



## Village of Poplar Grove – Board Meeting Memo

May 22, 2026

**\*\*Subject:\*\***

Website Upgrade

### **1. Background:**

The Village of Poplar Grove has a public website for residents and businesses to access information, pay water and sewer bills, file for permits, and public notification of planning and zoning and Board of Trustees meetings. The website was last updated in early 2020 and was originally designed by Municode.

### **2. Current Status:**

Since then Municode has been acquired by CivicPlus and was built on a drupal platform. Drupal has stopped selling the solutions since October 2024. Migration to a newer platform is necessary to ensure ongoing stability of the source code.

Municipalities with populations of under 50,000 and or special districts are required to meet all mobile and website accessibility requirements by April 26, 2028.

Civic Plus did provide several options.

#### ***Standard Package*** – Free

There is a free migration Standard package, which would cause the Village to lose functionality already in use on the current website, such as Bids, Job Postings, Photo Gallery, and Resource Directory.

#### ***Premium Option***

Agenda Meeting Management Pro Premium - \$5,300 annual fee + Implementation waived

Pro Premium Website - \$6,038 annual fee + \$5,000 implementation fee (one-time)

#### ***Add-ons***

DocAccess - \$4,025 annual fee + \$1,500 Implementation fee (one-time)

AudioEye - \$3,200 annual fee + \$500 implementation fee (one-time)

TOTALS:

- Agenda -\$5,300
- Website - \$6,038
- DocAccess - \$4,025
- AudioEye - \$3,200

Annual Fees - \$18,563 (ongoing)

Implementation - \$7,000

GRAND TOTAL - \$25,563

Current subscriptions annual fees expire July 31, 2026

Implementation Times – website 14-16 weeks / Agenda 8-10 weeks.

**3. Fiscal Impact:**

Fiscal impacts include the cost of upgrading and migration, ongoing yearly subscription costs, staff time to update website with pertinent information.

**4. Legal Review (if applicable):**

Legal has not reviewed this information as of yet.

**5. Recommendation:**

Recommendation is to proceed this fiscal year with a custom upgrade and migration including the accessibility pieces. I am not recommending the 60 month redesign premium.

**6. Supporting Documents (if applicable):**

- X Attached - CivicPlus presentation
- X Attached – Agenda AMM Select Quote
- X Attached – Website /AMM Migration Quote
- Not Applicable

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Village President