



# AGENDA

Town of New Palestine  
Town Council  
Wednesday, March 3, 2021  
7:00 PM - Town Hall

Page

## 1. CALL TO ORDER

- 1.1. Pledge of Allegiance

## 2. MINUTES

- 3 - 7 2.1. Approval of 2/17/21 minutes  
[Town Council Minutes 2-17-2021](#)

## 3. NEW AGENDA ITEMS

## 4. OLD BUSINESS

- 4.1. Sign Contract for Community Crossing
- 8 - 16 4.2. Triad Service Agreement  
[Triad Services Agreement 2.25.21 4825-5502-2558 v.1](#)

## 5. NEW BUSINESS

- 5.1. Recycling Event Electronics & Paper Shredding
- 5.2. Shank Room change to Police Education Room
- 5.3. Outside Audit for Sewer Financials
- 17 - 37 5.4. Update .gov website/ iCompass website  
[GovOffice proposal for Town of New Palestine IN major website upgrade & service 2-12-21](#)

## 6. DEPARTMENT REPORTS

**7. PUBLIC COMMENTS**

**8. COUNCIL COMMENTS**

**9. CLAIMS**

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- 9.1. Claims  
[Payroll 2-19-21 Gross Payroll APVs #22238-22242](#)  
[Payroll 2-19-21 Deduction Checks](#)  
[Pre Agenda 3-3-17](#)  
[Town APVs 22214-22267](#)

**10. ADJOURN**



# MINUTES

Town of New Palestine  
Town Council  
Wednesday, February 17, 2021  
7:00 PM - Town Hall

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The Town Council of the Town of New Palestine was called to order on Wednesday, February 17, 2021, at 7:00 PM, in the Town Hall, with the following members present:

**PRESENT:** Council Secretary Angela Fahrnow, Council President Bill Niemier, Council Member Brandee Bastin, Council Vice President Clint Bledsoe, and Council Member Chris Lytle

Town Manager James Robinson, Infrastructure Advisor Stephen Pool, and Clerk-Treasurer Yvonne Jonas

**ABSENT:** Police Chief Robert Ehle

## 1. CALL TO ORDER

1.1. Pledge of Allegiance

## 2. MINUTES

2.1. Approval of February 3, 2021 minutes

**Angela Fahrnow moved, seconded by Brandee Bastin, Minutes approved**

<b>RESULT:</b>	Carried
<b>MOVER:</b>	Angela Fahrnow
<b>SECONDER:</b>	Brandee Bastin
<b>AYES:</b>	Angela Fahrnow, Bill Niemier, Brandee Bastin, Clint Bledsoe, and Chris Lytle

## 3. NEW AGENDA ITEMS

3.1. Triad Master Sewer Plan Proposal

Engineering Services Agreement was presented by Lou Savka from Triad. He provided a sanitary area map recognized by the county to council members. They are planning for future service hook up and a service review, including finance and mapping. They will be doing it on an hourly rate not to exceed an amount of \$39,000.00. Ted Nolting would like to see this agreement and then it can be reviewed and discussed.

**Bill Niemier moved, seconded by Chris Lytle, Tabled this item to the next meeting**

<b>RESULT:</b>	<b>Carried</b>
<b>MOVER:</b>	Bill Niemier
<b>SECONDER:</b>	Chris Lytle
<b>AYES:</b>	Angela Fahrnow, Bill Niemier, Brandee Bastin, Clint Bledsoe, and Chris Lytle

### 3.2. Resolution allowing electronic fund transfers by Clerk Treasurer

Yvonne Jonas said she learned via her SBOA class that a resolution is required for electronic fund transfer for any payment initiated by clerk treasurers.

**Angela Fahrnow moved, seconded by Bill Niemier, Motion to approve Resolution 2021-021721 for Electronic Funds Transfer**

<b>RESULT:</b>	<b>Carried</b>
<b>MOVER:</b>	Angela Fahrnow
<b>SECONDER:</b>	Bill Niemier
<b>AYES:</b>	Angela Fahrnow, Bill Niemier, Brandee Bastin, Clint Bledsoe, and Chris Lytle

## 4. OLD BUSINESS

### 4.1. Triad Gem Road Force Main

Midwest Mole was the winning bidder for the Gem Road Force Main in the amount of \$157,300.00

**Brandee Bastin moved, seconded by Clint Bledsoe. Motion to award this project to Midwest Mole. The contract is for \$157,300 including authority to sign when the date is corrected on the acceptance letter.**

<b>RESULT:</b>	<b>Carried</b>
<b>MOVER:</b>	Brandee Bastin
<b>SECONDER:</b>	Clint Bledsoe
<b>AYES:</b>	Angela Fahrnow, Bill Niemier, Brandee Bastin, Clint Bledsoe, and Chris Lytle

### 4.2. Community Crossing Contractor

Robertson Paving was the winning bidder for the Community Crossing Grant.

**Bill Niemier moved, seconded by Angela Fahrnow, Motion to table until the next meeting so Ted Nolting has a chance to review the contract.**

<b>RESULT:</b>	<b>Carried</b>
<b>MOVER:</b>	Bill Niemier
<b>SECONDER:</b>	Angela Fahrnow
<b>AYES:</b>	Angela Fahrnow, Bill Niemier, Brandee Bastin, Clint Bledsoe, and Chris Lytle

## **5. NEW BUSINESS**

### **5.1. Insurance Renewal**

Insurance renewal discussed due to the increase insurance due to workman's comp claims.

**Brandee Bastin moved, seconded by Bill Niemier, Motion to approve renewal of insurance**

<b>RESULT:</b>	<b>Carried</b>
<b>MOVER:</b>	Brandee Bastin
<b>SECONDER:</b>	Bill Niemier
<b>AYES:</b>	Angela Fahrnow, Bill Niemier, Brandee Bastin, Clint Bledsoe, and Chris Lytle

### **5.2. Office Rent increase for WW**

Office space rental for Wastewater department at town hall was raised to \$2,000.00 on a motion from Bill Niemier. After discussion, it was decided that since the rate hasn't been increased in many years, \$2,500 per month might be a consideration.

**Bill Niemier moved, seconded by Angela Fahrnow, Motion to approve rent to \$2,500.00 for fair market value**

<b>RESULT:</b>	<b>Carried</b>
<b>MOVER:</b>	Bill Niemier
<b>SECONDER:</b>	Angela Fahrnow
<b>AYES:</b>	Angela Fahrnow, Bill Niemier, Brandee Bastin, Clint Bledsoe, and Chris Lytle

### **5.3. Annual Report**

Annual report was done and submitted to DLGF. It can be viewed on the Gateway website.

## **6. DEPARTMENT REPORTS**

- 6.1. Jim Robinson discussed meeting with Randy Sorrell prior to the town making a donation to the Economic Development Committee to see how it will benefit our community. Mr. Sorrell will be available any time after the March 8th Economic Development meeting.

He would like the Economic Development Committee to come and advise the council on the Sugar Creek Township development board.

6.2.

Steve Pool provided information on utility relocation for roundabout. Construction is scheduled to start 5/10/21.

## **7. PUBLIC COMMENTS**

7.1.

No Comments

## **8. COUNCIL COMMENTS**

## **9. CLAIMS**

9.1. Claims

**Brandee Bastin moved, seconded by Chris Lytle, Motion to approve claims 22165-22213 with the change of the appropriation #22180**

<b>RESULT:</b>	Carried
<b>MOVER:</b>	Brandee Bastin
<b>SECONDER:</b>	Chris Lytle
<b>AYES:</b>	Angela Fahrnow, Bill Niemier, Brandee Bastin, Clint Bledsoe, and Chris Lytle

## **10. ADJOURN**

10.1 **Motion to adjourn was made by Council Secretary Angela Fahrnow,**  
**seconded by Council President Bill Niemier. Motion to adjourn.**  
**RESULT: Carried**  
**MOVER: Angela Fahrnow**  
**SECONDER: Bill Niemier**  
**AYES: Council Secretary Angela Fahrnow, Council President**

**Bill**

**Brandee Bastin,**

**Niemier, Council Vice President Clint Bledsoe,  
and Chris Lytle**

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Bill Niemier

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Clint Bledsoe

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Angela Fahrnow

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Brandee Bastin

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Chris Lytle

## **PROFESSIONAL SERVICES AGREEMENT**

**THIS PROFESSIONAL SERVICES AGREEMENT** (the “Agreement”) entered into by and between the Town of New Palestine, Indiana (hereinafter “Town”), and Triad Associates, Inc. (the “Contractor”) is effective as of the date indicated below and is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

### **1. Term and Termination.**

(a) This Agreement shall be in effect from the effective date set forth below (“Effective Date”) and shall remain in effect, unless terminated pursuant hereto, for a period of one (1) year from the Effective Date.

(b) Termination with Notice. Either Party may terminate this Agreement without cause by giving the other party thirty (30) days advance written notice.

(c) Termination for Failure of Funding. Notwithstanding any other provision of this Agreement, if funds for the continued fulfillment of this Agreement by Town are at any time insufficient or not forthcoming through failure of any entity to appropriate funds or otherwise, then Town shall have the right to terminate this Agreement without penalty by giving written notice documenting the lack of funding, in which instance this Agreement shall terminate and become null and void on the last day of the fiscal period for which appropriations were received. Town agrees that it will make its best efforts to obtain sufficient funds, including but not limited to, requesting in its budget for each fiscal period during the term hereof sufficient funds to meet its obligations hereunder in full.

(d) If either Party elects to terminate this Agreement, with or without cause, each Party agrees to take all steps necessary to free the other Party of any obligation to perform further, including the execution of any documents reasonably necessary to complete termination of the Agreement. All materials prepared by Contractor in performing its Services under this Agreement shall be the property of Town, and Contractor agrees to submit copies of all such materials to Town within seven (7) days of termination of this Agreement.

2. **Services.** Contractor will provide the services to the Town described in Exhibit “A” attached hereto (“Services”). Contractor agrees to provide the Services and to execute its responsibilities in a manner consistent with the level of care and skill ordinarily exercised in the industry. The Town reserves the right at any time to direct changes in the Services, or to otherwise change the scope of work covered by this Agreement, and Contractor agrees to promptly make such changes. Any difference in price or time of performance resulting from such changes shall be equitably adjusted by the parties hereto upon receipt of documentation in such form and detail as the Town may reasonably require, on the condition that such changes are first approved by the Town. Contractor warrants that the Services will conform to the information furnished to or by the Town, and that such Services will be performed in a timely manner, in a good and workmanlike manner, and shall be fit for the purposes intended herein. Contractor shall, without additional compensation, correct or revise any errors or deficiencies in the Services if the errors result from the negligence, omission or act of the Contractor.



3. **Compensation.** Contractor proposes to furnish all labor, materials and supplies in accordance with the conditions of this Agreement necessary to complete the services as defined in Exhibit A for compensation not to exceed the amounts listed on Exhibit B, "Fee Schedule." Contractor shall submit a properly itemized invoice for services performed and expenses incurred under this Agreement and shall cooperate with and provide any other necessary information to Town. Town will pay Contractor within thirty (30) days after receipt of such properly itemized claim forms.

4. **Indemnification.** Contractor shall, at all times, indemnify to the fullest extent permitted by law Town and its affiliates, successors, assigns, officers, directors, agents, representatives, independent contractors, servants and employees of each of them ("Indemnitees"), from all claims, losses, damages, costs, expenses (including without limitation reasonable attorneys' fees), actions and liabilities incurred or asserted in connection with any action, suit, proceeding, claim, demand, investigation or inquiry (formal or informal), or any settlement thereof (whether or not a formal proceeding or action has been instituted) which arises out of or is based upon the services and or the acts or omissions related thereto of Contractor and Contractor's employees, agents, contractors, invitees, licensees, officers, owners, directors, assigns or affiliates.

5. **Insurance.** Contractor shall procure and maintain with an insurer licensed to do business in Indiana and reasonably acceptable to the Town, liability insurance with combined limits of no less than \$500,000 covering any and all claims related to acts, omissions or negligence of Contractor or its agents or employees, or because of injury to or destruction of property, including, but not limited to, personal injury, sickness, disease or death of any of Contractor's employees, agents, contractors, subcontractors, or outside sources. Within five (5) business days of the execution of this Agreement, Contractor shall submit to the Town for review and approval a Certificate of Insurance indicating the above required coverage and naming the Town as an additional insured on all policies except workers' compensation, and providing that the Town will be given thirty (30) days prior written notice in the event of cancellation, non-renewal or reduction in limits of the policies.

6 **Independent Contractor.** The parties acknowledge that notwithstanding the provisions of this Agreement or any other agreement between or among the parties hereto, nothing contained herein shall cause Contractor to be considered an employee, joint venturer, partner, agent or affiliate in any way of the Town, and Contractor shall at all times operate as an independent contractor, responsible for the results provided for as described in the Services, and shall at all times operate under its own control and direction.

7. **Subcontracting.** The parties agree that Contractor shall not subcontract, assign or delegate any portion of this Agreement or the services to be performed hereunder without prior written approval of Town. In the event that Town approves of any such subcontracting, assignment or delegation, Contractor shall remain solely responsible for managing, directing and paying the person or persons to whom such responsibilities or obligations are sublet, assigned or delegated. Town shall have no obligation whatsoever toward such persons. Contractor shall take sole responsibility for the quality and quantity of any services rendered by such persons. Any consent given in accordance with this provision shall not be construed to relieve Contractor of any responsibility for performing under this Agreement.

8. **Records; Audit.** Contractor shall maintain books, records, documents and other evidence directly pertinent to performance of services under this Agreement. Contractor shall make such materials available at its offices at all reasonable times during the Agreement period and for three (3) years from the date of final payment under this Agreement for inspection by Town or any other authorized representative of the Town. Copies thereof, if requested, shall be furnished at no cost to Town.

9. **Conflict of Interest.** Contractor certifies and warrants to Town that neither it nor any of its officers, agents, employees, or subcontractors who will participate in the performance of any services required by this Agreement has or will have any conflict of interest, direct or indirect, with Town.

10. **Injury And Damage To Persons And Property.** Contractor shall be solely responsible for, and shall release and hold harmless the Town from, any and all losses, expenses, damages, demands, and claims arising out of, or in connection with injuries, including death or damages to any and all persons, employees, and/or property in any way sustained, directly or indirectly, and arising from or based upon the services provided by Contractor or Contractor's agents or contractors.

11. **Litigation and Attorneys' Fees.** In the event it shall become necessary for Town to bring suit to enforce any provisions of this Agreement, the Town shall be entitled to recover, in addition to any damages or other relief granted as a result of such litigation, all costs and expenses of such litigation and reasonable attorneys' fees (including attorneys' fees and costs of appeals) incurred by Town.

12. **Notice.** Any notice required to be sent under this Agreement shall be sent by internationally recognized overnight courier, certified mail, facsimile or other delivery method which provides confirmation of receipt and shall be directed to the persons and addresses specified below (or such other persons and/or addresses as any party may indicate by giving notice to the other party) :

To Contractor:

Lou Savka  
5835 Lawton Loop E. Drive  
Indianapolis, IN 46216

To Town:

Bill Niemier, Council President  
P.O. Box 315  
42 East Main Street  
New Palestine, Indiana 46163

13. **Nondiscrimination.** Pursuant to I.C. 22-9-1-10, Contractor represents that it and its subcontractors shall not discriminate against any employee or applicant for employment to be employed in the performance of this Agreement, with respect to the employee's or applicant's hiring, tenure, terms, conditions or privileges of employment or any matter directly or indirectly relating to employment, because of the employee's or applicant's race, religion, color, sex, disability, national origin or ancestry. Breach of this covenant may be regarded as a material breach of this Agreement.

14. **Representations and Warranties.** Contractor warrants and represents that in performing services, it shall supply only material which meets or exceeds all applicable local,

state or national building codes imposed by any and all governmental agencies with direct or indirect jurisdiction over the services.

15. **Acknowledgment.** All parties represent and acknowledge that they have read the Agreement, have had an opportunity to consult with an attorney regarding Agreement, and have signed the Agreement of their own free will.

16. **Construction.** This Agreement shall be construed in accordance with the laws of the State of Indiana.

17. **Jurisdiction.** The parties hereby agree and consent to be subject to the venue and jurisdiction of the Courts of Hancock County, State of Indiana in connection with any claims, causes of actions, or other disputes arising out of or relating to the services or the terms, obligations, and conditions of this Agreement.

18. **Waiver.** No failure of the Town to strictly enforce any of its rights or remedies hereunder shall be deemed to constitute a waiver by the Town in any respect.

19. **Assignments.** Contractor shall not assign or otherwise transfer its interest in the Agreement, including to any parent, subsidiaries, affiliated entities or third parties, or as part of the sale of any portion of its business, or pursuant to any merger, consolidation or reorganization without the prior written consent of Town.

20. **Agreement Binding.** The Contractor binds itself, its affiliates, subsidiaries, divisions, partners, successors, executors, administrators and assigns, to Town in respect to all of the terms and conditions of this Agreement.

21. **Severability.** In the event any provision of this Agreement shall be held to be invalid and unenforceable, the other provisions of this Agreement shall be valid and binding on the parties hereto.

22. **Compliance With E-Verify Program.** Pursuant to IC 22-5-1.7, Contractor shall enroll in and verify the work eligibility status of all newly hired employees of Contractor through the E-Verify Program (“Program”). Contractor is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists. Contractor and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that Contractor or its subcontractor subsequently learns is an unauthorized alien. If Contractor violates this Section, Town shall require Contractor to remedy the violation not later than thirty (30) days after Town notifies Contractor. If Contractor fails to remedy the violation within the thirty (30) day period, Town shall terminate the contract for breach of contract. Pursuant to IC 22-5-1.7 a fully executed affidavit affirming that the business entity does not knowingly employ an unauthorized alien and confirming Contractors enrollment in the Program, unless the Program no longer exists, shall be filed with Town prior to the execution of this Agreement. This Agreement shall not be deemed fully executed until such affidavit is filed with the Town.

23. **Contracting with Iran.** Contractor certifies, by entering into this Agreement, that it does not engage in investment activities in Iran as more particularly described in IC 5-22-16.5.

24. **Debarment and Suspension.** Contractor certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from or ineligible for participation in any Federal assistance program by any Federal department or agency, or by any department, agency or political subdivision of the State of Indiana. The term “principal” for purposes of this Agreement means an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of Contractor. Contractor shall provide immediate written notice to Town if, at any time after entering into this Agreement, Contractor learns that its certifications were erroneous when submitted, or Contractor is debarred, suspended, proposed for debarment, declared ineligible, has been included on a list or received notice of intent to include on a list created pursuant to IC 5-22-16.5, voluntarily excluded from or becomes ineligible for participation in any Federal assistance program. Any such event shall be cause for termination of this Agreement as provided herein. Contractor shall not subcontract with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in any Federal assistance programs by any Federal department or agency, or by any department, agency or political subdivision of the State of Indiana.

**[SIGNATURE PAGE TO FOLLOW]**

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day and year first above written.

<b>“CONTRACTOR”</b>  Triad Associates, Inc.   <hr/> By: Lou Savka, President	<b>“TOWN”</b>  Town of New Palestine, Indiana   <hr/> By: Bill Niemier, Town Council President  Effective Date: March 3, 2021
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**EXHIBIT "A"**  
**SCOPE OF SERVICES**

**Contractor shall provide the Town with a plan that analyzes the current wastewater infrastructure and to examine the options for serving the territory in a planned and logistically correct manner.**

The planning document will include the following:

- Cover Page
- Table of Contents
- Executive Summary (2-4 pages)
- Color and captioned maps, photographs, and/or drawings that illustrate the critical elements of the plan
- Narratives in understandable writing
- Simplistic format with page numbering

A. Executive Summary

1. Purpose & scope of the plan
2. Plan summary
3. Outline of key goals, strategies and desired outcomes

B. General Background

Prepare an overview of the demographic, economic profile of the territory, including but not limited to:

1. Economic base (major employers, main industrial activity, etc.)
2. Key anchor institutions in the community (such as public library, clinics, community centers, schools, etc.)

C. Prepare a section on the Existing Facilities including:

1. Project Planning Area
  - a. Location (maps, photographs, sketches)
  - b. Environmental resources
  - c. Growth areas and population trends
2. Existing Facilities/Conditions
  - a. Location map
  - b. Condition of facilities
    1. Collection, Treatment
  - c. Financial status
    1. Current rate schedules & Fees

D. Infrastructure Planning

1. We will reach out to developers, builders, real estate professionals and other individuals and entities that will give us insight into future development of the territory.
2. We will examine the territory based on the topographics, watersheds and other physical features that will determine sanitary sewer basins.
3. Analyze pipe sizing, pipe routing, possible lift stations and locations based on the findings in items #1 and #2.

4. Analysis of wastewater treatment plant expansion needs based on future development.

E. Prepare the section on Need for Project(s) due to:

1. Health, sanitation, security
2. Aging infrastructure
3. System operations/maintenance
4. Reasonable growth and the results of Section D.

F. Prepare a summary of the alternatives including:

1. Description/Design Criteria
2. Maps
3. Environmental Impacts
4. Land requirements
5. Construction considerations
6. General cost estimates (construction, non-construction, O&M)
7. Advantages/disadvantages of any alternative

G. Recommended Alternative

1. Project Design
  - a. Wastewater
    1. Collection system
    2. Pumping stations
    3. Treatment
2. Cost Estimates – Prepare cost estimates of the alternatives
3. Operating Budget & Costs
  - a. Income
  - b. O&M
  - c. Debt repayments
  - d. Reserves
4. Workforce
5. Permit requirements

The Master Plan will be delivered in both a final electronic format and paper copies in binders

**EXHIBIT "B"**  
**FEE SCHEDULE**

Principal	200.00/hour
Engineer Class III	175.00/hour
Engineer Class II	140.00/hour
Engineer Class I	120.00/hour
Professional Architect	150.00/hour
Registered Land Surveyor	150.00/hour
Regulatory/Compliance	120.00/hour
Project Manager	140.00/hour
Field Crew – Per Person	100.00/hour
CAD Technician	90.00/hour
Construction Inspector	90.00/hour
Commercial Building Inspection	150.00/hour
Administrative Support	70.00/hour

All fees include overhead and profit.

**Contractor agrees to provide these services on an hourly rate basis per the above, with a not-to-exceed cost of \$39,000.00**



# GOV OFFICE NEW PALESTINE *Indiana*

## Proposal for Fully Mobile-Friendly Website Upgrade, Website Service, and Support



Today's Date: 2/12/21

Expiration Date: 5/12/21

Mike Chaloupka, Regional Sales Manager  
GovOffice Web Solutions  
2112 Broadway Street NE, Suite 250  
Minneapolis, Minnesota 55413  
612-617-5709 direct  
[Mike@GovOffice.com](mailto:Mike@GovOffice.com)  
[www.GovOffice.com](http://www.GovOffice.com)

Dear Town of New Palestine Elected Officials and Staff,

My name is Mike Chaloupka, and I represent GovOffice Web Solutions ([www.govoffice.com](http://www.govoffice.com)) in Minneapolis, Minnesota. We are the official website provider of the Town since August 2010.

Following you will find my proposal for planning, drafting, restructuring, revising, programming, testing, implementing, hosting, securing, and supporting a modern, professional, mobile-friendly website to better serve your residents.

Branding and marketing experts agree that all professional organizations should engage in a website upgrade once every few years. I am pleased to work with you on your next generation website and to put your office on an upgrade schedule—one every three years—starting with acceptance of my proposal.

Citizens' expectations of their local government website have grown tremendously over the years; GovOffice has added technology and service solutions and infrastructure upgrades over time to keep pace with those expectations, and they are presented in this proposal with a focus on the following:

- The new website design will be fully mobile-friendly (**and each design element will be built for compliance with ADA standards**), meaning the design and its content will conform to your citizens' choice of device from wide desktop monitors to small smartphone screens in both vertical and horizontal orientations. **See pages 5-6.**
- Included in your service are enhancements to the core GovOffice Content Management System for greater editing features, unlimited training and technical support, and our expanding infrastructure for increased speed, security, and support. **See pages 8-10.**
- An attractive, mobile-friendly design is not the only enhancement that you can expect. Navigation and, thus, delivery of information will be greatly improved as well, with a focus on ease of use for your residents and staff. **See page 14.**
- GovOffice offers numerous, flexible payment options, but our standard Agreement calls for a commitment of only 3 years, and all charges may be spread *evenly* over those 3 years. A one-time payment option is offered, too. **See pages 16-17.**

On behalf of the entire GovOffice Team, I thank the Town for its consideration of my proposal for a next generation website. I look forward to discussing it with you in the near future.

Sincerely,



Mike Chaloupka  
Regional Sales Manager  
612-617-5709

[GovOffice.com](http://GovOffice.com)

[mike@govoffice.com](mailto:mike@govoffice.com)

[Appointment to Discuss Proposal](#)

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## Background

GovOffice is a leading provider of cost-effective, state-of-the-art websites for local governments. With its mobile-friendly platform, GovOffice offers proven, easy-to-use web technology tools to enable a more efficient and responsive government.

Launched in 2001, GovOffice was the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association and the League of Minnesota Cities, with an additional 15 state municipal leagues eventually joining our partnership.

In those 20 years, we've seen local government websites evolve from being a novelty to a necessity. We have served over 1400 local governments in 44 states and stayed true to our mission of providing state-of-the-art web technologies that meet the needs of local government at an affordable cost.

GovOffice LLC is headquartered in Minneapolis, Minnesota.

## Our Value Proposition

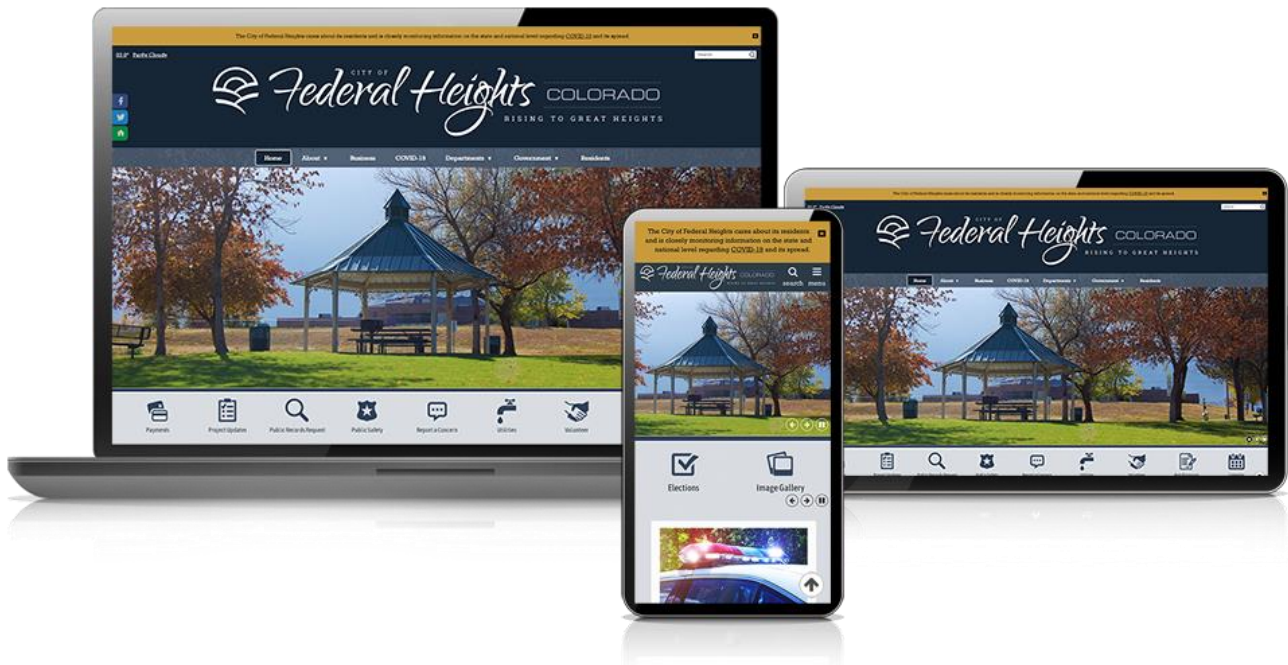
Our population-based pricing makes GovOffice an effective, affordable solution for every size of local government. With GovOffice, you don't pay for a bunch of pricey features you don't want or need. Our solution provides all the core features used by most local governments, and enables you to add more specialized features as needed. In short, we are easier to use, more affordable, and offer the features you and your citizens need, designed to fit a government budget. And as governments try to do more with less now more than ever, that's the perfect win-win for you and your constituents.

## GovOffice is Powerful and Affordable

GovOffice delivers the solution you need with a whole lot less hassle and expense, including:

- Professional Responsive Website Design (RWD) website
- Powerful, flexible Content Management, with unlimited sections and subsections
- Online forms system for sign-ups, comment forms, polls, and more
- Audio and video files integration
- Calendars, News, Image galleries
- Security system enabling multiple users with varying levels of permissions to edit the website

## Responsive Website Design (RWD) Framework



### Why RWD?

The number of U.S. residents using smartphones increases each year, and the number of visits to government websites increases annually, too. To extend service to the public whose choice of device is a smartphone—tablets as well—a fully mobile-friendly RWD website is the answer, as it conforms to any device from large desktop monitors to small smartphone screens in either portrait/vertical or landscape/horizontal view.

### Why Now?

Simply put, RWD is not only the future, it is the present. Today your website receives twice as many visits from someone using his/ her smartphone than from any other type of device. So, local governments should be looking at RWD for its next website design, and many already have made the switch.

While RWD itself is not new, it is a new concept to local governments that are slow to adopt new Internet technologies; far too few of them have a Responsive Website Design in 2021. Making the switch to RWD now will not only serve your citizens better right away, your website may be promoted as a model of excellence to communities across the region that are not yet Responsive.

### Creative Process

**1)** Personal consultation with our graphic designer, **2)** Development of draft(s), **3)** Presentation of design draft(s) to the Client via Preview Mode, **4)** Round(s) of revision to the Client's chosen draft, **5)** After completion of revision(s), presentation of final draft to the client via Preview Mode; Client's approval is then requested

### Programming Process

**6)** Constructing the final design draft approved by the Client onto a working test site (Test Mode), **7)** Adjustment as necessary to the display or behavior of the design on the test site, **8)** Testing of the design across the latest versions of all major Web browsers; further adjustment made, **9)** Schedule a date for upload of the finished, browser-tested design with the Client, **10)** Upload of the design to replace the Client's existing design on its live, public website; the project is then declared completed



## Popular RWD Features

Packages that included these features are noted in **blue**

1. Development of new **title graphic** including official logo, slogan, and stylish font type. It appears atop or overlapping the large homepage image and moves to the navigation menu and Search bar automatically on smaller devices.  
**Budget, Value, Progressive, Premium**

**Favicon** and **Mobile Touch Icon** development both take place at this time and also are included.

**Budget, Value, Progressive, Premium**

2. **Image Slider** allows staff to put up and take down community photos at any time on the homepage (5 images at a time). Further, website visitors may swipe forward or back with their cursor or finger to see more photos.  
**Value, Progressive, Premium (Slider on any section at Premium); Budget: 1 static image at a time**
3. The **Filmstrip** contains **Icons** that allow one click access to the most highly trafficked pages of the website. Ten icons will be uploaded, arranged, and linked for the Client per the Homepage Setup process and will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more Icons.  
**Progressive, Premium**

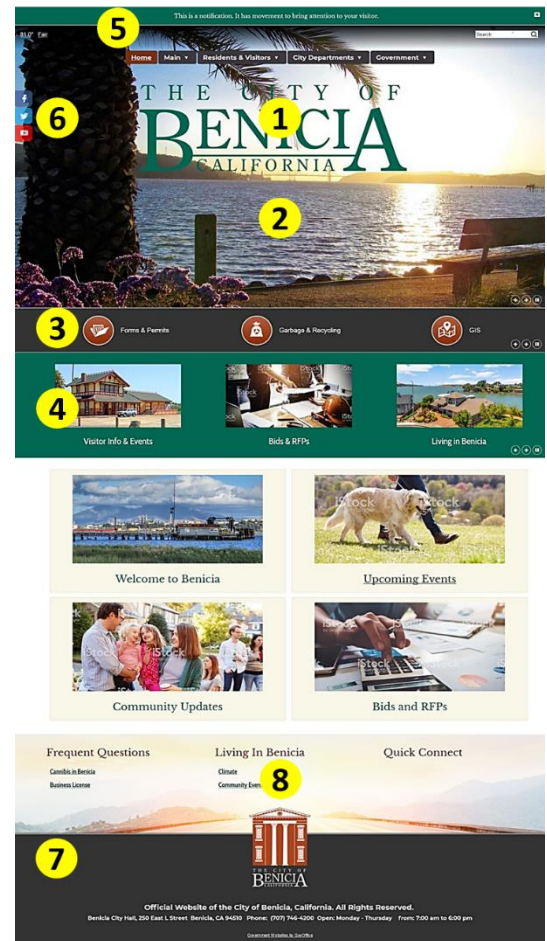
4. **Carousel** allows even more self-admin control (images, titles, links) in directing visitors to specific areas of interest on the website. Up to 10 items at a time may be added to the color-styled Carousel and, like the Filmstrip feature, will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more.  
**Premium**

5. Like Image Slider, Filmstrip, and Carousel, the **Notifications Banner** is another self-administered, self-activated feature to Responsive designs. It allows Clients to draw citizens' attention to urgent notices, alerts, reminders, etc. on the homepage with an eye-catching, colored, roll down banner that also has a close out button.  
**Progressive, Premium (Notifications on any section at Premium)**

6. **Social Media Icons Bar** supports clickable icons to your Facebook, Twitter, YouTube, Blogger, Instagram, Pinterest, LinkedIn, and Nextdoor pages. The icons are anchored to the browser window so that your citizens know where to find them, regardless the page they are on. Above Social Media Icons Bar is **Local Weather Integration**, also fixed in the same location on every page. Local Weather Integration is a feed from the National Weather Service (weather.gov) and provides a dynamic reading of temperature and weather condition.  
**Weather Integration: Progressive & Premium; Social Media Icons Bar: Premium only**

7. An **Advanced Footer** is personalized to the Client's branding with a custom color, font, image, and left and right (or centered) blocks of text. It also includes a floating Return to Top button.  
**Progressive, Premium**

8. This entire area of the homepage (and all interior pages), left to right, above the footer and, in this case, above the Secondary Navigation Block (Premium designs only) is where **self-administered website content** displays. If a Section Introduction is added, it will be located in the center. Regular Promotions, such as a calendar, and Sidebars may be added to the left, center, or right, and all are totally Responsive. If **Content Boxes**, another standard, self-admin feature of Responsive designs, is utilized, they will appear in the main column (4 are shown here).  
**Budget, Value, Progressive, Premium**

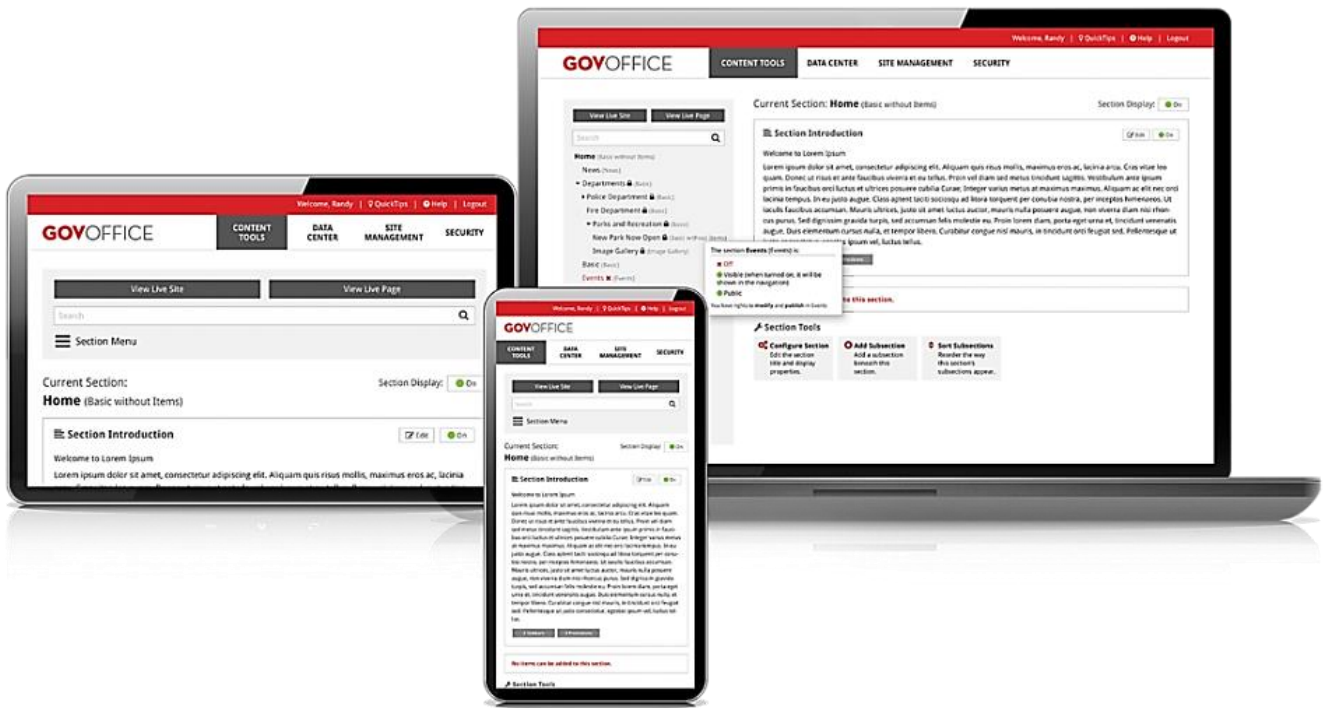


## Content Management Highlights

Every day GovOffice users efficiently manage their websites from their office and at home—on any computer that is connected to the Internet through the latest versions of modern Web browsers—and they enjoy the many features that GovOffice offers:

- Unlimited number of sections and subsections are allowed to expand your site
- Unlimited number of links throughout your site
- Build a home page that includes a greeting, breaking news, upcoming events
- Online sign-up for newsletters, comment forms, polls, and surveys
- Audio and video files posted throughout the site
- Image gallery that serves as an online photo album
- News articles that can be featured and archived
- Post meetings agendas and minutes as searchable documents
- Calendar of all community events and meetings
- Contact information of staff and elected officials
- Advanced users may switch to HTML mode for added flexibility
- Social media: Facebook, Twitter, YouTube, Pinterest, Instagram, LinkedIn, Blogger, Nextdoor
- Security system allows multiple users with varying levels of permissions to update the website simultaneously
- And much more!

This is how your GovOffice Site Administration appears on desktop, tablet, and smartphone devices...



## GovOffice CMS Version 4.0: A Message from Our General Manager

GovOffice was launched in 2001 as the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association, League of Minnesota Cities, and Avenet Web Solutions which developed the GovOffice technology. Over time an additional 15 state municipal leagues joined our partnership.

In those 20 years local government websites have evolved from being a novelty to a necessity. We have served over 1400 local governments in 44 states and stayed true to our mission of providing state-of-the-art web technologies that meet the needs of local government, at an affordable cost. Now we are excited to announce that we have initiated a major development initiative to create the next generation of our technology:

## GOVOffice 4.0

GovOffice CMS 4.0 will meet the needs of our local government clients and your constituents well into the future.

This major upgrade will be implemented in multiple phases which will help users absorb and adopt to changes over time. User interface upgrades will maintain a priority on ease of use. Current sites will be seamlessly upgraded to the new system with no or minimal disruption.

### Phase 1 will result in:

- A faster, more intuitive Admin system—**DONE**
- Even faster public websites—**DONE**
- A new site-wide Search system—**DONE**
- Refresh of the Admin look & feel aimed at enhancing ease of use; also, it will be fully Responsive (mobile-friendly)—**DONE**
- A state-of-the-art code which can be extended rapidly to add new features in subsequent phases—**ONGOING**

Additional, incremental upgrades will feature new content types to meet the growing needs of our clients.

### Subsequent phases will include:

- New Communications Suite—2021 Q2 (annual charge: \$900/ year)
- New SmartForms & ePayment—2021 Q1 (no additional charge)
- Customized content types—*Meetings* **DONE**; others coming in 2021 (TBD)

Thank you for being a GovOffice client!



Eric Johnson, General Manager  
GovOffice LLC



## Delivery of GovOffice Technology, Hosting, and Security

GovOffice has provided the website technology to over 1400 local governments for 20 years. We have developed unique expertise in protecting local government websites from security concerns and delivering a proven record of reliability, performance and data protection for our clients.

### Delivery of GovOffice CMS Technology

The GovOffice technology stack is architected for redundancy and scalability. We use blade servers with Intel Xeon processors with SSD storage. The GovOffice CMS is hosted on a load-balanced Web farm that can easily be expended as resources require. Our application servers run Windows Server 2016 with IIS 10.0 and SQL Server 2016, which allows SSL communication to be done over TLS 1.2. The GovOffice design framework utilizes jQuery and HTML 5 to provide Responsive designs that look great and are optimized on both desktop and mobile browsers.

In contrast to some widely used software systems, GovOffice CMS is a proprietary system that does not have known exploits published on public websites for hackers to exploit. The GovOffice team installs patches on a regular basis, adheres to the highest standard of web server administration and access and logs access to all of our infrastructure.

### Worry-Free Hosting & Security

All GovOffice websites include our worry-free hosting and support which includes the following services:

#### Web Monitoring

- Data center engineers monitor all of our servers and infrastructure, 24/7/365

#### Up-time and Disaster Recovery

- 99.99% up-time
- Daily backups of all website data and are kept for 90 days
- Website data can be restore as needed from backups, typically within hours

### Enterprise Class Data Center

GovOffice websites are hosted in a highly secure, cutting-edge global data center with 24 x 7 monitoring to meet your critical need for robust bandwidth, streamlined data storage, and business continuity.

Located only 15 minutes from GovOffice's corporate office, the data center is monitored by trained technicians with a Network Operations Center (NOC) team. The NOC adheres to a strict escalation procedure to help ensure that GovOffice websites are available to the public at all times. Our primary data center is located in a former US Federal Reserve System building, constructed to withstand natural disasters, such as earthquakes, tornadoes, and floods.

## Security

The safety and security of your data is our highest priority. Our data center is SAS 70 audited, SOC 2® attested, and SOC 3® certified

We observe industry best-practice standards including, but not limited to:

- Hand biometric and RFID card controlled access to data center
- Cage door sensors
- Motion activated surveillance cameras
- 24 x 7 Monitoring
- 24 x 7, on-premise security guards

## DDoS protection

Federal, state and local government websites have become prominent targets for both domestic and foreign originated Distributed Denial of Service (DDoS) attacks designed to impair or shut down websites. All GovOffice clients' websites are protected through a system-wide DDoS solution designed to combat this growing threat.

The data center utilizes an enterprise level DDoS solution developed by a leading DDoS security company, Corero. The key benefit of the Corero solution is that it automatically mitigates DDoS attack traffic before it impacts GovOffice clients, enabling us to keep our networks clean of attack traffic.

## Training & Technical Support

Our Training & Technical Support Team is available Monday through Friday, excluding national holidays, from 8:00 AM to 5:00 PM Central Standard Time. It provides **unlimited** assistance to clients via toll-free phone and e-mail in the areas of initial online training of the GovOffice toolset, additional training, technical support of websites, and more.

Online training sessions typically take 90 minutes to complete. If your staff has a basic understanding of Microsoft Word, everyone will easily pick up our Content Management System. Support will schedule a training session at **no added charge** that fits your group's schedule, and sessions are conducted via Webinar. No expensive on-site meetings is necessary, and there is no charge for future training sessions with new or existing staff.

GovOffice Support delivers **unlimited** access to:

- Help Website
- Online Training Sessions
- Toll-Free Phone Support
- Video tutorials
- Support documents
- Online Help Chat

Chat with us 

## CMS Product & Service Features

GovOffice requires no specialized software skills, and it allows staff to administer the site anytime, from any Internet connection. GovOffice CMS is a database driven web application based upon underlying Microsoft technologies, including SQL Server.

Our Software as a Service (SaaS) hosting model means your website will be worry-free. GovOffice provides the hosting, technical infrastructure, upgrades and maintenance, saving you time and money. No additional software is required.

Professional Design	Standard	Optional
Access to stock design template styles; customization of the design by the end user is limited to adding your organization's name, slogan, and a footer	✓	
Customized graphic design to incorporate a community theme into a Responsive Website Design (RWD) format (Budget, Value, Progressive, Premium levels)	—	\$3400 to \$8700
Self-admin linking of Facebook and Twitter icons; in addition, YouTube, Pinterest, Instagram, LinkedIn, Blogger, and Nextdoor icons are available on all designs	✓	
Web Hosting, Performance, and Support	Standard	Optional
Up to 2 GB of stored uploads; nightly data backups at a secure hosting facility	✓	
Extended Storage Plan for an additional 2 GB of stored uploads on your website	—	n/a
DDoS (Distributed Denial of Service) protection	✓	
SSL (Secure Sockets Layer) encrypted administrative website	✓	
TLS (Transport Layer Security) encrypted public website	✓	
Unlimited online Webinar training of the GovOffice CMS and selected modules	✓	
Unlimited access to toll-free Technical Support for all staff	✓	
Video tutorials and unlimited, live Help Chat at help.govoffice.com	✓	
GovOffice Mobile delivers mobile version of website (smartphones)	✓	
Page-relevant Quick Tips within the administrative website	✓	

Website Access, Editing, and Management	Standard	Optional
Homepage Setup by a GovOffice Content Specialist	✓	
Unlimited number of administrative users on the GovOffice system	✓	
Limit access and administrative permissions to each user and group(s) on the system	✓	
Preview feature that shows how an unsaved edit would appear if it was saved and activated on the live website	✓	
Live Site feature that allows users to switch between the live and administrative websites within one browser window	✓	
Data storage tracker to help manage your load of Web content	✓	
Audit log that shows editing activity of all administrative users	✓	
Google Analytics integration	✓	
CMS Features	Standard	Optional
Flexibility to name and order all navigation menu buttons	✓	
Import, type, and edit text with formatting controls essential for a Web page	✓	
Create unlimited number of links to internal pages and external websites	✓	
Upload, resize, position, and caption photos	✓	
Online forms for questions, comments, and requests to be contacted by staff	✓	
Upload and post audio and video files	✓	
Upload and name documents, such as Agendas & Minutes and newsletters	✓	
Schedule of events, including recurring events, within a true calendar display	✓	
Online opinion polls with controlled responses and option to display the results	✓	
Image gallery to create a Community Photo Album; includes slideshow capability	✓	

Ability to add, turn on & off, and easily remove sidebars from all pages	✓
Directory, including contact information and photos, of Elected Officials and staff	✓
Post news stories with a pre-set release date for automatic display on live website	✓
Display job listings with post & deadline dates and post the employment application	✓
List Frequently Asked Questions by department or the entire organization	✓
Highlight <i>related links</i> to associated websites without posting long URLs	✓
Directory of local attractions and automatically created links to a Google Map	✓
Site Map for added ease by site visitors in locating any section of the website	✓
<i>Last Edit</i> stamp that shows the date on which any Web page was last updated	✓
Site-wide search engine that also searches keywords within uploaded documents	✓

Advanced Features	Standard	Optional
HTML mode for editing—example: embed community videos from your YouTube Channel or Google Maps of your area	✓	
Friendly URLs (for example, govofficacity.com/ <b>police</b> ) for quicker and direct access to select sections the website—bypassing the home page entirely	✓	
Intranet capability for <i>staff only</i> areas of the website; accessed only by username and password	✓	
Bulk e-mail tool that allows visitors to opt-in and opt-out of receiving e-mail notifications from your government office	✓	
RSS feeds <i>in</i> from other news-related websites	✓	
GovOffice ePayment—online and over-the-counter payments (taxes, utilities, and more); no charge but separate Agreement is required	✓	
Meetings content type (searchable hub for agendas, minutes, packets, media)	✓	
COMING 2021 Q2 New Communications Suite; see page 15	—	\$900/year
COMING 2021 Q1 New SmartForms online forms with ePayment integration	✓	

## Navigation and Content Services

The **Complete Navigation Analysis & Restructure** will make your navigation menu compatible with a Responsive Website Design and greatly enhance speed of service to your website visitors.

Our content professionals will analyze the entire site navigation menu and then organize and label it according to best practices of usability, Web design and the latest standards for government websites. The end result is a well-organized, intuitive website that ensures your site visitors will quickly and easily find the information they need.

After completion of the Complete Navigation Analysis & Restructure project, GovOffice will address the homepage by doing a **Homepage Setup** which involves organizing your existing homepage content to follow the best practices of Web writing and design. Specifically it involves:

- Re-writing and formatting welcome text for efficient online reading
- Organizing and labeling primary site navigation menus
- Incorporating images effectively
- Using Promotions to display news, events, calendars, etc. in a visually appealing way
- Using Sidebars and Content Boxes to display related links, text and images

**Section Rehab (\$1200 added charge)** is the most complete option to get your website looking and functioning at its finest. Our content professionals will analyze your *entire* site content and make sure each page conforms to the same high standard, following best practices of Web writing and design

Section Rehab includes:

- Matching page content/headlines to the topic of the parent navigation label
- Reformatting text for continuity from page to page
- Using Sidebars and Promotions to display related links, text and images
- Creating a Section URL/ Friendly URL for each section and sub-section

## Webmaster Plan for Professional Website Maintenance—OPTIONAL; add \$795/ year

Do you have limited time, staff or expertise to maintain an up-to-date website? The Webmaster Service is your solution. Our content professionals will help manage your website, assist with routine edits, serve as an emergency backup, or anything in between, up to 1 hour per month (15 minute minimum).

Benefits include...

**Affordability**—Get your own professional webmaster for less than \$70/month

**Flexibility**—Scalable plans allow you to adjust as your needs change

**Continuity**—Webmasters understand and implement Web “best practices” for each page touched

**Efficiency**—Timely site updates per your request and direction

**Ownership**—Your team maintains complete access to manage your content

## Multi-Channel Communications System

GovOffice Connect is a powerful communications platform that enables local governments to connect and engage with their citizens.

- Communicate with citizens using a multi-channel system (email and SMS text).
- Create attractive eNewsletters with easy to use tools.
- Enable citizens to subscribe to receive the content they want through automated messages.



At \$900/ year, GovOffice Connect includes:

- Includes up to 5,000 email subscribers
- Unlimited bulk emails
- Multiple mobile responsive, editable email templates, including blank template/WYSIWYG editor
- UI to create messages, preview, assign distribution lists, publish (locks changes and pushes to web), send/schedule
- Copy sent communication into new draft
- Web hosted email messages
- Includes up to 5,000 SMS text subscribers
- Bulk Personalized SMS Text Messaging including:
  - SMS outgoing messaging with auto-replies
  - SMS Sign-up campaigns with automated data collection
  - **SMS Text message charges = \$00.0075 per message (additional charge)**
- Reporting – view sent communication, including date/time, who it was sent to, link to web-hosted message, stats from SendGrid (bounces, etc.)
- Subscription Form (Allows contact to enter name, address, contact information and subscribe to various publications)
- Subscribe and Unsubscribe list management
- Contact profile Form (Allows contact to edit personal information and subscriptions)
- Unlimited Form creation
- Online & Email support
- Department level user access

### 3-Year Payment Plan—Standard Content Services Performed

Recurring and One-Time Services Over a 3-Year Agreement	Budget Responsive Price	Value Responsive Price	Progressive Responsive Price	Premium Responsive Price
<b>DESIGN</b> <b>One-Time</b> Creative and technical development of a customized, public RWD which elements support the latest in ADA compliance standards	\$3400	\$4900	\$6700	\$8700
<b>CONTENT</b> <b>One-Time</b> Complete Navigation Analysis & Restructure, Homepage Setup, and Accessibility Statement	\$0	\$0	\$0	\$0
<b>HOSTING, MAINTENANCE, SECURITY, SUPPORT</b> <b>Recurring (\$780/year x 3 years)</b> License of GovOffice Content Management System (CMS) • Unlimited bandwidth & Website hosting up to 2 GB of uploads • Unlimited toll-free technical support • Unlimited training/ re-training of CMS • Daily backups of stored Website content and design files • Maintenance of Web servers and their installed security systems • Unlimited Administrative users • Secure SSL (Secure Sockets Layer) Administrative Website • Upgrades of base CMS • DDoS (Distributed Denial of Service) Protection • Secure TLS (Transport Layer Security) Public Website • Domain name registration or redirection • Friendly URLs for all sections • Smartforms plus ePayment integration in Q1 2021	\$2340	\$2340	\$2340	\$2340
<b>Total Over 3 Years</b>	\$5740	\$7240	\$9040	\$11,040
<b>9/20-8/21 Renewal Already Invoiced</b>	-\$780	-\$780	-\$780	-\$780
<b>Adjusted 3-Year Total</b>	\$4960	\$6460	\$8260	\$10,260
<b>Equal, Annual Payments</b>	÷ 3 years	÷ 3 years	÷ 3 years	÷ 3 years
<b>Year 1/ <i>Start Date</i> – August 2021</b>	\$1653	\$2153	\$2753	\$3420
<b>Year 2/ September 2021 – August 2022</b>	\$1653	\$2153	\$2753	\$3420
<b>Year 3/ September 2022 – August 2023</b>	\$1653	\$2153	\$2753	\$3420
↓ OPTIONAL ↓				
Annual Webmaster Plan see page 14	Add \$795/ year	Add \$795/ year	Add \$795/ year	Add \$795/ year
Communications Suite see page 15	Add \$900/ year	Add \$900/ year	Add \$900/ year	Add \$900/ year



### 3-Year Payment Plan—Extended Content Services Performed

Recurring and One-Time Services Over a 3-Year Agreement	Budget Responsive Price	Value Responsive Price	Progressive Responsive Price	Premium Responsive Price
<b>DESIGN</b> <b>One-Time</b> Creative and technical development of a customized, public RWD which elements support the latest in ADA compliance standards	\$3400	\$4900	\$6700	\$8700
<b>CONTENT</b> <b>One-Time</b> Complete Navigation Analysis & Restructure, <b>Section Rehab</b> , Homepage Setup, and Accessibility Statement	\$1200	\$1200	\$1200	\$1200
<b>HOSTING, MAINTENANCE, SECURITY, SUPPORT</b> <b>Recurring (\$780/year x 3 years)</b> License of GovOffice Content Management System (CMS) • Unlimited bandwidth & Website hosting up to 2 GB of uploads • Unlimited toll-free technical support • Unlimited training/ re-training of CMS • Daily backups of stored Website content and design files • Maintenance of Web servers and their installed security systems • Unlimited Administrative users • Secure SSL (Secure Sockets Layer) Administrative Website • Upgrades of base CMS • DDoS (Distributed Denial of Service) Protection • Secure TLS (Transport Layer Security) Public Website • Domain name registration or redirection • Friendly URLs for all sections • Smartforms plus ePayment integration in Q1 2021	\$2340	\$2340	\$2340	\$2340
<b>Total Over 3 Years</b>	\$6940	\$8440	\$10,240	\$12,240
<b>9/20-8/21 Renewal Already Invoiced</b>	-\$780	-\$780	-\$780	-\$780
<b>Adjusted 3-Year Total</b>	\$6160	\$7660	\$9460	\$11,460
<b>Equal, Annual Payments</b>	÷ 3 years	÷ 3 years	÷ 3 years	÷ 3 years
<b>Year 1/ <i>Start Date</i> – August 2021</b>	\$2053	\$2553	\$3153	\$3820
<b>Year 2/ September 2021 – August 2022</b>	\$2053	\$2553	\$3153	\$3820
<b>Year 3/ September 2022 – August 2023</b>	\$2053	\$2553	\$3153	\$3820
↓ <b>OPTIONAL</b> ↓				
Annual Webmaster Plan see page 14	Add \$795/ year	Add \$795/ year	Add \$795/ year	Add \$795/ year
Communications Suite see page 15	Add \$900/ year	Add \$900/ year	Add \$900/ year	Add \$900/ year

## Live Examples Per Custom RWD Package

### For Budget Minded Communities

#### Budget Responsive



<https://www.beloitwi.gov/>

Another Example: <https://www.milanmn.com/>  
Another Example: <https://www.epworthiowa.org/>  
Another Example: <https://www.philipsd.us/>

#### Value Responsive



<https://www.mvrra.org/>

Another Example: <https://www.ci.oak-grove.mn.us/>  
Another Example: <https://www.dundee.city.org/>  
Another Example: <https://www.townofstjamesnc.org/>

### For Branding Minded Communities

#### Progressive Responsive



<https://zimmerman.govoffice.com/>

Another Example: <https://www.cityofmilaca.org/>  
Another Example: <https://www.townofsandlake.us/>  
Another Example: <https://www.caalexico.ca.gov/>

#### Premium Responsive



<https://www.ci.benicia.ca.us/>

Another Example: <https://www.cityofdeephaven.org/>  
Another Example: <https://www.marineonstcroix.org/>  
Another Example: <https://cityofbradenton.com/>

**MOST POPULAR PACKAGE**

3-Year Budget Plan: Options to Continue Service at the End of Year 3

OPTION 1—Renew Original Agreement

Client may renew the original Agreement for another 3 years at the **Total Over 3 Years** amount from pages 16-17, divided by 3 years. At renewal GovOffice will repeat all of the services performed in the original Agreement (or services up to an equal dollar value), including development of a totally new graphic design and content services and the respective levels.

This plan will keep the Client in a modern, compelling Responsive Website Design at all times and insulate the Client from any rate increase that occurs over the next **6 years** in the areas of Annual Service & Maintenance, Graphic Website Design, and Professional Content Services that are used to calculate the annual payment.

OPTION 2—Start a New Agreement

Client may opt not to renew the original Agreement, rather start an entirely new 3-year Agreement (again, with an option for renewal for Years 4-6). The new annual charge could be less than or greater than the original Agreement, depending on the services selected and the prices of those services (i.e. a less advanced website or a more advanced website).

OPTION 3—Switch to Traditional Plan

Client may opt out of the original 3-year Agreement and convert to a year-to-year commitment at the then-current, population-based Hosting, Maintenance, Security, and Support rate, but none of the one-time services will be repeated.

General Project Timeline

The implementation timeline for deliverables is subject to client participation, direction, and approvals. The Client’s remade website may be deployed in approximately 4 months (estimate only). The project may begin upon receipt of the signed Agreement; payment is not due for 30 days.

Custom Responsive Website Design (RWD) process—creative & programming	9 weeks
Site testing across all major Web browsers and mobile devices	< 1 week
Complete Navigation Analysis & Restructure, Homepage Setup, and Accessibility Statement; <b>Content Rehab, if selected, is performed at this phase</b>	6 weeks
Webinar training (no charge) of GovOffice CMS for all staff	90 minutes

Review of Proposed Services

	Current Website	Proposed Website
Mobile-Friendly Design Layout	✗	✓
Fresh, Customized Community Theme	✗	✓
Friendly URL for All Sections Example: cityname.gov/calendar	✗	✓
Latest in ADA Compliance Standards	✗	✓
Accessibility Statement	✗	✓
Expert-Built Navigation	✗	✓
<i>Meetings, Calendar +5, SmartForms, &amp; More</i> New Content Types	✗	✓

## Testimonials

"GovOffice walked side by side with us through the process, **stayed in constant communication, advised and guided us** to an exquisite website that today is the central source for information and connection in our community."

-City of Cascade Locks, Oregon

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"GovOffice allowed us to personalize our website with new features so it remains fresh and innovative for years to come. And their **customer service gets an A+ rating**. Always quick replies, always a positive attitude and all the options you need to decide what fits your city."

-City of Twentynine Palms, California

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"GovOffice is a model for how all IT companies should provide service to the local government sector. Their focus on being responsive to our needs, affordable and user friendly is a tremendous help in our efforts to do the same for our community and visitors. **GovOffice is a long-term solution to our website needs.**"

-City of Pickens, South Carolina

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"Mike was great in getting pricing for different things we may want and patient in waiting for the budget year to cycle around. The whole beauty of his proposal was that we paid only for what we wanted, not what they wanted.

I or a member of our staff here will be able to maintain the site ourselves. If we happen to have a question or run into a problem, **there is live support, tutorial videos, and a help website to assist us**. But, honestly, the content management system is very user-friendly. **You can't go wrong with GovOffice.**"

-City of Lakesite, Tennessee

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"I highly **recommend GovOffice and their team of outstanding professionals**. We continue to work with them on website redesigns every 3-4 years and they keep outdoing themselves every time!"

-City of Montevideo, Minnesota

I hereby certify that each of the above listed vouchers and the invoices, or bills attached there to, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

March 3, 2021

Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF NEW PALESTINE

Payroll 2/19/21 Gross Payroll APVs #22238 - 22242

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 3 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 36,483.23.

Dated this 3rd day of March 2021.

Bill Niemier

Clint Bledsoe

Angela Fahrnow

Brandee Bastin

Chris Lytle

James Robinson (Town Mgr)

Signatures of Governing Board

**Accounts Payable Register**

Date: 03/01/2021 04:04:05 PM

APV Register Batch - Payroll 2/19/21 Gross Payroll

APVREGISTER.FRX

All History

Ordered By APV Number

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK CHECK # DATE	MEMORANDUM
02/19/2021	22238	PAYROLL FUND		101100112.000	Clerk-Treasurer Salary	RECAP Clerk Trea Reg Pay - Generated by Payroll Professionals LLC	842.81	22238PR 02/19/2021	
02/19/2021	22238	PAYROLL FUND		101100132.000	Town Share INPRS	RECAP Deputy mar LocC OH - Generated by Payroll Professionals LLC	1709.95	22238PR 02/19/2021	
02/19/2021	22238	PAYROLL FUND		101100132.000	Town Share INPRS	RECAP Town LocC OH - Generated by Payroll Professionals LLC	90.71	22238PR 02/19/2021	
02/19/2021	22238	PAYROLL FUND		101100131.000	SS & Medi Town Share	RECAP Town Labor FINS OH - Generated by Payroll Professionals LLC	33.59	22238PR 02/19/2021	
02/19/2021	22238	PAYROLL FUND		101100114.000	Town Manager Salary	RECAP Town Manag Reg Pay - Generated by Payroll Professionals LLC	1019.91	22238PR 02/19/2021	
02/19/2021	22238	PAYROLL FUND		101100113.000	Finance Clerk wage	RECAP P.t. Cleri Reg Pay - Generated by Payroll Professionals LLC	275.04	22238PR 02/19/2021	
02/19/2021	22238	PAYROLL FUND		101100117.000	Administrative Assistant C/T	RECAP Town Reg Pay - Generated by Payroll Professionals LLC	1027.14	22238PR 02/19/2021	
02/19/2021	22238	PAYROLL FUND		101100120.000	Building Inspector Wage	RECAP Building Reg Pay - Generated by Payroll Professionals LLC	560.00	22238PR 02/19/2021	
02/19/2021	22238	PAYROLL FUND		101100122.000	Deputy Marshal Salaries/Wage	RECAP Deputy mar Reg Pay - Generated by Payroll Professionals LLC	9160.20	22238PR 02/19/2021	
02/19/2021	22238	PAYROLL FUND		101100123.000	General Laborer salary/wages	RECAP Town Labor Reg Pay - Generated by Payroll Professionals LLC	439.11	22238PR 02/19/2021	
02/19/2021	22238	PAYROLL FUND		101100131.000	SS & Medi Town Share	RECAP Town FINS OH - Generated by Payroll Professionals LLC	80.59	22238PR 02/19/2021	
02/19/2021	22238	PAYROLL FUND		101100131.000	SS & Medi Town Share	RECAP Deputy mar FINS OH - Generated by Payroll Professionals LLC	1142.53	22238PR 02/19/2021	
02/19/2021	22238	PAYROLL FUND		101100124.000	Town Marshal Salary	RECAP Marshal Sa Reg Pay - Generated by Payroll	3076.93	22238PR 02/19/2021	

## Accounts Payable Register

Date: 03/01/2021 04:04:05 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK CHECK # DATE	MEMORANDUM
						Professionals LLC			
02/19/2021	22239	PAYROLL FUND		201100131.000	Town Share SS & Medicare	RECAP Str Comm S FINS OH - Generated by Payroll Professionals LLC	145.35	22239PR 02/19/2021	
02/19/2021	22239	PAYROLL FUND		201100111.000	Street Comm salary	RECAP Str Comm S Reg Pay - Generated by Payroll Professionals LLC	1900.01	22239PR 02/19/2021	
02/19/2021	22239	PAYROLL FUND		201100115.000	Street Town Manager	RECAP Town Manag Reg Pay - Generated by Payroll Professionals LLC	1019.92	22239PR 02/19/2021	
02/19/2021	22239	PAYROLL FUND		201100131.000	Town Share SS & Medicare	RECAP Town Manag FINS OH - Generated by Payroll Professionals LLC	73.36	22239PR 02/19/2021	
02/19/2021	22239	PAYROLL FUND		201100132.000	Town Share INPRS or Def Comp	RECAP Str Comm S LocC OH - Generated by Payroll Professionals LLC	218.57	22239PR 02/19/2021	
02/19/2021	22239	PAYROLL FUND		201100132.000	Town Share INPRS or Def Comp	RECAP Town Manag LocC OH - Generated by Payroll Professionals LLC	115.83	22239PR 02/19/2021	
02/19/2021	22240	PAYROLL FUND		249100125.000	Police SRO INPRS retirement	RECAP Deputy Mar LocC OH - Generated by Payroll Professionals LLC	226.24	22240PR 02/19/2021	
02/19/2021	22240	PAYROLL FUND		249100122.000	Police SRO Salary	RECAP Deputy Mar Reg Pay - Generated by Payroll Professionals LLC	2020.00	22240PR 02/19/2021	
02/19/2021	22240	PAYROLL FUND		249100124.000	Police SRO SS & Medicare	RECAP Deputy Mar FINS OH - Generated by Payroll Professionals LLC	154.53	22240PR 02/19/2021	
02/19/2021	22241	TOWN OF NEW PALESTINE		606100113.000	WW PERF / Retirement	RECAP Waste Wate LocC OH - Generated by Payroll Professionals LLC	515.28	6459 02/19/2021	
02/19/2021	22241	TOWN OF NEW PALESTINE		606100704.000	WW Employee Benefits	RECAP Town Manag FINS OH - Generated by Payroll Professionals LLC	38.42	6459 02/19/2021	
02/19/2021	22241	TOWN OF NEW PALESTINE		606100111.000	WW salary employees	RECAP Town Manag Reg Pay - Generated by Payroll Professionals LLC	1019.92	6459 02/19/2021	
02/19/2021	22241	TOWN OF NEW PALESTINE		606100111.000	WW salary employees	RECAP Waste Wate Reg Pay - Generated by Payroll Professionals LLC	5733.65	6459 02/19/2021	



## Accounts Payable Register

Date: 03/01/2021 04:04:05 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK CHECK # DATE	MEMORANDUM
02/19/2021	22241	TOWN OF NEW PALESTINE		606100112.000	WW Clerk and Council salary	RECAP Ww Clerk & Reg Pay - Generated by Payroll Professionals LLC	2086.93	6459 02/19/2021	
02/19/2021	22241	TOWN OF NEW PALESTINE		606100113.000	WW PERF / Retirement	RECAP Ww Clerk & LocC OH - Generated by Payroll Professionals LLC	260.67	6459 02/19/2021	
02/19/2021	22241	TOWN OF NEW PALESTINE		606100704.000	WW Employee Benefits	RECAP Waste Wate FINS OH - Generated by Payroll Professionals LLC	438.61	6459 02/19/2021	
02/19/2021	22241	TOWN OF NEW PALESTINE		606100113.000	WW PERF / Retirement	RECAP Town Manag LocC OH - Generated by Payroll Professionals LLC	115.83	6459 02/19/2021	
02/19/2021	22241	TOWN OF NEW PALESTINE		606100704.000	WW Employee Benefits	RECAP Ww Clerk & FINS OH - Generated by Payroll Professionals LLC	159.63	6459 02/19/2021	
02/19/2021	22242	TOWN OF NEW PALESTINE		611100112.000	SW Clerk-Treas & Council Salary	RECAP SW Clerk-T Reg Pay - Generated by Payroll Professionals LLC	204.08	6461 02/19/2021	
02/19/2021	22242	TOWN OF NEW PALESTINE		611100704.000	SW Employee Benefits	RECAP SW- Employ FINS OH - Generated by Payroll Professionals LLC	45.16	6461 02/19/2021	
02/19/2021	22242	TOWN OF NEW PALESTINE		611100113.000	SW Retirement -INPRS	RECAP SW- Employ LocC OH - Generated by Payroll Professionals LLC	82.39	6461 02/19/2021	
02/19/2021	22242	TOWN OF NEW PALESTINE		611100111.000	SW Employee salary/wages	RECAP SW- Employ Reg Pay - Generated by Payroll Professionals LLC	450.34	6461 02/19/2021	
*** GRAND TOTAL ***							36483.23		

I hereby certify that each of the above listed vouchers and the invoices, or bills attached there to, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

March 3, 2021

Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF NEW PALESTINE

Payroll 2/19/21 Deduction Checks

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 1 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 35,967.56.

Dated this 3rd day of March 2021.

Bill Niemier

Clint Bledsoe

Angela Fahrnow

Brandee Bastin

Chris Lytle

James Robinson (Town Mgr)

Signatures of Governing Board

**Accounts Payable Register**

Date: 03/01/2021 03:59:24 PM

APV Register Batch - Payroll 2/19/21 Deduction Checks

APVREGISTER.FRX

All History

Ordered By APV Number

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK CHECK # DATE	MEMORANDUM
02/19/2021	22243	INDIANA DEPT REVENUE		806100925.000	Local Tax Withheld	RECAP 30 HANCOCK Deduct - Generated by Payroll Professionals LLC	599.84	22243PR 02/19/2021	
02/19/2021	22243	INDIANA DEPT REVENUE		806100924.000	State Tax Withheld	RECAP SWH Deduct - Generated by Payroll Professionals LLC	1019.90	22243PR 02/19/2021	
02/19/2021	22244	PAYROLL FUND		806100110.000	NET WAGES	RECAP Net Pay - Generated by Payroll Professionals LLC	23313.34	22244PR 02/19/2021	
02/19/2021	22245	PUBLIC EMPLOYEES RET FUND		806100926.000	PERF & Def Comp Withheld	RECAP INPRS Accrd - Generated by Payroll Professionals LLC	3335.47	22245PR 02/19/2021	
02/19/2021	22245	PUBLIC EMPLOYEES RET FUND		806100926.000	PERF & Def Comp Withheld	RECAP Civil PERF Paid - Generated by Payroll Professionals LLC	866.12	22245PR 02/19/2021	
02/19/2021	22245	PUBLIC EMPLOYEES RET FUND		806100926.000	PERF & Def Comp Withheld	RECAP PERF VOL Deduct - Generated by Payroll Professionals LLC	552.12	22245PR 02/19/2021	
02/19/2021	22246	IRS		806100921.000	Federal Taxes Withheld	RECAP Fed WH Deduct - Generated by Payroll Professionals LLC	1657.23	22246PR 02/19/2021	
02/19/2021	22246	IRS		806100922.000	FICA Withheld	RECAP FICA SS Deduct - Generated by Payroll Professionals LLC	3747.20	22246PR 02/19/2021	
02/19/2021	22246	IRS		806100923.000	Medicare Withheld	RECAP FICA MED Deduct - Generated by Payroll Professionals LLC	876.34	22246PR 02/19/2021	
*** GRAND TOTAL ***							35967.56		



# **AGENDA**

**Town of New Palestine  
Town Council  
Wednesday, March 3, 2021  
7:00 PM - Town Hall**

Page

## **1. CALL TO ORDER**

- 1.1. Pledge of Allegiance

## **2. MINUTES**

- 2.1. Approval of 2/17/21 minutes

## **3. NEW AGENDA ITEMS**

## **4. OLD BUSINESS**

- 4.1. Sign Contract for Community Crossing
- 4.2. Triad Service Agreement  
[Triad Services Agreement 2.25.21 4825-5502-2558 v.1](#)

## **5. NEW BUSINESS**

- 5.1. Recycling Event Electronics & Paper Shredding
- 5.2. Shank Room change to Police Education Room
- 5.3. Outside Audit for Town and Sewer Financials
- 5.4. Update .gov website/ iCompass website

## **6. DEPARTMENT REPORTS**

## **7. PUBLIC COMMENTS**

# - #

**8. COUNCIL COMMENTS**

**9. CLAIMS**

**10. ADJOURN**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached there to, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

March 3, 2021

Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF NEW PALESTINE

Town APVs #22214 - 22267

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 2 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 68,445.54.

Dated this 3rd day of March 2021.

Bill Niemier

Clint Bledsoe

Angela Fahrnow

Brandee Bastin

Chris Lytle

James Robinson (Town Mgr)

Signatures of Governing Board



## Accounts Payable Register

Date: 03/01/2021 03:49:27 PM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK CHECK # DATE	MEMORANDUM
		DEVELOPMENT COUNCIL			Development				
02/26/2021	22253	QUILL CORPORATION		201100290.000	Other Supplies	Street office supplies - black toner HP 17A	96.60	/ /	
02/26/2021	22254	QUILL CORPORATION		101100210.000	Office supplies	Black letter trays, HP 12A black toner, HP 17A black toner	186.64	/ /	
02/26/2021	22255	ACCELERATE IND. MUNICIPALITES		101100393.000	Subscriptions & Dues	Primary membership	50.00	/ /	
03/01/2021	22256	WEX BANK		101100224.000	Marshal Dept Gasoline	Police gasoline	1302.80	/ /	
03/01/2021	22256	WEX BANK		201100221.000	Street Dept gas	Police gasoline	108.62	/ /	
03/01/2021	22264	NEW PALESTINE HARDWARE		201100290.000	Other Supplies	Supplies for repairs	123.46	/ /	
03/01/2021	22265	DUKE ENERGY		201100351.000	Street Lights -electric	Outdoor light	32.97	/ /	
03/01/2021	22265	DUKE ENERGY		101100351.000	Electric Town bldgs	Outdoor light on Town Hall	20.56	/ /	
03/01/2021	22265	DUKE ENERGY		201100351.000	Street Lights -electric	Town streetlights	107.05	/ /	
03/01/2021	22265	DUKE ENERGY		101100351.000	Electric Town bldgs	Electric svcs @114 E Main St	45.86	/ /	
03/01/2021	22265	DUKE ENERGY		101100351.000	Electric Town bldgs	Electric svcs @42 E Main St	632.10	/ /	
03/01/2021	22266	CITIZENS ENERGY GROUP INC		101100354.000	Water	Water svc at 42 E Main (Town Hall)	17.12	/ /	
03/01/2021	22267	O.W. KROHN & ASSOC., LLP		101100317.000	Fin & Eng Consultant/Office Admin Misc	Professional svcs accounting	4250.00	/ /	
*** GRAND TOTAL ***							68445.54		