

VILLAGE OF WINNEBAGO

RESOLUTION NO. 2023 - 03 R

**A RESOLUTION ACCEPTING THE PROPOSAL AND APPROVING
THE AGREEMENTS FOR THE PREMIUM DESIGN OF THE
VILLAGE OF WINNEBAGO WEBSITE AND THE ULTIMATE
MUNICODE MEETINGS WITH CIVICPLUS, LLC FOR
PROFESSIONAL SERVICES AND AUTHORIZING VILLAGE
PRESIDENT TO SIGN AGREEMENTS RE: SAME**

ADOPTED BY THE BOARD OF TRUSTEES

VILLAGE OF WINNEBAGO

THIS 09th DAY OF January, 2023

Published in pamphlet form by authority of the Village Board of Trustees of the
Village of Winnebago, Illinois, this 12th day of January, 2023

STATE OF ILLINOIS)

SS

COUNTY OF WINNEBAGO)

PAMPHLET PUBLICATION CERTIFICATION FORM

I, Sally Jo Huggins, certify that I am the duly elected and acting Village Clerk of the Village of Winnebago, Winnebago County, Illinois.

I further certify that on January 09, 2023 the Corporate Authorities of the above municipality passed and approved Resolution No. 2023- 03 R, entitled, "**A RESOLUTION ACCEPTING THE PROPOSAL AND APPROVING THE AGREEMENTS FOR THE PREMIUM DESIGN OF THE VILLAGE OF WINNEBAGO WEBSITE AND THE ULTIMATE MUNICODING MEETINGS WITH CIVICPLUS, LLC FOR PROFESSIONAL SERVICES AND AUTHORIZING VILLAGE PRESIDENT TO SIGN AGREEMENTS RE: SAME**", which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Resolution No. 2023- 03 R, including the resolution and a cover thereof, was prepared and a copy of the resolution was posted in the Village office located at 108 West Main Street, Winnebago, Illinois, commencing on January 12, 2023, and continuing for a least (10) days thereafter. Copies of the resolution were also available for public inspection upon request in the office of the Village Clerk located at the above Village office address.

DATED at Winnebago, Illinois, this _____ day of _____, 2023.

(SEAL)

Sally Jo Huggins, Village Clerk

RESOLUTION EXECUTIVE SUMMARY

Prepared by: Kellie Symonds, Deputy Clerk

Committee: As Directed by the Finance Committee

Committee Date: December 27, 2022

Resolution Title: **A Resolution Accepting the Proposals and Approving the Agreements for the Premium Design of the Village of Winnebago Website and the Ultimate Municode Meetings with CivicPlus, LLC for Professional Services and Authorizing Village President to Sign Agreements RE: Same**

Village Code: Village of Winnebago Resolution

Budget Information:

Was Item Budgeted? Yes	Appropriation Amount: 25,000
Notes: Codification, Website and Municode Meetings (Board Meeting Management)	
G/L Line item: # 01-41-565	Budget Impact: \$ 5,887.50
December 27, 2022 Committee recommendation	

Background Information:

The Village of Winnebago's website was designed in 2010, and it was determined that the website needed to be updated in order to improve transparency with the public and content management. CivicPlus, LLC website design allows better searchability of content, and provides alerts to the public as content is added and can be customized to their individual preferences. In addition to the website update the Meetings Management will provide automated workflow for meetings, creating agendas, and integrated posting of agendas and minutes to the website.

Recommendation:

To approve the proposal received from CivicPlus, LLC for the scope of work specified in the agreement attached to the resolution referenced above for the Premium Web Design and the Ultimate Municode Meetings products.

Contract/Invoice:

The quote #Q-332549-1 for \$2,587.50 for the Premium Web Design, with an annual recurring fee of \$3622.50, and quote #Q-32547-1 for \$3,300.00 with an annual recurring fee of \$ 3,780.00.

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AGREEMENTS FOR THE PREMIUM DESIGN OF THE VILLAGE OF
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CIVICPLUS, LLC FOR PROFESSIONAL SERVICES AND AUTHORIZE VILLAGE
PRESIDENT TO SIGN AGREEMENTS RE: SAME

WHEREAS, the Village of Winnebago has maintained a website with Astute WebGroup since 2010; and

WHEREAS, the proposed website update and board management integrate seamlessly to allow for user-friendly access to public information and Board meeting engagement; and

WHEREAS, the proposal #Q-32549-1 (Exhibit A) to design, implement and integrate content for the Premium Web Design at a cost of is \$2587.50 with an annual recurring fee of \$3,622.50; and

WHEREAS, the proposal Q-32547-1 (Exhibit B) to integrate with the CivicPlus LLC website the Ultimate Municode Meetings at a cost of \$3,300.00 with an annual recurring fee of \$3,780.00; and

WHEREAS, the proposals are together in the resolution as a discount is applied for the combining of these two products; and

WHEREAS, the Finance Committee's recommendation is to accept the said proposals of CivicPlus, LLC.

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees of the Village of Winnebago, Winnebago County, Illinois, as follows:

SECTION 1. RECITALS

The recitals set forth above are incorporated in and made a part hereof.

Resolution No. 2023 - 032 A Resolution Accepting the Proposals and Approving the Agreements for the Premium Design of the Village of Winnebago Website and the Ultimate Municode Meeting with CivicPlus, LLC for Professional Services and Authorize Village President to Sign Agreements RE: Same
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SECTION 2. APPROVAL

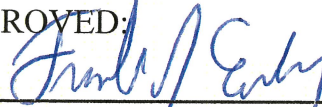
The Village Board of Trustees hereby approves the agreement between the Village of Winnebago and CivicPlus, LLC for the Premium Web design and migration of 150 pages and three years of meeting content, at a cost of \$2,587.50, with the annual recurring fee of \$ 3,622.50, and the Municode Meeting Ultimate at a cost of \$3,300.00 with the annual recurring fee of \$3,780.00 as stated in the attached proposals, and the Village President is authorized to execute the agreements for the professional services on behalf of the Village of Winnebago.

SECTION 3. EFFECTIVE DATE

This Resolution shall be in full force and effect upon the passage and approval of this Resolution.

PASSED AND ADOPTED this 9th day of January, 2023.

APPROVED:



Franklin J. Eubank, Jr., President of the Board of
Trustees of the Village of Winnebago, Illinois

ATTEST:



Sally Jo Huggins, Village Clerk

PASSED:

1-9-2023

APPROVED:

1-9-2023

PUBLISHED IN

PAMPHLET FORM: _____