

RESOLUTION NO. 2026-____R

A RESOLUTION APPROVING A STATEMENT OF WORK WITH CIVICPLUS FOR WEBSITE, AGENDA MANAGEMENT, AND ACCESSIBILITY SERVICES

WHEREAS, the Village of Winnebago (the “Village”) currently utilizes CivicPlus for municipal website and agenda management services; and

WHEREAS, the Village’s existing CivicPlus Municipal Websites Open and Agenda and Meeting Management Essential platforms are scheduled to reach end-of-life on June 30, 2027, requiring migration to supported systems; and

WHEREAS, CivicPlus has submitted Statement of Work Quote No. Q-149184-1, dated August 13, 2026 (the “SOW”), for Municipal Websites Central, AMM Select: Pro, DocAccess, AudioEye Managed, and recurring website redesign services, together with related implementation, migration, training, hosting, and security services; and

WHEREAS, the SOW provides for one-time fees of \$2,000.00, an annual subscription of \$17,315.26 for Year Two, annual recurring services of \$17,834.72 beginning in Year Three, automatic one-year renewal terms unless notice of non-renewal is provided at least sixty (60) days before the renewal date, and a three percent (3%) annual uplift beginning in Year Three; and

WHEREAS, the Village Board acknowledges that the recommended services represent a material increase over the Village’s prior annual CivicPlus cost and finds that the migration, accessibility, security, and support services are necessary and in the best interests of the Village; and

WHEREAS, the Village Board desires to approve the SOW and authorize continued renewals in accordance with its terms, subject to the annual appropriation of sufficient funds and the authority granted by this Resolution.

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

SECTION 1. Approval of SOW. The Statement of Work with CivicPlus, Quote No. Q-149184-1, substantially in the form attached hereto as Exhibit A and incorporated herein, is hereby approved.

SECTION 2. Acknowledgment of Pricing and Uplift. The Village Board expressly acknowledges and approves the pricing structure stated in the SOW, including the \$2,000.00 in one-time fees, the annual subscription amount of \$17,315.26 for Year Two, annual recurring services of \$17,834.72 beginning in Year Three, and the three percent (3%) annual uplift beginning in Year Three.

SECTION 3. Continued Renewal Authority. The Village Administrator, or the Administrator’s designee, is authorized to permit and approve continued annual renewals of the services identified in the SOW, including the stated three percent (3%) annual uplift, without further action of the Village Board, provided that sufficient funds have been appropriated for the applicable fiscal year and the services remain substantially consistent with the scope approved by this Resolution. Any material expansion of services, increase exceeding the stated uplift, or other material amendment shall require further Village Board approval unless otherwise authorized by law or Village policy.

SECTION 4. Execution and Administration. The Village President and Village Clerk are authorized to execute the SOW, and the Village Administrator and other appropriate Village officials are authorized to take all actions and execute any ancillary documents necessary to implement this Resolution, subject to review by the Village Attorney as to form and legal sufficiency.

SECTION 5. Conflict. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

SECTION 6. Effective Date. This Resolution shall be in full force and effect immediately upon its passage and approval as provided by law.

PASSED AND APPROVED this 19th day of August, 2026, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

VILLAGE OF WINNEBAGO

Sally Jo Huggins, Village Clerk

Franklin J. Eubank, Jr., Village President

EXHIBIT A

**CivicPlus Statement of Work
Quote No. Q-149184-1**

**CivicPlus**

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

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-149184-1
8/13/2026 9:52 AM
10/9/2026

Client:
Village of Winnebago, IL

Bill To:
WINNEBAGO VILLAGE, ILLINOIS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Erin Chmielowski		erin.chmielowski@civicplus.com		Net 30

Group1

QTY	PRODUCT NAME	DESCRIPTION
1.00	Municipal Websites Central: Starter Standard Annual Fee	Municipal Websites Central : Starter Standard Annual Fee
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: URL
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: URL
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup (http://URL)
1.00	Municipal Websites Central: Migration Standard Implementation	Includes full setup and configuration of the approved website design
1.00	Municipal Websites Central: Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated
1.00	Municipal Websites Central: Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.

QTY	PRODUCT NAME	DESCRIPTION
1.00	Municipal Websites Central: Blended Training	Included blended system training, online learning paired with access to a trainer for a 1-hour for questions and learning reinforcement.

Group2

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee
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.
1.00	AMM Select: Conversion Pro Premium Implementation	Includes config. of up to 6 existing meeting types, up to 6 existing boards, 1 approval workflow per existing meeting type, 1 existing staff report, access to 4h of group training, 1h of consulting and recorded training resources

Group3

QTY	PRODUCT NAME	DESCRIPTION
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.
1.00	DocAccess Implementation	Implementation of DocAccess

Group4

QTY	PRODUCT NAME	DESCRIPTION
1.00	AudioEye Managed	AudioEye Managed: URL
1.00	AudioEye Managed Implementation	AudioEye Managed Implementation

Group5

QTY	PRODUCT NAME	DESCRIPTION
1.00	60 Month Redesign Standard Annual - Websites Central	60 Month Redesign Standard Annual - Websites Central

Initial Term		9/1/2026 - 1/17/2028, Renewal Term 1/18 each calendar year	
Initial Term Invoice Schedule		100% of Subtotal invoiced on 1/18/2027.	
	Annual Subscription	One Time Fees	Annual Total
Year One	USD 0.00	USD 2,000.00	USD 2,000.00
Year Two	USD 17,315.26		USD 17,315.26
Subtotal			USD 19,315.26
Annual Recurring Services Starting Year 3			USD 17,834.72
Renewal Procedure		Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date	
Annual Uplift		3% to be applied in year 3	

If the customer has subscribed to the DocAccess services, which is evidenced by the DocAccess line item shown above, the covered domains for the service shall be limited to:
<https://www.villageofwinnebago.com/>

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-149184-1

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)