			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Granicus Communications for Integrations	Annual	1 Each	\$0.00
Peak Agenda Management	Annual	1 Each	\$4,282.24
Open Platform Suite	Annual	1 Each	\$0.00
Send Agenda (Peak)	Annual	1 Each	\$0.00
Granicus Communications for Integrations	Annual	1 Each	\$0.00
SUBTOTAL:			\$4,282.24

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Government Experience Service Cloud Essentials - Set-up, Config, and Training	Milestones - 40/30/30	1 Each	\$2,238.08
Web Experience - Enhanced Package	Milestones - 40/30/30	1 Each	\$27,562.50
SUBTOTAL:			\$29,800.58

New Subscription Fees					
Solution	Period of Performance	Billing Frequency	Quantity/Unit	Annual Fee	Prorated Fee
Government Experience Service Cloud Essentials (Up to 10000 Unique Contacts)	25 Jan 2027 - 16 Feb 2027	Annual	1 Each	\$29,789.55	\$1,877.15
SUBTOTAL:				\$29,789.55	\$1,877.15

Please note, annual fees for new subscriptions will be prorated to align to Client's then-current billing term. Except for services sold on a volume basis, which must be consumed during the then current billing term. Additional volume purchased herein will cover the period of 25 Jan 2027 - 16 Feb 2027 The additional volume and annual fees will be added to Credit River, MN's current subscription and will be included in the next renewal period.

Optional Solutions			
Solution	Billing Frequency	Quantity/Unit	Associated Fee
Government Experience Agent Recurring	Annual	1 Each	\$8,000.01
GXG Writing for the Web Workshop	Up Front	1 Each	\$5,775.00
Government Experience Agent Setup and Config	Milestones - 40/30/30	1 Each	\$10,000.00
SUBTOTAL:			\$23,775.01

CREDITS AVAILABLE

The number of Credits acquired due to the above purchase items:

Available Service Credits	
Total Services Catalog Credits:	30

PRODUCT DESCRIPTIONS

Solution	Description
Granicus Communications for Integrations	Send notification bulletins directly to constituents who subscribe to receive updates directly through Granicus (powered by Granicus Communications). Receive a monthly metrics report delivered via email to show subscriber growth and engagement activity for the past month of bulletin sends, and grow subscribers through access to the Granicus Advanced Network. Note: Granicus Communications integrations is dependent on an active subscription to the relevant govMeetings agenda or govAccess CMS solutions.
Peak Agenda Management	Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes: • Unlimited user accounts • Unlimited meeting bodies and meeting types • Access to up to one (1) Peak Agenda Management site
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Send Agenda (Peak)	Send Agenda is dependent on an active subscription to the relevant govMeetings agenda.
Granicus Communications for Integrations	Send notification bulletins directly to constituents who subscribe to receive updates directly through Granicus (powered by Granicus Communications). Receive a monthly metrics report delivered via email to show subscriber growth and engagement activity for the past month of bulletin sends, and grow subscribers through access to the Granicus Advanced Network. Note: Granicus Communications integrations is dependent on an active subscription to the relevant govMeetings agenda or govAccess CMS solutions.
Government Experience Service Cloud Essentials	The annual subscription edition is an outcome-focused solution that Increases online self-service, reduces calls, and drives more clicks to help constituents do business with you. Solution includes:

Solution	Description
	• Strategic Capabilities - o Designated Experience Partner - o Extended LMS Training On-demand - o Access to Services Catalog - o Biannual CX Program Brief to Review Insights & Recommendations - o Online Help Articles and Access to govCommunity • Data Insights - o Community Satisfaction and Performance Monitoring - o Government Effectiveness Score - o Digital Experience Score - o Quality of Life Surveys - o In-app Reporting and Dashboards • Connected Technology - o Service Web Portal - o Forms and Workflows (up to 50) ▪ Capabilities include: (1) Drag and drop form builder, (2) display logic, calculations, and payments, (3) insights dashboard and form analytics, (4) unlimited responses and ability 'to save and return', (5) data connections and API access, and (6) up to 10GB file uploads and 1,000 web API calls per hour - o Outbound Communications ▪ Outreach mediums include unlimited email, up to 100k SMS/text messages, RSS feeds, and social media integration to connect with target audiences. - o Ongoing security updates - o Ongoing product updates and enhancements - o Product accessibility maintained perpetually - o 99.9% up-time guarantee - o Technical Support Reporting (biannual) - o Escalation & Care Process - o Support Coverage & Response Time SLAs ▪ Severity Level 1: System unavailable – 1 hour ▪ Severity Level 2: Major system features unavailable,

Solution	Description
	no user workaround – 4 hours ▪ Severity Level 3: Major system features unavailable, user workaround available – 12 hours ▪ Severity Level 4: Transactional issue, user workaround available - 24 hours A "Unique Contact" is an individual that provides either an email address, phone number, or both. Additional fees for exceeding contracted Unique Contact tier will automatically be applied in arrears and adjusted for go-forward use at subscription renewal. Overages above 1M unique contacts are billed in increments of 100,000 Unique Contacts. * SMS/text messages only available for US and UK customers.
Government Experience Agent Recurring (Optional Solution)	Empower your government services with the Government Experience Agent (GXA), an AI-powered conversational agent designed to deliver clear, accurate, transparent, and accessible support to citizens. Key Features Data Integration: • Ingest unlimited website data sources and non-published, machine-readable PDF documents for GXA to use as sources for responses • For agencies with govDelivery subscriptions, can use public bulletins as a data source. • Unlimited data storage • Additional integrations are priced and scoped separately Conversational Intelligence: • Responsive UI with precise, plain language summarization • Conversational history for context-aware interactions • Session persistence for seamless user experience without authentication • Prompt response caching for faster replies Accessibility & Multilingual Support:

Solution	Description
	• Available in 75 languages • Compliance with WCAG 2.2 AA Standards Transparency & Trust: • Source citation for responses to ensure verification and accountability • Automated response evaluation to maintain high standards of quality, relevance, and accuracy • Backend console view of interaction data history to provide records of interaction content, feedback, and metadata Safety & Compliance: • Built-in guardrails (both prompt-level and LLM-specific) to ensure safe and compliant interactions Automation & Analytics: • Automated web scraper to keep data sources up to date • User interaction analytics for performance insights Ongoing Partnership Consultation: • One (1) Experience Services Manager Review per quarter to review insights from GXA's analytics and provide guidance on ongoing optimization. This quarterly review will include recommendations on how to best leverage the included service credits to achieve your agency's specific goals. Experience Services & Premium Product Support • Premium Support provided Monday through Friday • Experience Partner

Solution	Description
	Additional Terms: • Third-party / custom integrations are not included in the base subscription • Included service credits must be redeemed within one year of purchase
Government Experience Service Cloud Essentials - Set-up, Config, and Training	The Service Cloud Essentials edition offers a user-centered solution built on industry best practices and proven pre-configured layouts that enhance the user experience through an established configuration and UX process. This implementation is ideal for organizations with smaller teams seeking a balanced blend of strategic capabilities, data insights, and government-specific technology, particularly those that may not have the resources for a more complex implementation process. This solution includes: • Stakeholder Kickoff and GXC Project Alignment • Program Management - Weekly / bi-weekly communication • Up to three (3) Email message templates • Development/Implementation/component configuration, including: • Forms and workflow • Community satisfaction and performance monitoring • Email and SMS communications • Remote Training – Specific training agenda is flexible and includes up to 15 hours total delivered and up to 3-hour sessions across non-consecutive sessions • Recommended schedule by platform module: • Forms and workflow: Two (2) hours total – Up to 25 people • Customer satisfaction & performance monitoring: Ninety (90) minutes total – Up to ten (10) people • Email and SMS communications: Ninety (90) minutes total – Up to (10) people <i>*International numbers are not supported. SMS/text messages not used in the period of performance will not carry over to the following year. Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use. Wireless phone numbers can take 4-26 weeks to procure due to carrier provisioning. Carriers may enforce</i>

Solution	Description
	<i>blackout period(s) and can enforce restrictions at any time during which they will not accept new applications and can delay provisioning or halt sending. Failure of carrier response will not result in any adjustment and failure to comply with regulations may result in suspension of phone number.</i>
Web Experience - Enhanced Package	The Enhanced package provides a citizen-focused website with a robust UX process. This package utilizes standard CMS functionality to create a modular homepage layout. It is recommended for organizations that have a small/medium website implementation team with the capacity to engage in a design process to feature their existing branding using proven design patterns for digital transformation. This package includes: • Professional Project Management • Weekly / bi-weekly communication • Basic UX Consultation, which may include one (1) or more of the following based on consultation with client: - o One (1) site analytics report based on Google Analytics - o One (1) homepage heatmap analytics visualization - o One (1) internal stakeholder survey - o One (1) Community survey export - o One (1) modular homepage wireframe based on predefined building blocks - o Information Architecture (IA) best practices review • One (1) Content Rationalization Package (basic) - o Best practices review, one (1) hour session - o Site scrape loaded into AIM framework document • One (1) Visual Design Package - o One (1) homepage design concept - o Interior page sample - o Mobile version sample - o Up to three (3) rounds of design revisions - o Up to two (2) CX features choose from Granicus library • Development/CMS Implementation • Content Migration - up to one hundred (100) pages • QA & Accessibility Report • Remote Training

Solution	Description
	- o Delivered in three (3) non-consecutive sessions eight (8) hours total - o Up to ten (10) people
GXG Writing for the Web Workshop (Optional Solution)	Content is the most important element of a website. We believe in using best practices to standardize and promote consistency. There's no better time to completely revamp your content than when you're updating your website and moving to a new CMS. We'll teach your team how to undeniably sound like the agency and focus on the user, helping you mature your communications and services over time. Services include: • Workshop kick off: align on goals, dates, and participants / services • Services review: review every service selected to confirm workshop feasibility • One 3-hour workshop (remote) Sold as Firm Fixed Price (not Time & Materials). Assumes a 2-week level of effort to be completed within the contract period. Assumes the client has manual PDFs or use another digital tool. NOT for clients that mainly use third party applications for all services. NOT for clients that have a centralized content creation model (1-2 Content Authors/Publishers for the entire website)
Government Experience Agent Setup and Config (Optional Solution)	Initial setup, configuration, and optimization of GXA to get the agent live and embedded into your website. Deliverables include: • Professional Project Management (daily standup meetings; weekly communications) • Initial GXA technical configuration • Branding configuration • One (1) Predefined Response Questions (PRQ) Workbook • One (1) web traffic report including top trafficked pages and most used search terms (assumes client provides access to Google Analytics & Google Search Console or similar web analytics tool) • Up to one (1) tailored list of commonly asked questions to support UAT (not to exceed 200 questions) • One (1) AI-driven Jurisdictional Awareness Report

Solution	Description
	Up to four (4) hours of GXA administrative console training Onboarding must be initiated within six weeks of contract close date.

GRANICUS ADVANCED NETWORK AND SUBSCRIBER INFORMATION

- Granicus Communications Suite Subscriber Information.**
 - Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ('Direct Subscriber'), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
 - Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- Data obtained through the Granicus Advanced Network.**
 - Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the 'Advanced Network'). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a 'Network Subscriber' to the agency it subscribed to through the Advanced Network.
 - Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.
 - Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-571025 dated 01 Oct 2026 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Credit River, MN to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- AI SYSTEM USAGE: Notwithstanding anything to the contrary in any contract between Client and Granicus, Client's use of AI functionality contained in any Granicus product or service will be subject to the terms set forth in the AI Addendum located here: <https://granicus.com/wp-content/uploads/AI-Functionality-All-Products.pdf> Any conflict between the terms of the contract and the AI Addendum will be resolved in favor of the Addendum. If Client is not willing or able to accept the terms set forth in the Addendum, Client is not permitted to access or use any AI functionality absent separate written agreement between Client and Granicus.
- Billing Frequency Notes (Milestones - 40/30/30): Payments shall become due and payable as follows: 40% of the total upon signature of this Agreement; 30% of the total upon homepage design approval; and 30% of the total upon go-live.
- Upon the effective date, this Agreement shall supersede and replace any previous agreement between the parties for the Terminating and/or Existing Subscriptions listed herein. All such prior agreements between the parties are hereby void and of no force and effect.
- Client will be invoiced for use of any product or service measured or capped by volume or amount of usage that exceeds the permitted amount set forth in this Quote at the same cost or rate set forth herein.

For All Services Credits (including Service Catalog Credits and SimpleSupport):

Credits must be purchased prior to use and are allocated towards any services performed by Granicus included in the Service Credit portfolio for the number of credits indicated therein. Credits cannot be used towards software subscription purchases. Credits are consumed as Services are performed during the applicable period of performance and must be used during that period of performance or they will expire. If Client fails to use the credits within the period of

performance due to factors outside of Granicus' control, Granicus will not be obligated to refund any credits and will be under no obligation to perform the Services.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	☐ - No ☐ - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-571025 dated 01 Oct 2026 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Credit River, MN	
Signature:	
Name:	
Title:	
Date:	

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-154272-1

10/31/2026

Client:
City of Credit River, MN

Bill To:
CREDIT RIVER CITY (SCOTT COUNTY),
MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Connor Castagnero		connor.castagnero@civicplus.com		Net 30

AMMS

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 5,300.00
1.00	AMM: Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD - 2,650.00
1.00	AMM Select: Pro Premium Implementation	Pro Premium Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 2 hrs of consulting; Includes 1 original agenda, 1 original minutes, and 1 original staff report design	USD 3,900.00
1.00	AMM Select: AI Editing Assistant	AI Editing Assistant is an optional AMMS feature that enables authorized users to enhance agenda and meeting content using integrated AI tools to generate, summarize, rewrite, or polish text in fields like item descriptions, fiscal info, and minutes.	USD 0.00
1.00	Process Automation: Board Applications Annual Fee	Process Automation: Board Applications Annual Fee - 20 Standard Boards	USD 4,500.00
1.00	Process Automation: Board Applications Setup Fee	Process Automation: Board Applications Setup Fee - 20 Standard Boards	USD 1,000.00
1.00	AMM Select: Historical Import Fee without Videos (up to 500)	Historical import of up to 500 meetings; Volume is calculated based on number of meetings being imported; Import does not include any video files	USD 750.00

Website

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Municipal Websites Central: Starter Standard Annual Fee	Municipal Websites Central : Starter Standard Annual Fee	USD 4,109.00
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee	USD 800.00
1.00	Municipal Websites Central: Starter Guardian Security (Cloudflare WAF/CDN)	Starter Cloudflare Tier 1 WAF/CDN security protection	USD 300.00
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup: https://www.creditriver-mn.gov/	USD 158.00
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: https://www.creditriver-mn.gov/	USD 89.00
1.00	Municipal Websites Central : Starter Standard Implementation	Includes blended system training, online learning paired with access to a trainer for a 1-hour session for questions and learning reinforcement. Migration of the current year plus 2 previous years of simple meeting agendas and minutes.	USD 842.00
1.00	DNS Hosting for .GOV Annual Fee	DNS Hosting for .GOV Annual Fee: https://www.creditriver-mn.gov/	USD 75.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD - 2,686.50
1.00	Small Government Market: AudioEye Managed	Small Government Market: AudioEye Managed	USD 2,500.00
1.00	Web Accessibility Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD - 1,250.00
1.00	AudioEye Managed Small Government Market Implementation	AudioEye Managed Implementation	USD 500.00

DA

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	DocAccess	DocAccess is a document accessibility platform that scans, converts, and monitors PDF documents on websites to support ADA and Section 508 compliance efforts for users with disabilities.	USD 4,098.60
1.00	PDF Accessibility Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD - 2,049.30
1.00	DocAccess Implementation	Implementation of DocAccess	USD 1,500.00

List Price - Initial Term Total	USD 73,964.80
Total Investment - Initial Term	USD 65,329.00
Annual Recurring Services (Subject to Uplift)	USD 21,771.60

Initial Term	36 Months, beginning at signature date. Total Investment - Initial Term refers to the first 12 months of the agreement. Annual Recurring Services (subject to Uplift) refers to the annual amount billed for each of the remaining 24 months of the agreement, applied in Years 2 and 3, with Uplift applied in Year 2.
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-154272-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)