

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Ray Matchett, Jr.
Steve Smith
Mike Blaies
Mathew Trout
Dean Pruett
Elizabeth Niebruegge

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

VILLAGE ADMINISTRATOR
Tony Funderburg

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Stanley Donald

VILLAGE ATTORNEY
Weilmuenster Law Group, P.C

June 23, 2014

NOTICE

MEETING OF LEGAL AND ORDINANCE COMMITTEES Annexation; Building; Zoning; Subdivision (Trout/Matchett/Pruett)

A Legal and Ordinance Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, June 25, 2014, at 5:00 p.m.**

LEGAL AND ORDINANCE COMMITTEE MEETING AGENDA

I. Items to be Discussed:

A. Old Business

1. Approval of May 28, 2014 Minutes
2. Zoning Report/Nuisance Properties
3. Update Code Book
4. Occupancy Permit Inspections

B. New Business

C. General Concerns

D. Public Participation

E. Adjourn

At said Legal and Ordinance Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 - (c)(3)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 - (c)(1)]; collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2)] or real estate transactions [5 ILCS, 120/2 - (c)(5)].

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Legal and Ordinance Committee Meeting
(Annexation; Building; Zoning; Subdivision)
(Trout/Matchett/Pruett)

Wednesday, June 25, 2014 at 5:00 p.m.

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The meeting of the Legal and Ordinance Committee was called to order at 5:00 p.m. by Chairman Matt Trout on Wednesday, June 25, 2014, in the Freeburg Municipal Center. Members attending were Chairman Matt Trout, Trustee Ray Matchett, Trustee Dean Pruett, Mayor Seth Speiser, Village Administrator Tony Funderburg, Zoning Administrator Gary Henning, Public Works Director John Tolan (5:08 p.m.) and Office Manager Julie Polson. Guest present: Janet Baechle.

A. OLD BUSINESS:

1. Approval of May 28, 2014 Minutes: Trustee Dean Pruett motioned to approve the May 28, 2014 minutes and Trustee Ray Matchett seconded the motion. All voting aye, the motion carried.
2. Status of Public Hazard Homes: Zoning Administrator Henning advised 11 S. Richland is being taken care of this week, and 12 S. Alton is being handled by the bank. Mayor Speiser asked about the status of O'Reillys and Gary advised he has not heard back from corporate on the ground-breaking ceremony. Trustee Matchett asked for an update on the Ernst building. Administrator Funderburg said the demolition permit is good until October. We are waiting to hear back from St. Clair County on whether or not they are going to be able to help with the asbestos removal.
3. Update Code Book: Tony received two bids for codification services. General Code (ECode 360) quoted \$16,800 which encompasses an editorial and legal analysis and recodification of our existing code, puts our code online and provides hard copies of the code book. Their annual maintenance fee is \$995. The second proposal is from Municode with a recodification base cost of \$8750 which includes the review of our current code, editing, updating state law references and submission of the legal memorandum. It does not include the attorney review fee and any additional pages after that review. This price also does not include putting the code on the internet, and their annual maintenance fee is \$1075. Tony also advised the committee we signed a contract with Frank for our code revision. We still owe \$3300 to finish his update to our code. Tony explained we have the option to have Frank complete the code revision and then ask Attorney Manion for a legal review of the code. There could be a substantial cost associated with Attorney Manion's review. We could also hold a meeting with the full board, Attorney Manion and Frank to review the revisions. Attorney Manion would then be present to address any of our concerns. The committee agreed to have each individual trustee and committee review their portion of the code and schedule a meeting in late August for the review. Tony will check with Attorney Manion to see what his cost to review the code would be.

Legal and Ordinance Committee Meeting
Wednesday, June 25, 2014

4. Occupancy permits inspections: Mayor Speiser has contacted several mayors and they will give him their policies on occupancy permit inspections. He will bring them to next month's meeting.

B. NEW BUSINESS:

EXECUTIVE SESSION

5:14 P.M.

Trustee Dean Pruett motioned to enter into Executive Session at 5:14 p.m. citing litigation, 5 ILCS, 120/2-(c)(11), and Trustee Ray Matchett seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED

5:20 P.M.

Trustee Matt Trout reconvened the regular session of the Legal/Ordinance Committee meeting at 5:21 p.m.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Dean Pruett motioned to adjourn at 5:22 p.m. and Trustee Ray Matchett seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

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Legal and Ordinance Committee Meeting
(Annexation; Building; Zoning; Subdivision)
(Trout/Matchett/Pruett)
Wednesday, May 28, 2014 at 5:00 p.m.

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The meeting of the Legal and Ordinance Committee was called to order at 5:00 p.m. by Chairman Matt Trout on Wednesday, May 28, 2014, in the Freeburg Municipal Center. Members attending were Chairman Matt Trout, Trustee Ray Matchett, Trustee Dean Pruett, Trustee Elizabeth Niebruegge, Mayor Seth Speiser, Village Administrator Tony Funderburg, Zoning Administrator Gary Henning (5:10 p.m.), Public Works Director John Tolan and Office Manager Julie Polson. Guest present: Janet Baechle.

A. OLD BUSINESS:

1. Approval of April 30, 2014 Minutes: Trustee Dean Pruett motioned to approve the April 30, 2014 minutes with correction and Trustee Ray Matchett seconded the motion. All voting aye, the motion carried.
2. Status of Public Hazard Homes: Julie advised the owner of 924 Promontory Pines Drive has obtained the final inspection stickers from St. Clair County and an Occupancy Permit was issued today. Chairman Trout asked about the property at 109 S. Edison. Administrator Funderburg advised Zoning Administrator Henning has sent a couple of letters asking for the property to be taken care of. We will get the name of the bank and contact them to get the property in shape.
3. Update Code Book: Tony will meet with John and Julie and come up with a plan on what is going to be discussed at each utility committee meeting.
4. Occupancy permits inspections: Mayor Speiser said he is still working on this.

B. NEW BUSINESS:

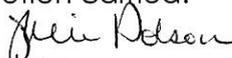
1. Ordinance #1499 – Jessica Pollock Annexation: Mayor Speiser stated her driveway is on the neighbor's property. Tony will talk to the neighbor to see if that is an issue prior to the annexation. We may have him sign a simple agreement stating there isn't an issue with this.

Tony advised there is property for sale on Peabody Road for \$20,000 per acre and passed around that information for the committee to review. It could possibly be used for a bike trail. The committee did not want to move forward on this.

C. **GENERAL CONCERNS:** None.

D. **PUBLIC PARTICIPATION:** None.

E. **ADJOURN:** Trustee Dean Pruett motioned to adjourn at 5:26 p.m. and Trustee Ray Matchett seconded the motion. All voting aye, the motion carried.


Julie Polson
Office Manager

Legal and Ordinance Committee Meeting
Wednesday, May 28, 2014

LEGAL-ORDNANCE MEETING
ZONING REPORT
June 25, 2014

Gary Henning Zoning Administrator

I have been writing a weekly zoning article for the Freeburg Tribune. The article this week will be about Animals in the Village.

14--Courtesy calls concerning high grass June.

14--Occupancy Permits issued in June.

9--Building Permits issued in June:

- 1-New Home
- 1-Fence
- 1-New Front Porch
- 1-New Patio and Roof.
- 1-Temporary Sign
- 2-New Electronic Signs
- 2-Electrical Upgrades

Nuisances Corrected in June: 3

Nuisance Complaints with action to be taken:

1. Received some complaints about old G&S Foundry. It has been vacant since 1998. It is for sale-on hold at present due to owner's legal lawsuits.
2. Received complaint on 12 North Alton-home in foreclosure-talked with Regions and they will take care of grass. Front grass has been cut-back yard still needs work.
3. Talked with owner about complaint on his rental property located at 107 S. Pitts-he is working on correcting the mess left by renters who skipped out without paying for over a year. He is making weekly progress.

4. Sent a final notice letter to owner of 11 S. Richland St. In foreclosure—Safeguard Properties—Talked with Justin Williams of Safeguard and they cannot take over the home until occupant has completely moved out. Did not know when that would be—informed him the Village would cut the lawn and send invoice to Safeguard. He provided me with address to send the invoice. Being cut by Josh Huschle (Contracted lawn service by Village). Will cut sometime this week.

New Businesses Working:

O'REILLY AUTO PARTS—Issued Building Permit BZOP-14-17 on Monday April 28th. Still waiting on call back from Jeremy Bass at O'Reilly Headquarters in Springfield MO with date for ground-breaking-ceremony.

POSSIBLE AUTO REPAIR AND PAINT SHOP: Contact concerning purchase of Pickers and converting into an auto repair-paint facility. Plans to redo complete front of building with 6 glass doors and 6 bays for work—all be quipped with state-of-arc equipment—Jerry Kessler who runs and owns Kessler's Auto Body in St. Libory. Presently in negotiations for various properties located within the Village.

PICKERS ON WHEELS: Reopened for summer-fall season on Tuesday—May 27th.

LEGAL-ORDNANCE MEETING
ZONING REPORT
June 25, 2014

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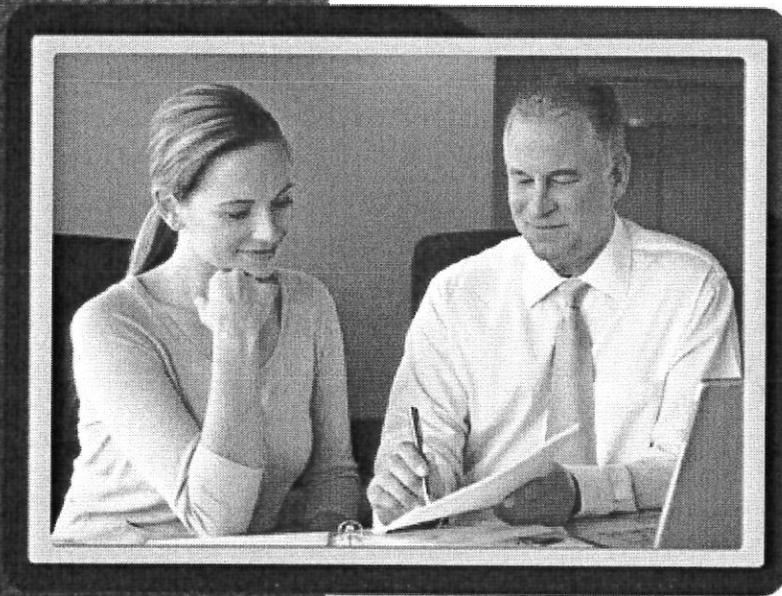
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REQUEST FOR PROPOSAL *for* CODIFICATION SERVICES



Prepared for:
**Village of Freeburg
St. Clair County
Illinois**

June 6, 2014
Valid for 6 months

Marcia Clifford, Esq.
Codification Account Manager
(855) GEN CODE
Email: mclifford@generalcode.com

**GENERAL
CODE**

Codification Division

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Executive Summary

GENERAL CODE Codification Division

Serving the needs of communities for over 50 years, General Code provides codification and enterprise content management solutions to more than 3,000 municipal governments throughout the United States and Canada. Our staff has developed, implemented and maintained codification projects for a wide variety of local governments, ranging from small townships and villages to major cities and counties.

Situation Analysis

The Village of Freeburg is located in St. Clair County in Illinois and was incorporated in 1867. Today the Village is home to more than 4,300 residents.

The Code of the Village of Freeburg was originally published by another codifier in 1980, but has not been updated since 2011. Presently, the Village of Freeburg wishes to undertake a comprehensive review and updating of the 1980 Code and include all legislation of a general and permanent nature through June 6, 2014. The scope of services is to include research and editorial and legal review to identify conflicts, inconsistencies and other problem areas in need of updating or correction; the incorporation of any necessary revisions; the creation of an index; the preparation of Code adoption materials and a disposition list to document the final disposition of all Code-relevant legislation; and the printing of 5 copies of the Code. The Village is also interested in a fully searchable online version of the Code.

For more detail, see the full Situation Analysis on page 6.

General Code Solution

The Village of Freeburg's objectives will be met and goals achieved through our proposed Codification Solution, which includes:

- An Editorial and Legal Analysis and recodification of existing materials
- Standard eCode360® online code
- Custom printed Code books, with an option for additional printed books

Investment Summary

The cost of General Code's recommended solution will be \$16,800.

A detailed breakdown of the investment and available options can be found on page 17.

Accepting This Proposal

This document serves both as a proposal and as an agreement. To accept this proposal, complete the form on the last page, including authorized signatures. Fax the completed form to General Code at (585) 328-8189, or return it by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.

Why General Code?

Welcome to Civility.

As a values-based company, we adhere to the principles outlined in our Code of Engagement. We are committed to providing a higher standard of customer service, and believe that how we work with our clients is just as important as how we work amongst ourselves.

General Code brings civility to codification, by learning from over 50 years of experience and the constantly changing concerns and needs of our 3,000 customers, including 19 in Illinois. We civilize your experience by listening to you and focusing our efforts on meeting your objectives. Our editorial and technical professionals will offer you options, designed to meet your particular needs so that your Code can be constructed and used accordingly. This collaboration will enhance the long-term viability of your legislation and will allow you a level of customization that you will find invaluable.



Experience

- ◆ Over 3,000 clients in 39 states in the United States and Canada
- ◆ Serving local governments since 1962 — over 50 years of broad experience in all aspects of municipal codification
- ◆ Unparalleled reputation for quality and service
- ◆ Leader in providing technical and innovative codification solutions

Customer Service Orientation

- ◆ Highest customer satisfaction ratings
- ◆ Experienced Account Managers
- ◆ Quick responses to questions and commitment to person-to-person interaction
- ◆ Training and support on an ongoing basis
- ◆ Flexible billing plans tailored to meet the specific needs of each client



Professional and Experienced Staff

- ◆ Your Project Team will include members of our professional staff of over 100 employees, including attorneys, editors, and other codification specialists, producing over 100 new Code projects and over 2,000 supplements annually
- ◆ Team approach, to ensure availability of required personnel and resources until work is complete, as well as consistency and accessibility
- ◆ Full-time attorney editors, with extensive experience in both new Code projects, as well as supplementation of existing Codes, in numerous states
- ◆ Full-time Code editors, with experience in codification averaging over 15 years
- ◆ Specially trained data entry, proofreading, indexing and research staff

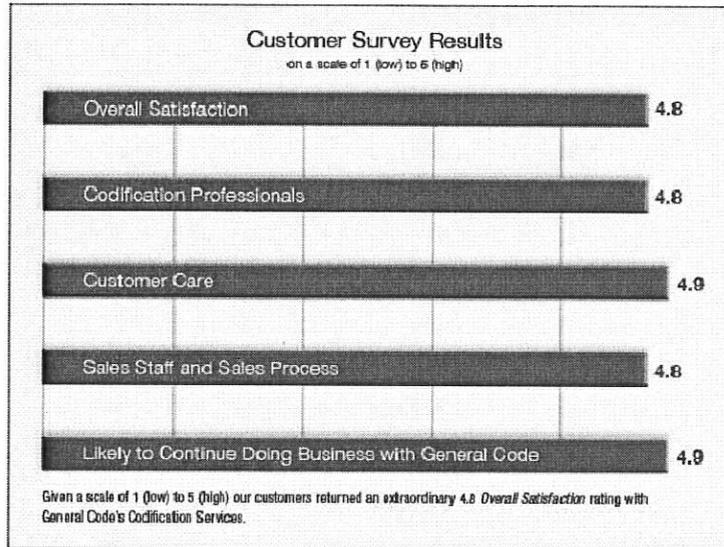


Client Experience

- ♦ User-friendly Code format and organizational system
- ♦ Fast, reliable, accurate supplementation
- ♦ Creative solutions for specific needs
- ♦ Ezsupp@generalcode.com for new legislation
- ♦ Free sample legislation service for clients

Customer Satisfaction

These survey results demonstrate the way our customers recognize and appreciate our passion for excellence and customer focus.



The Code of Engagement



Our Pledge to You

Our Code of Engagement is General Code's pledge to achieve a high standard, cultivate a long-term working relationship, and earn the status of being your trusted partner.

General Code is a values-based company. As such, our Code of Engagement is the set of principles guiding the way we conduct ourselves. It encompasses how we interact with our co-workers and our community, the way we treat you, the way we communicate with you, and the fact that you are not just our customer, you are our partner. Our Code of Engagement is founded on a set of seven values.

Honesty and Integrity

Every interaction will confirm that you are working with an ethical, conscientious, and trustworthy partner.

Delighting the Customer

We will anticipate, and often surpass, your expectations. We will be proactive and responsive to your needs.

Efficiency

You will receive high-quality products and services in the shortest possible time frame. These solutions will save you time and ease your workload.

Innovation and Creativity

We will stay in front of your ever-changing needs. Visionary thinking, resourcefulness, and technology leadership will make this possible.

Personal Responsibility

Every General Code employee will meet and exceed your expected level of product quality and service excellence.

Caring and Concern

You will receive service that is personable, warm, and reliable—an attentive relationship you can trust.

Teamwork

Across departments and at every level of our company, we will collaborate with each other and with you to meet your needs.

Situation Analysis



General Code Service

"Regarding the service that we get from General Code, in a word - amazing. We have yet to encounter a problem that your team has not been able to solve with grace! Thank you for keeping us on track even when we are delayed by the issues that seem to always get in the way.

- Susan Kramarsky,
Town Clerk/Receiver of Taxes
Town of Brighton, NY



The Village of Freeburg is located in St. Clair County in Illinois and was incorporated in 1867. Today the Village is home to more than 4,300 residents.

Prior Codification

The Code of the Village of Freeburg was originally published by another codifier in 1980. Since then it has been supplemented several times, most recently in 2011, including legislation through 2011.

Source Materials

The Village of Freeburg will provide to General Code the following, which will be used as the source materials for the codification project:

- A copy of the Village's 1980 Code, as updated through 2011
- Uncodified legislation adopted from 2011 through June 6, 2014

This proposal only takes into account legislation submitted for review, which will be included within the scope of this project. General Code requests that the Village set up a process during the project to routinely send any new legislation upon adoption. These additional materials will be included in the Code up to the point where the editorial work has been completed and shall be subject to an additional charge at the end of the project.

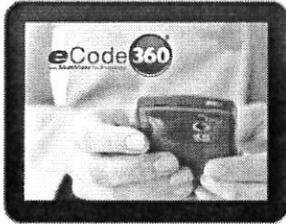
Recommended Solution



General Code will provide the Village of Freeburg with professional codification services and solutions designed to meet the specific needs of your community, based on your requirements and over 50 years of experience working with local governments. We will provide you with a variety of options for publishing the Code of the Village of Freeburg, including posting on the Internet and traditional print formats.

Services Included

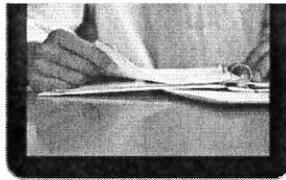
eCode360



General Code's eCode360 with MultiView Technology makes the complete current text of your Code available online in an easily used and navigated format that is fully searchable.

For more detail, see the full eCode360 description on page 12.

Publication of New Code Volumes



The base price includes the publication of 5 new Code volumes in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using an 11-point Times New Roman font in a single-column format on 100% recycled paper. You may choose blue, dark red, green, brown, black or gray binders, with white, silver or gold silk-screen lettering. The Village Seal can also be embossed on the front and spine if you wish. Each Code will also include a set of tab dividers for individual customization. Each copy of the Code will be serial-numbered, and we will provide forms for you to keep track of the distribution of the Codes.

Comprehensive Index

General Code will prepare and publish a comprehensive Index for the Code. The Index is specifically designed to be easy to use, so that the information in the Code can be quickly located.

Code Adoption Legislation

The editor assigned to your codification project will prepare adoption legislation for the proposed Code. This material will be furnished to the Village Attorney for review and enactment by the governing body. If the Code adoption legislation is enacted and returned to us within 90 days of submission, we will include this material in the Code free of charge. Once the Code is adopted, it can be amended directly to change, add or delete material.

Disposition List

The Disposition List sets forth, in chronological order, the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project and indicates its inclusion in or omission from the Code. The Disposition List is designed to assist you in locating not only legislation that is included in the Code but also legislation that is not included.

Derivation Table

Our agreement with the Village provides for the renumbering and reorganization of the Code into our standard format. To ease the transition from the old numbering to the new numbering system, we will prepare a Derivation Table. The Derivation Table, which will be included at the end of the published Code, will clearly show the chapter numbers from the Village's existing 1980 Code, and where they have been included in the new Code.

The General Code Codification Process



We see you as a partner in the codification process.

General Code's unique and easily accessible style is readily discernible. Your legislation is organized into a systematized, clean format, designed to provide you and your community with an easily readable, simple to reference, and logically indexed Code.

Including You in the Process

The unique project workflow that General Code has developed engages the Village with a Code editor at key stages throughout the process. Our Code editors bring a breadth of knowledge and expertise acquired over the half century we've invested in working with local governments. Combining our experience with your involvement ensures that your Code will accurately reflect your community's particular needs and requirements for a reliable resource tool.

Process Outline

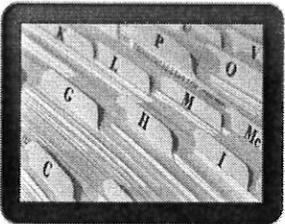


Beginning a Code Project

To begin the project, the Village of Freeburg will provide the source materials for the new Code. For more detail, see the source materials listed on page 6.

Preliminary Telephone Conference

At the beginning of the project, General Code will consult with the Village's designated contact person to review the project generally and to clarify any initial questions for both General Code and the Village.



Organizational Analysis

The first part of the analysis of the Village's legislation will be the preparation of an Organizational Analysis for the Village to review. The editor will prepare a proposed Table of Contents of the Code and a listing of legislation reviewed, along with any missing material and adoption dates, and any other questions pertaining to the completeness of materials being reviewed.

The Village will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback they receive into the project and move forward to the preparation of the Manuscript and the Editorial and Legal Analysis.

Manuscript

As applicable, a Manuscript will be prepared using the materials obtained from the Village. The Manuscript organizes your legislation into a logical system, arranged alphabetically by subject matter, into chapters. Amendments will be incorporated into the Manuscript, and repealed or superseded material will be noted. The Manuscript will show exactly the legislation that is currently in effect.



Editorial and Legal Analysis

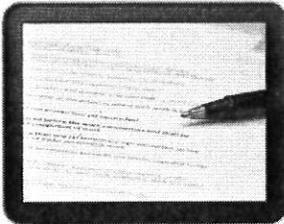
For the second part of the analysis of the Village's legislation, an Editorial and Legal Analysis will be prepared for your review. Our staff of editors and attorneys is in contact with hundreds of communities. They will provide you with the benefit of their experience and with information that you can use to determine how your legislation can be revised and improved. The project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be compiled into a workbook, with an easy-to-use checklist format, for the use of Village officials, including the Attorney, who will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- ♦ Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- ♦ Identification of duplications, conflicts and inconsistencies with Illinois statutes
- ♦ Any practical recommendations to make your legislation more enforceable
- ♦ Suggestions regarding fines, fees and penalties
- ♦ Suggestions on ways to modernize your legislation

The Village will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the Village officials and the Village Attorney.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code. Our staff attorney, Marcia Clifford, is available to meet with the Village to discuss the Editorial and Legal Analysis at no charge, upon request by the Village.



Final Editing of the Manuscript

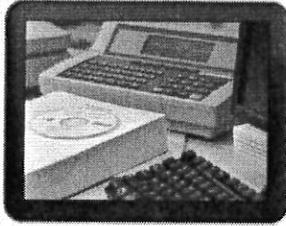
Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process. During the editing process, we will:

- ♦ Prepare a Table of Contents listing all chapters and articles included in the Code
- ♦ Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
- ♦ Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- ♦ Copyread to correct typographical and spelling errors

During this process, General Code will also prepare a comprehensive index. We will also prepare the proposed Code adoption legislation and/or any other necessary information to establish the Code as an official document. This material will be furnished to the Village Attorney for review and enactment by the governing body.

Draft

General Code will submit a Draft of the Code for final review by the Village. Any specific questions that arise during the editing process shall be submitted with the Guidelines for Draft Review. Such questions may include missing wording or incomplete information, conflicts with incorporating new ordinances, and inconsistencies within chapter provisions. Minor changes in content as a result of the Village's review may be made. Any substantial changes in organization or content shall be subject to additional charges.



Code Delivery; Recordkeeping; Supplement Distribution

After the Code is delivered, we will review the project with the Village to ensure that everything meets your expectations. At that time, we will work with you to set up an effective recordkeeping system to keep track of the distribution, sale and maintenance of Codes and supplements.

eCode360



General Code's eCode360® with MultiView Technology is our all-new electronic Code, providing a choice of on-screen viewing options on any computer platform and, for the first time, automatically customizing the Code for optimal viewing on any computer or mobile device, including smartphones, tablets, and eReaders. Engineered for speed and designed for easy searching and navigation, eCode360 will provide unprecedented flexibility and access to the Code in the office, at home or on the go.

General Code's eCode360 is a secure, reliable, and virtually maintenance-free product containing the complete current text of the Village's Code online. Hosted and maintained by General Code, eCode360 will enable anyone to view and search the Code wherever there is access to the Internet. Access to the Code is as simple as adding a link on your website or General Code's website, enabling users to click and review the Code at any time.

Standard eCode360 includes the following features:

- ◊ Easy and Flexible Searching: Use key words or phrases, section numbers and more
- ◊ Posting of New Laws: Post legislation not yet codified in between supplements¹
- ◊ Easy Navigation: Easy-to-use interface with multiple options for exploring the Code
- ◊ Printing: Simple, user-friendly print functionality and a variety of user options
- ◊ Easy Exporting: Copy text quickly and easily into your preferred word-processing program
- ◊ Email Links: Convenient shortcuts to email a link to a specific Code section
- ◊ Archive CD: View a permanent archive of your Code without connecting to the Internet; provided annually
- ◊ Bookmarking: Save as "favorites" to quickly return to popular sections of the Code
- ◊ Electronic Index: Use a comprehensive list of key words and phrases to speed your searching
- ◊ eCode360 Search App
- ◊ Free Upgrades With Additional Features
- ◊ Customized Banner: A customized masthead banner and accent colors, for a seamless transition from your municipal website to your online Code
- ◊ eCode360 Search App

¹ **Posting of New Laws:** This service is included with the Annual Maintenance for eCode360. Between regular Code supplements, General Code will temporarily attach (append) verbatim copies of new legislation to your online electronic Code to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that legislation.

Opening Page with Masthead Banner

Masthead Banner and Accent Colors

City of Rochester, NY

Search Browse Help Quick Search

Charter

Code

New Laws

Index

Email Print

Includes legislation adopted through 04-16-2013.

- Chapter 1 GENERAL PROVISIONS
- PART I, CITY GOVERNMENT**
- Chapter 2 ASSESSMENT, DEPARTMENT OF
- Chapter 3 ASSESSMENT METHOD, LOCAL
- Chapter 4 BOARD OF REVIEW
- Chapter 4A CABLE TELEVISION
- Chapter 5 CITY CLERK
- Chapter 6 (RESERVED)

Posting of New Laws

Post legislation not yet codified in between supplements

City of Rochester, NY

Search Browse Help Quick Search

Charter

Code

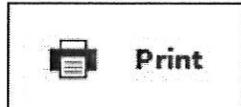
New Laws

Index

New Laws

- LL No. 2-2013
- LL No. 3-2013
- Local Improvement Ord. No. 1675
- Ord. No. 2013-111
- Ord. No. 2013-112
- Ord. No. 2013-113
- Ord. No. 2013-114
- Ord. No. 2013-115
- Ord. No. 2013-116
- Ord. No. 2013-117
- Ord. No. 2013-118
- Ord. No. 2013-119
- Ord. No. 2013-120
- Ord. No. 2013-121
- Ord. No. 2013-122
- Ord. No. 2013-122

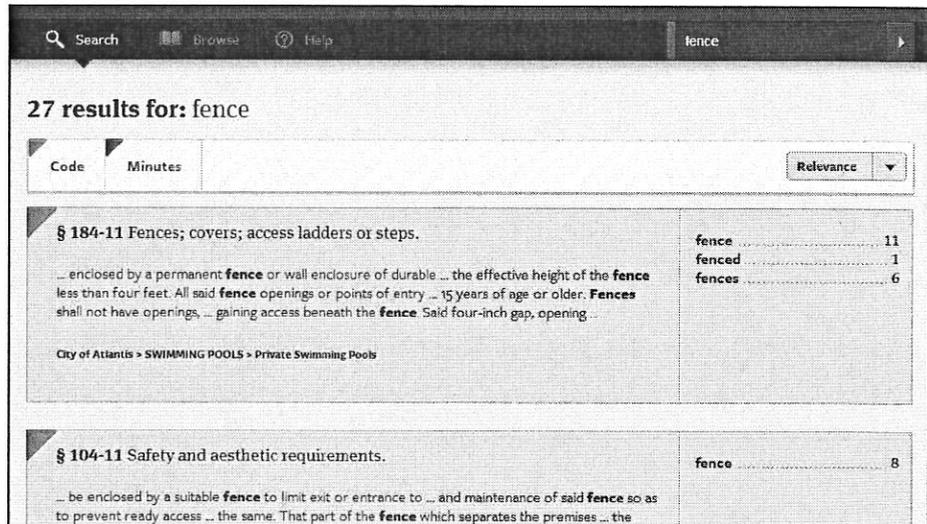
Printing



Clicking the Print Button will open a new tab with your selected text print-ready, with some options to adjust text size.

If no selections have been made, eCode360 will give you all content available from that page. For example, if you would like an entire chapter printed, click on the Chapter from the Table of Contents. Leave all title bars unselected, and click the Print button in the eCode360 Toolbar. A new tab will open with the entire chapter, formatted for print.

Search Results



The screenshot shows a search interface with a search bar containing the term "fence". Below the search bar, it displays "27 results for: fence". The results are presented in a table with columns for "Code", "Minutes", and "Relevance".

Code	Minutes	Relevance
§ 184-11 Fences; covers; access ladders or steps. ... enclosed by a permanent fence or wall enclosure of durable ... the effective height of the fence less than four feet. All said fence openings or points of entry ... 15 years of age or older. Fences shall not have openings, ... gaining access beneath the fence . Said four-inch gap, opening ... City of Atlantis > SWIMMING POOLS > Private Swimming Pools		fence 11 fenced 1 fences 6
§ 104-11 Safety and aesthetic requirements. ... be enclosed by a suitable fence to limit exit or entrance to ... and maintenance of said fence so as to prevent ready access ... the same. That part of the fence which separates the premises ... the		fence 8

You may enter Search Mode by clicking the "Search" icon. This will bring you to a page with a field to enter your search term and a search button. Enter your term and any helpers (see Advanced Search) and either click "Search" or hit enter.

You may also begin your search by entering a term in the quick search bar and hitting enter.

Help Page

City of Rochester, NY

Search Browse Help Quick Search

Welcome

Browse

Search

Administration

FAQ

Welcome

eCode360 holds a variety of electronic content that delivers a searchable online version of your municipal code. You can easily search, print, email, and copy and paste any text contained in the code. The features and functionality of eCode360 provide superior content management.

Introduction

eCode360 offers two modes to help you find the information you're looking for in your Municipal Code: Browse and Search. Browse mode will give you access to the entire Code as published by your municipality, as well as access to Public Documents such as meeting minutes or agendas and budgets, New Laws that have not been incorporated into the Code, and a Quick Search bar. Search mode is designed to give you powerful tools to dig in and find exactly the information you need to get your task done.

Questions About Content

This documentation is designed to help you learn more about how to use General Code's eCode360 Platform. **Please be aware that General Code is not allowed to answer specific questions about content.** If you have a question about the content in a Code, please contact your Municipality directly. Our Customer Service cannot provide specific answers to questions about content of a Code such as "What does this section mean?", or "How high can I build my fence?". ([More information here.](#)) Feel free to save or bookmark this document for future reference. You can also check out our **Webinar schedule** for an hour-long training session on eCode360, free for municipal officials.

Browser Requirements

To make full use of the features of eCode360, we recommend using the latest versions of Chrome, Firefox, or Internet Explorer. Some content in eCode360 requires a PDF reader to view. **Get Adobe PDF Reader for free.**

eCode360 [Purchase a Code](#)

POWERED BY GENERAL CODE

Performance and Payment Schedule



Performance Schedule

Deliverable	Delivery Date
Preliminary telephone conference	Within 30 days of contract signing
Submission of the Organizational Analysis	Within 30 days of contract signing and receipt of the materials; the Village has 15 days for review
Submission of the Manuscript and Editorial and Legal Analysis	Within 85 days of receipt of the responses to the Organizational Analysis; the Village has 55 days for review
Submission of Draft	Within 55 days of receipt of responses to the Editorial and Legal Analysis; the Village has 10 days to review
Delivery of the Code	Within 15 days of approval to proceed with the publication of the Code

Performance schedule reflects business days excluding legal holidays.

Payment Schedule

Percentage of Total Project Price	Milestone
20%	Invoiced within 30 days of contract signing
20%	Invoiced upon submission of the Organizational Analysis
20%	Invoiced upon submission of the Manuscript and Editorial and Legal Analysis
20%	Invoiced upon submission of the Draft
20%	Invoiced upon delivery of the Code

Investment Detail and Options



Base Codification Project Price **\$ 16,800**

Your base codification project includes the following:

- ♦ Preliminary Telephone Conference
- ♦ Create a New Code Through June 6, 2014
- ♦ Conversion of the Code into an XML Document with General Code Numbering and Format
- ♦ Organizational Analysis
- ♦ Editorial and Legal Analysis
- ♦ Manuscript
- ♦ Editorial Work
- ♦ Proofreading
- ♦ Draft
- ♦ Duplication and Publication of 5 Code Volumes in Standard Imprinted Post Binders
- ♦ Comprehensive Index
- ♦ Disposition List
- ♦ Derivation Table
- ♦ Customizable Tabs
- ♦ Code Adoption Legislation
- ♦ Standard eCode360 (Set-Up and First Year)
- ♦ Customized Masthead Banner
- ♦ Shipping

Standard eCode360® Annual Maintenance \$ 995

The maintenance fee is an annual recurring flat fee. Therefore it is our recommendation that the Village budget for this service each year. The fee covers annual licensing, web hosting, and posting of new legislation between regular Code supplements. Please note that this does not include the cost for codifying new legislation.

Optional Components

These options are available to you at an additional charge:

\$65	Price per Additional Code Book
	<i>Please note: These copies are in addition to the 5 Code books included in the base price.</i>	

Prices noted are valid for 6 months from the date of this proposal.

Appendix



Formatting and Style.....	19
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Future Supplementation Services	22
The General Code Codification Process At-a-Glance	24

Formatting and Style



Innovation With Thought

General Code's printed code services have become the hallmark of quality in the codification industry, just as eCode360 sets the standard for online innovation. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to customer service.

Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of the legislation of an administrative nature, namely, that dealing with the Village's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The Village will have the opportunity to review and approve the organization of the Code.

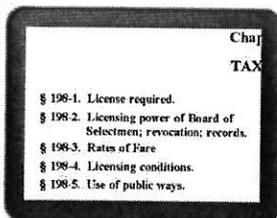


Table of Contents

The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering and in the page-numbering sequence between chapters.

Pagination

Each chapter forms an autonomous unit in the page-numbering system. The first page number in each chapter is the number of that chapter followed by a colon and the numeral "1." For example, Chapter 6 begins on page 6:1, Chapter 53 on page 53:1, etc. If a page were to be added between pages 53:2 and 53:3, it would be numbered 53:2.1. This system makes it possible to add or to change pages in any chapter without affecting pages in other chapters and to insert new chapters without affecting the existing organization.

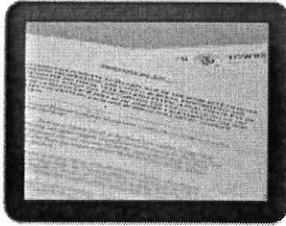


Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and which precedes the text. These titles are written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease of reference, section titles are repeated as section headings in the text.

Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number which indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. For example, the first section of Chapter 6 is § 6-1, while the fourth section of Chapter 53 is § 53-4. New sections can also be added between existing sections by using a decimal system. For example, if two sections were to be added between §§ 53-4 and 53-5, they would be numbered as §§ 53-4.1 and 53-4.2.



Legislative Histories

The legislative history for each chapter or article, as appropriate, is located immediately following the scheme for that chapter or article. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

General References and Editor's Notes

Each chapter containing material related to other chapters in the Code includes a table of General References to direct the reader's attention to those related chapters. Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

Sample Page

Section numbers reflect both the number of the chapter in which the legislation is included and the location of the section within that chapter. This facilitates referencing and indexing sections.

Page heads indicate which sections appear on a particular page, making sections quick to locate.

§ 198-1

Chapter 198 TAXICABS

§ 198-3

§ 198-1. License required.
§ 198-2. Licensing authority; revocation; records.

§ 198-3. Rates of fare.
§ 198-4. Licensing conditions.
§ 198-5. Use of public ways.

Every chapter is preceded by a Scheme, which lists each section by title. Taken together, the titles serve as a summary of the contents of the chapter.

[HISTORY: Adopted by the City Council of the City of Springfield. Amendments noted where applicable.]

The History indicates the specific legislative source from which the chapter is derived.

GENERAL REFERENCES

Vehicle noise restrictions — See Ch. 75.

Vehicle and traffic regulations — See Ch. 111.

A table of General References directs the reader to related chapters.

§ 198-1. License required.

No person shall set up, use, or drive in the City any unlicensed taxicab or motor vehicle for the conveyance of passengers for hire from place to place.

§ 198-2. Licensing authority; revocation; records.

City Council may license taxicabs or motor vehicles for the conveyance of persons for hire from place to place within the City. It may revoke such licenses at its discretion. A record of all licenses so granted or revoked shall be kept by the City Council.

For precision of reference, section titles are repeated as headings in the text.

§ 198-3. Rates of fare.

A. Minimum zone rates. [Amended 2-12-1980 by Ord. No. 80-73]

Amendments to individual sections or subsections are noted in the text at the location which most precisely pinpoints the amended material.

(1) On all trips originating or terminating north of Riverside Cemetery, the following minimum zone rates may be charged for distances north of said cemetery, which portion of the City is hereby divided into three zones as follows:

- (a) Zone A, from Riverside Cemetery to and including Boxart Street: \$2.50, plus \$1 for each additional passenger.
- (b) Zone B, from Boxart Street to and including Denise Road: \$3.50, plus \$1 for each additional passenger.
- (c) Zone C, from Denise Road to and including Beach Avenue: \$4, plus \$1 for each additional passenger.

(2) Each zone shall include all areas lying between the lines of its boundary streets extended to the easterly and westerly limits of the City. The minimum rates

A simple internal numbering system presents material in a clear, easy-to-read format.

1. Editor's Note: This ordinance provided an effective date of 3-31-1980.

Editor's Notes provide supplementary information for the Code user.

198:1

The page-numbering system reflects the chapter number plus the page sequence. This allows the insertion of new chapters without affecting the existing Code organization.

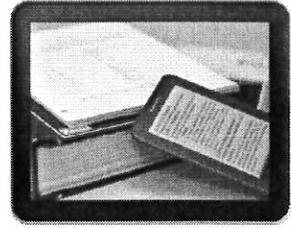
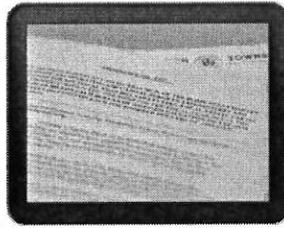
01 - 15 - 2010

The dateline indicates the date the page was printed.

Future Supplementation Services

Your Code is an evolving document.

After your new Code is delivered, in order to protect your investment and maintain an accurate and reliable resource, your Code should be kept up-to-date. General Code's supplementation services are designed to make the process easy, fast and accurate.



Materials

After the enactment of new legislation, the Village can forward a copy by whatever method is most convenient.

- ♦ Electronic copies of the legislation can be sent via email to ezsupp@generalcode.com. A reply email will be sent confirming receipt of your transmission. We have other options for transferring large files and will provide the necessary information if requested.
- ♦ In addition, paper copies of as-adopted legislation can be sent via US Mail or by Fax to 585-328-8189, and a confirmation postcard will be returned upon receipt of materials.

General Code will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Village. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

Posting of New Laws

Between regular Code supplements, General Code will temporarily attach (append) verbatim copies of new legislation to your online electronic Code to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, General Code will remove the link to that new legislation.

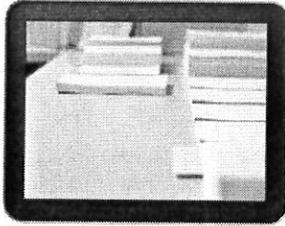
Schedule

Supplements will be provided on a schedule designed to meet the needs of the Village. Typical schedules may be monthly, bimonthly, quarterly, triannual, semiannual, or annual, or upon authorization by the Village. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements.

Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.

Editorial Work on Your Supplement

We will review the legislation to determine proper placement within the Code. General Code will adhere to the structure and style contained in the ordinance, unless changes are required to ensure consistency in the Code. General Code will also update the Table of Contents and index. Editorial notes will be appended to sections that require additional explanation. Any tables, drawings, or other graphics as are required by the Village shall be incorporated into the supplement. Additionally, for print supplements, an Instruction Page will be created to advise how to insert and remove pages.



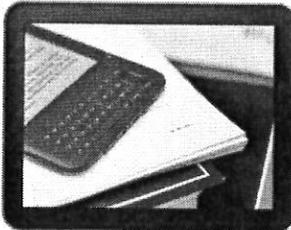
Printed Supplements

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include updated Table of Contents, Disposition List, Index and text pages, as well as an Instruction Page.



Electronic Updates

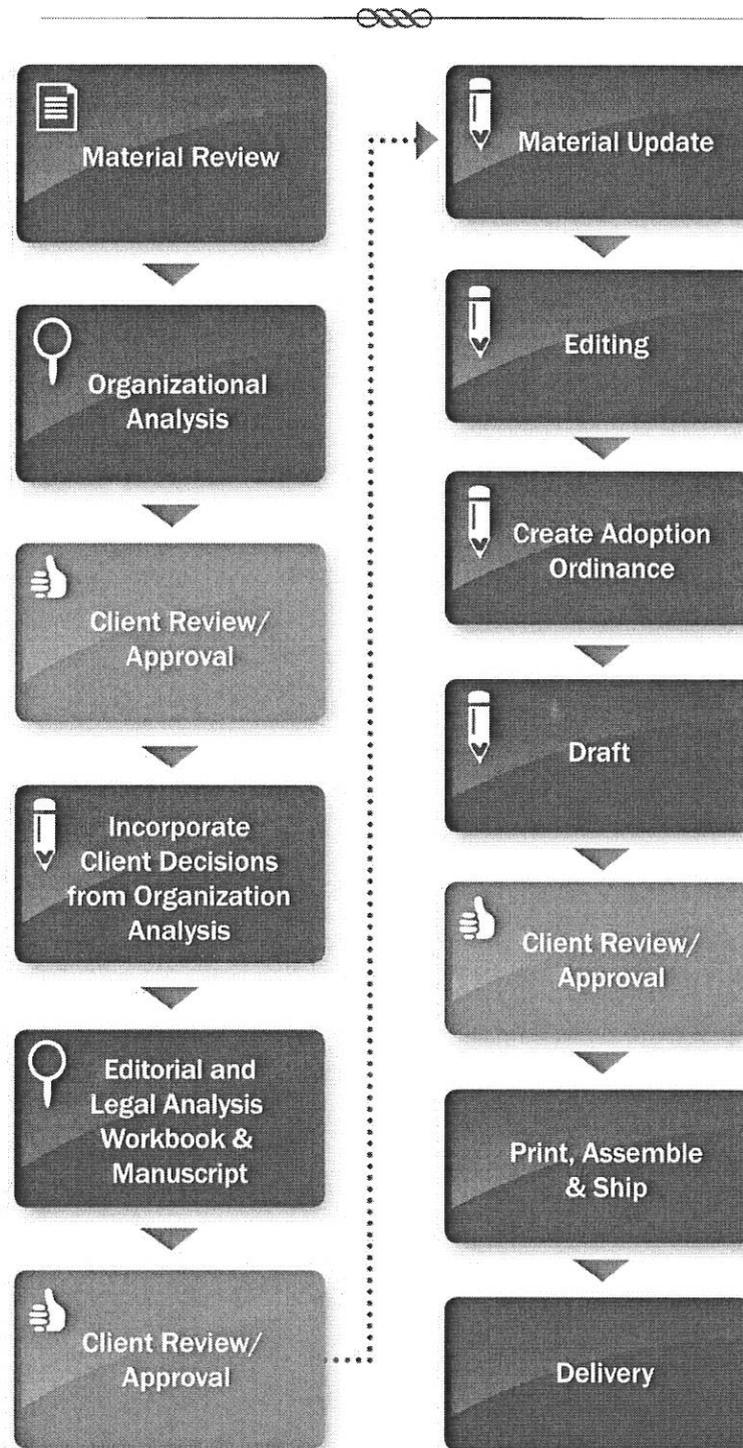
Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will have been incorporated into the Code, and a fully searchable, complete Code will be delivered online or on CD.



Delivery

Printed supplements to the Code will be delivered in bulk to the Village, unless the Village chooses to utilize General Code's Distribution Services. The website will be updated within one or two business days as electronic updates are delivered.

The General Code Codification Process At-a-Glance



Authorization and Agreement



Base Codification Project \$ 16,800

Optional Components

___ Additional Code book(s) @ \$65 each \$

Total Investment

Including all of the options selected above, the project price will be: \$



The Village of Freeburg, Illinois, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at www.generalcode.com/TCdocs, and are incorporated herein by reference, and authorizes General Code to proceed with the project.

VILLAGE OF FREEBURG, ST. CLAIR COUNTY, ILLINOIS

By: _____ Witnessed by: _____

Title: _____ Title: _____

Date: _____ Date: _____

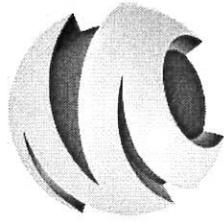
GENERAL CODE, LLC

By: _____ Witnessed by: _____

Title: _____ Title: _____

Date: _____ Date: _____

Please sign and return this page to General Code. A signed copy of this agreement will be mailed back to the Village for its records.



municode

Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316
info@municode.com • 800.262.2633
fax 850.575.8852 • www.municode.com

June 18, 2014

Mr. Tony Funderburg
Village Administrator
Village of Freeburg
14 Southgate Center
Freeburg, IL 62243

Sent Via Email: tfunderburg@freeburg.com

Dear Mr. Funderburg:

We appreciate your interest in Municode and the services we provide local governments. We understand your community has unique needs and we offer a variety of services to meet those needs.

ABOUT THE MUNICODE CODIFICATION PROCESS. Municode's approach to codification sets the standard in the industry. The project starts with a conference call during which you can outline specific issues or concerns. Our attorney will review the existing Code and ordinances giving emphasis to your expressed concerns and look for conflicts with state law, case law relating to the Village's ordinances, the Charter (if applicable) and constitutional principles. The issues we uncover, and possible resolutions, are documented in a legal memorandum and discussed at a conference between you and our attorney. Following implementation of the agreed upon solutions, proofs of the new Code are sent to you. Upon your return of the proofs, an index is prepared, copies are printed and the new Code is posted on-line. Other aspects of the project, such as the editorial process and satisfying the demand of subscribers are described in greater detail in the proposal.

WHY USE MUNICODE? Municode is the most trusted and experienced codifier of local government Codes. In addition, we are family owned and operated which translates into an unmatched commitment to customer service. Our clients tell us the following distinguishes Municode as the best:

- ☞ **STAFF ATTORNEY AND CONFERENCE** – One staff attorney is the primary point of contact throughout every step of the process. They actually perform the legal research, as opposed to reviewing a paralegal's work, and are available to consult with you anytime during the project and will conduct the editorial conference. This dialogue ensures that the Code accurately reflects the intent of the ordinances enacted by the elected officials.
- ☞ **LEGAL MEMORANDUM** – Municode provides the entire Code, including legal recommendations, as one electronic document. Items in need of discussion appear as Comments or Footnotes in the memorandum. This approach facilitates collaboration and dissemination among Departments.
- ☞ **SAMPLE LEGISLATION WEBSITE** – During the project, and afterwards, you can search our website of more than 2,700 Codes for almost any legal topic.
- ☞ **TECHNOLOGY** – Municode continually invests in technology to benefit our customers. You can be assured of access to the best search engines, the fastest Internet connections, advanced communication channels and sophisticated publishing tools over the life of the project and throughout Supplementation.

If you have any questions or desire additional information, please call and speak with our Assistant Vice President of Sales, Steffanie Rasmussen, or James Bonneville, Regional Sales Representative. We will also be happy to schedule a conference call or webinar with all interested parties, or meet with you personally.

Sincerely,

Lawton Langford
Chairman of the Board

ALL/II
Enc.

Cc: James Bonneville, Regional Sales Representative
651-262-6262 or jbonneville@municode.com

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SUPPLEMENT SERVICE QUOTATION SHEET	10
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QUALIFICATIONS OF MUNICODE	16

EXECUTIVE SUMMARY

Municipal Code Corporation (Municode) was founded in 1951 and offers services to local governments nationwide. We have published more than 4,000 Codes; throughout our history. With more than 60 years of experience, Municode has fine-tuned its operations to offer the most efficient and affordable codification and publishing services available. From creating or updating a Code to posting the content on-line to shipping a Supplement, Municode ensures the fastest, most accurate delivery of codification services. We work hard to maintain the highest level of service possible for you and your citizens.

Understanding Your Needs

Our service depends upon fully understanding your unique needs. While the Sales staff works with more than 3,600 accounts, we do so one person at a time. Municode is a family-owned, medium sized business, which means our clients receive a level of personal service unparalleled in the industry. At the same time, we also have the resources to handle complex custom issues. Our size also allows us to provide extra editorial and technological resources a smaller firm can't offer. Our most valuable assets are our clients and our reputation. We earn our reputation by offering helpful suggestions and solutions for your unique situation.

Applying our Experience

The average tenure of Municode's attorneys is 20 years. Each attorney is responsible for only one project per month, so you will have their undivided attention. They have access to the Westlaw database for researching state law, and are familiar with the issues unique to municipal law. We receive approximately 4,000 ordinances each month. This scale allows us to leverage the experience of other local governments for your benefit. In many states, we provide free State Law Pamphlets to notify our Clients of changes in State Laws affecting local governments

Using Technology for Your Benefit

Municode develops technology that benefits our clients. We have created products that are affordable and meet the ever-changing needs of our clients. Municode handles all electronic services in-house. We offer the following format/database options: posting the Code online, FOLIO, HTML, WORD (DOCX) and PDF. We consider technology a "core competency" and are committed to staying abreast of technology for your benefit. Municode provides electronic products that provide a variety of ways citizens and staff can access the Code. Web access is supported for industry standard browsers on PC and Mac platforms. Additionally, the website recognizes when a visitor is interfacing from a mobile device and automatically changes the view to a "mobile-friendly mode." Municode.com meets all Priority 1 checkpoints under the W3C's Web Content Accessibility Guidelines 1.0 Specification (WCAG).

Internet Stability

Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/locations/atlanta#facility1>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.

Association Support

Municode supports many Clerk, Attorney, Municipal and Village Associations, additionally we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the President of the Municipal Clerks Education Foundation. All of this support is motivated by our desire to "give back" to the people who have made us successful, as well as our goal to stay close to our Clients. Municode is keenly interested in assisting you with your needs and we feel our focus, company and personnel perfectly match your goals. We appreciate your interest and look forward to your review of the rest of our information.

Municode also has a Regional Sales Representative, James Bonneville, located in Blaine, Minnesota. He is available to answer questions and meet with you, as needed. James worked in State Government, Lobbying and Governmental Sales for over 13 years. James has been a part of Municode/MCCi since 2009. He frequents the Illinois area often and attends the Illinois Municipal League Conference, Clerks Conference and IIMC Conference. He is also supported by our entire staff in Tallahassee.

SCOPE OF WORK

MUNICIPAL CODE CORPORATION, a corporation duly organized and existing under the laws of the State of Florida, hereinafter referred to as Municode, hereby offers to perform codification services for the **VILLAGE OF FREEBURG, ILLINOIS**, hereinafter referred to as Client.

Municode will research, edit, index and publish (both in print and electronically) the finally enacted legislation Client specifies for inclusion in the Code.

1. **Material.** The following sections describe the nature of material included or excluded in the project, returning an archival copy to the Client and adding material to the on-line collection.

- a. **Included Ordinances.** All legislation of a general and permanent nature, passed in final form by the Client, as of the cut off date established by the Municode attorney (usually following delivery of the Legal Memorandum) will be included in the new Code. Municode prefers the material in an editable electronic form, and will rely upon the electronic media during the codification process when furnished electronically. However, materials are not required to be furnished in electronic form and can be provided as a printed copy. All material received by Municode will be acknowledged via e-mail to establish a record of included ordinances. Research of minutes can be provided as agreed upon by the Client and Municode.
- b. **Omitted Ordinances.** Legislation not of a general and permanent nature will be omitted from the Code unless otherwise instructed by Municode or the Client. Examples of such legislation include: Appropriations; Franchises; Bonds; Vacating Streets and Other Public Properties; Sales of Surplus Assets and Properties; Tax Levies; Special Elections; Contracts and Agreements; Rezoning; Personnel Regulations; Annexations and Disannexations; Tax Anticipated Notes and Issuances of Similar Debt Instruments; Appointments of Named Individuals to Positions within a Governmental Body; Comprehensive Master Plans, Traffic Schedules, and Fee Schedules (however, Fee Schedules can be provided for an additional fee – quotation upon request).
- c. **Additional Content.** Additional material can be posted on-line along with the new Code. Such material will be excluded from the research, editing and print publication process, but fully searchable on-line. Examples of additional content include: Administrative Rules & Regulations; Policy and Procedure Manuals; and Forms required for applications or to apply for permits or licenses.

2. **Legal and Editorial Work.** Municode will assign a team, consisting of a lead attorney, editor, proofreader and indexer, to the project. All recommendations by this legal team are intended for use by the Client's attorney and should not be considered legal advice. This legal team is responsible for the following:

- a. **Research and Review.** Municode will research all legislation submitted by the Client against the State Constitution, State Law, the Charter (if the Client has adopted one); additionally, the ordinances are compared to other ordinances to determine if there are any inconsistencies or conflicts within the legislation itself. Zoning and Land Use provisions will be reviewed only if included in the Code. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be added at the additional page rate.
- b. **Structure.** Municode will suggest a structure and organization for the Code and provide a Table of Contents indicating said structure. Municode will assume the existing Code organization is to remain intact unless discussed with our attorney and approved by the Client.
- c. **Legal Memorandum.** Municode will submit a legal memorandum for the Client's review. This memorandum will reflect the Municode attorney's legal review and will embed the attorney's comments and questions within text of the Code as "Comments" or "Footnotes." The legal memorandum will be provided in electronic form, though a printed copy will be provided upon request.
- d. **Conference.** Municode will conduct a conference, either in person, via telephone or webinar, to review the legal memorandum. All interested personnel may be included; but the Client's attorney and Clerk are essential. Issues discovered during the legal research will be discussed at the conference, with agreed upon solutions noted in the legal memorandum. The Client's attorney has the final decision making authority for resolution of issues brought up at the Conference or "footnoted" in the Legal Memorandum.

- e. **References.** Municode will provide State Law references within the Code. Editor's notes will be provided as appropriate. Internal references within the Code will be hyperlinked in the on-line version.
- f. **Editing.** Municode will edit the text of the Code to reflect proper grammar and stylistic consistency. Municode will not reword any provision that changes the substantive intent of the Code, unless the Client approves the revision. However, non-substantive revisions to improve readability are a part of the codification process.
- g. **Proofreading.** Municode will proofread the Code prior to submitting proofs. The text will be reviewed for sense, structure and to ensure the implementation of the decisions by the Client and Municode's attorney are correct.
- h. **Page Format Options.** Municode will review page composition format options, such as font type (e.g. Times, Helvetica, New Century Schoolbook, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic and Arial-MT) font size (10, 11, 12 point) page layout (single or double column), graphics appearance and placement, with the Client. We will help you choose a format that results in a professional document that is easily researched. Sample page formats will be provided for review and selection.
- i. **Index and Tables.** Municode will create a hierarchical, subject matter index and all tables (Contents, State Law Reference, Prior Code Comparison, and Ordinance Disposition) for the Code as necessitated by the materials. Additional tables required by the Client, such as a schedule of fees, can be created or manipulated for an additional hourly fee.
- j. **Graphics.** Municode will add the graphics provided by the Client in a usable (preferably their native) format and insert them into the printed and electronic versions of the Code. Manipulation, enhancement, reformatting of any graphic supplied by the Client will be performed based upon an additional hourly fee.
- k. **Adopting Ordinance.** Municode will provide an Adopting Ordinance upon completion of the project.

3. **Proofs.** After editing and proofreading, proofs incorporating solutions captured in the legal memorandum will be delivered to the Client. The proofs are an updated legal memorandum indicating agreed upon changes as decided by the Client. The proofs will have been edited and proofread, though they will not contain all of the tables and the subject matter index and will not be in final form for printing. A sample of the finished Code format will also be provided.

Municode guarantees typographical correctness. Any errors attributable to Municode will be corrected at no charge during the term of this Agreement. Municode's liability for all services shall extend only to correcting the errors in the Code and subsequent updates, not to any acts or occurrences as a result of such errors, and only as long as the contract is in effect.

4. **Delivery of Code.** A summary of features available on municode.com follow. For a more detailed explanation see the page titled "Website Services" at the end of this proposal.

- a. **Electronic Format and Delivery Options.** The new Code can be delivered in a variety of electronic formats and mediums. Supported formats include HTML, PDF, WORD (DOCX), FOLIO and posted online and integrated with the dtSearch Engine.
- b. **Electronic Features and Tools.** The Code integrated with dtSearch (either posted on municode.com or delivered as Folio) will have the following tools available to the user, search (simple and Boolean), ranked hit list, search history, print / save selected sections, e-mail selected sections (on-line only), expandable Table of Contents, automatic conversion to "mobile-friendly mode" when viewed from a hand held device, ability to link to individual sections from external content and customization of banner to match Client's website design.
- c. **Printing and Binding.** The number of copies needed by the Client will be printed on acid-free paper in the chosen format. Color printing is available at an additional charge. Standard binding for the Code is three-post, expandable, black, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are available. The following binder colors are available: dark blue, deep

green, maroon and semi-bright black. A Seal or logo can be added in addition to the text on the front and spine of the binder, if desired. Divider tabs for each major section of the Code and Index are also provided.

Our paper vendor is chain-of-custody certified with the Forest Stewardship Council (FSC), Sustainable Forest Initiative (SFI) and Programme for Endorsement of Forest Certification schemes (PEFC).

5. **Client Responsibility.** The Client agrees to:

- a. **Amendatory Legislation.** The Client shall immediately forward all adopted legislation (including amendments, the Charter, Special Acts and other pertinent rules and regulations having the effect of law) to be codified on a continual basis. Submission should be timely and can be sent in electronic or printed form.
- b. **Review Legal Memorandum.** The Client shall review the Legal Memorandum and modify and/or approve the proposed Table of Contents and organization of the Code, page format, font type and size, approve number of copies to be printed, binder colors and choice of electronic format and medium.
- c. **Participation of Attorney.** Ensure the Client's Attorney and other interested personnel attend and participate in the project, including on-site or teleconference and review of the proofs.
- d. **Submission of data.** The Client shall provide data, graphics and tables of the highest reproducible quality, preferably in their original, electronic format. Provide a black and white line art seal or logo for the binders, if desired.
- e. **Proofs.** The Client will review and return the proofs within 45 days of receipt. Changes to the text should be marked directly on the proofs. Please note delaying the return of proofs can delay the project. Changes not discussed at conference, and deletions / additions constituting more than 5% of the total to the proofs may result in a proof update fee. Should the Client fail to return proofs within five (5) months, the balance of the contract shall become due and payable. Additional copies of proofs can be provided upon request.

RECODIFICATION QUOTATION SHEET FOR THE VILLAGE OF FREEBURG, ILLINOIS

Recodification Base Cost, includes
(Excludes Zoning and Subdivision)

\$8,750

- Receipt, review and organization of materials
- Legal Work
- Preparation of Legal Memorandum
- Implementation of approved legal findings
- Updating State Law References
- Editing
- Page formatting (make selections below)
 - **Font** - New Century Schoolbook will be used as the font unless otherwise indicated. Other choices include Helvetica, Times New Roman, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic and Arial-MT
 - **Font Size** - 11 point is recommended; 10 and 12 point are available.
- Proofreading
- Indexing
- Creation of Tables¹
- 5 Copies², to include binders and tabs (select binder color below)
 - **Binder Color** – Please circle one (Dark Blue, Hunter Green, Semi-Bright Black, Burgundy)
 - **Stamping Color for Binder** – Please circle one (Gold, Silver, White)
- Adopting Ordinance
- Code on Internet, first year no charge³
- Base number of pages

<i>Estimated pages based on page format and font size</i>			
Page Format	Font Size		
	10 point	11 point	12 point
Single Column	350	396	438

Items not included in Base cost:

- Please check conference choice with Municode Attorney
 - On-site Conference, each Attorney time, travel, lodging and per diem
 - Teleconference or Web based conference, 3 hour session No Charge⁴
- Additional pages over the base or material amended or added after conference
 - 8 ½ x 11 inches, single column, per page \$18
- Graphics⁵ & Tabular⁶ matter, per graphic or table \$10
- Additional Copies/Binders/Tabs Quotation upon request
- Freight Actual freight
- State Sales Tax If applicable

¹ The following Tables will be created and are included in the Base Cost: Supplement History Table, Code Comparative Table, State Law Reference Table and Ordinance History Table. An additional hourly charge applies for creation, modification, addition or updating of any table other than those enumerated in this footnote.

² Municode uses only acid-free paper.

³ After the first free year, the annual Code on Internet fee will be \$700 to include our CodeBank Service; however, the Client can choose to have the Code on Internet only at \$550 per annum.

⁴ For the initial 3-hour session. \$150 per hour thereafter.

⁵ Includes printing all copies. Additional fee if graphic includes color.

⁶ Tabular matter is defined as Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

**RECODIFICATION QUOTATION SHEET CONTINUED FOR
THE VILLAGE OF FREEBURG, ILLINOIS**

Payments – base cost split into four payments – can be budgeted over two fiscal years

• Execution of Agreement	\$2,265
• Submission of the Legal Memorandum	\$2,190
• Submission of Proofs	\$2,190
• Delivery	Balance

SUPPLEMENT SERVICE

After publication of the new Code, Municode will update the Code as legislation is enacted.

1. **Material.** The Client shall forward a copy of legislation upon enactment. Material is preferred in an electronically editable format and should be sent to ords@municode.com. Every ordinance sent to Municode will be acknowledged via e-mail. A complete list of legislation recorded in an update will be provided. Municode will hold legislation pending a schedule or begin the job as established with the Client.
2. **Additional Provisions.** Municode can add provisions (e.g. charter, zoning, land development regulations) not included in the original project through the Supplement service. They will be included in a Supplement or as a separate project and appropriate updates will be made to the Code and tables. Additional divider tabs or binders will be provided as necessary. Municode will advise of all options and applicable costs.
3. **Editorial Work.** The Supplement editorial team, who is advised by a licensed attorney and consists of a legal editor, proofreader and indexer, will review the legislation to determine proper placement within the Code. Municode will adhere to the structure and style contained in the ordinance unless changes are required to ensure consistency with other text in the Code. The team will also update the Table of Contents, catch lines, reference tables and index. Editorial notes will be appended to sections that require additional explanation. A Supplement History Table is provided to note all ordinances included. Municode has Supplement teams trained in the use of InDesign, and will editorially preserve the integrity of form of such files whether displayed on-line or in print.
4. **Deliverables.** Updates can be delivered electronically or as printed copies and on a schedule designed to meet the Client's needs.
 - a. **Electronic Updates.** Amendments to the electronic version of the Code are incorporated into the Code and a fully searchable, complete Code will be delivered. Electronic Updates are included in the base page rate and clients who receive both Electronic Updates and Printed Supplements receive the Printed Supplement pages at no charge. Electronic Updates can be provided on their own schedule, or accompany Printed Supplements.
 - b. **Printed Supplements.** Amendments to the printed Code occur in the form of Printed Supplement pages that are issued as replacement pages. Printed Supplements include updated Table of Contents, Code Comparative Table, index and text pages. The base page rate includes a copy of each Supplement for every printed Code. Printed Supplements will be delivered in bulk to the Client, unless the Client chooses to utilize Municode's Distribution Services
 - c. **Schedule.** Amendments are provided on a schedule designed to meet the needs of the Client. The schedule can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur on a more frequent schedule than Printed Supplements.

SUPPLEMENT SERVICE QUOTATION SHEET FOR THE VILLAGE OF FREEBURG, ILLINOIS

Supplement Service Base Page Rate⁷

Page Format	Base Page Rate
Single Column	\$19 per page

Base page rate above includes

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Updating the Index
- Schedule as selected by Client⁸
- Updating Electronic versions⁹ and Online Code
- Printing¹⁰ 5 copies

Base page rate excludes

- | | |
|---|-----------------------|
| • Freight, prebilled | Actual freight |
| • State Sales Tax | If applicable |
| • Graphics ¹¹ & Tabular ¹² matter, per graphic or table | \$10 |
| • MyMunicode or Code on the Internet, per year | Selections on page 11 |

Optional Services to Supplement Service (please check)

- | | |
|---|-------|
| <input type="checkbox"/> Folio, per delivery ¹³ (\$295 initial set up fee) | \$100 |
| <input type="checkbox"/> PDF of the complete Code, each time delivered | \$75 |
| <input type="checkbox"/> PDF of each supplement, each time delivered | \$75 |

Payment for Supplement and Additional Services

- Invoices will be submitted upon shipment of project(s).

⁷ All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Internet Publishing and web search portals (NAICS 519130) as reported by US Department of Labor – Bureau of Labor Statistics.

⁸ Schedule for Supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur more frequently than printed Supplements.

⁹ We do not charge a per page rate for updating the Internet, however a handling fee is charged for Folio, Word, PDF or other electronic products.

¹⁰ Municode uses only acid-free paper.

¹¹ Includes printing all copies. Additional fee if graphic includes color.

¹² Tabular matter is defined as tables, Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

¹³ "delivery" is defined as delivering electronic data available to the Client via FTP or download. Fee applies whenever updated content is delivered via one of the above-defined products.

WEB HOSTING QUOTATION SHEET FOR THE VILLAGE OF FREEBURG, ILLINOIS

(Please see the website features defined page for a brief description of the services outlined below)

Elections below will be implemented upon adoption of the new Code.

Please check the appropriate box(es) to indicate your selection:

MyMunicode¹⁴ includes the following:

\$1,075 annually¹⁵,
First Year No Charge

- i. **Code On Internet**
- ii. **OrdBank**
- iii. **CodeBank**
- iv. **MuniPRO**
- v. **Custom Banner**

In lieu of purchasing the above package, the Village can purchase each item a la carte:

- | | |
|--|-------|
| <input type="checkbox"/> Code on Internet (<i>after the first free year</i>) (annually) | \$550 |
| <input type="checkbox"/> CodeBank (annually) | \$150 |
| <input type="checkbox"/> MuniDocs (annual fee includes quarterly updates; up to 25 documents per quarter) | \$750 |
| <input type="checkbox"/> MuniPRO (annually) | \$295 |
| <input type="checkbox"/> Custom Banner (onetime fee) | \$250 |

OrdBank

- | | |
|--|-------|
| <input type="checkbox"/> Per ordinance | \$35 |
| <input type="checkbox"/> Flat annual fee | \$200 |

-OR-

OrdBank + OrdLink

- | | |
|--|-------|
| <input type="checkbox"/> Per ordinance | \$60 |
| <input type="checkbox"/> Flat annual fee | \$300 |

Municode does not charge a per page rate for updating the Internet or any additional printing fees – this is all included in the supplement per page rate. In comparing services, if you notice a service that is not listed please email or call us! I am positive that Municode can do it! We might even currently provide that service under a different name.

¹⁴ Municode does not charge a per page rate for updating the Internet – this is included in the supplement per page rate.

¹⁵ Total Value if each item purchased a la carte would be \$1,595 initially and then approximately \$1,345 per year (based on an estimated 10 ordinances adopted per year).

MUNICODE'S WEBSITE SERVICES DEFINED

Code on Internet.

- ☞ Mobile Friendly Site: Automatically downloads to iOS, Blackberry, Android and Windows;
- ☞ Save as Word (DOCX);
- ☞ Saved Searching;
- ☞ Print and Email: Print, Save, email one or more Sections, Chapters and whole Titles;
- ☞ Internal Linking within the Code where cited;
- ☞ Mouseover Preview (or Pop ups);
- ☞ Static Linking: Copy links of any Section, Chapter or Title to share via email or social media;
- ☞ Pinpoint Searching: Ordinance searching included, search one or more Sections, Chapters & whole Titles;
- ☞ Scrolling Tables and Charts: Header stays fixed while you scroll through the table/chart;
- ☞ GIS - Municode can provide a permalink to any code section and assist staff to create a link from their GIS system to relevant code sections.
- ☞ Collapsible TOC (Frameless Version);
- ☞ In-line Images and PDFs;
- ☞ Current Location Status Banner (breadcrumb trail) present while searching Code;
- ☞ Server Stability and Disaster Recovery Plan;
- ☞ ***Co-Location in Atlanta, Georgia: only Codification Company to have geo-redundant servers in multiple states;***
- ☞ Phone, email and Web support for Citizens and Staff: 24 hour email response; Phone support from 8:00 am to 8:00 pm Eastern Standard Time.

OrdBank. Creates a permanent, online collection of all ordinances sent to Municode. Prior to incorporation into your Code via supplementation, all of your ordinances will be posted on your landing page for easy access. Once codified, each ordinance History Note is hyperlinked to the actual ordinance as enacted. OrdBank saves your municipality valuable time and money by enabling you, your staff and your citizens to gain instant access to your ordinances by simply clicking the history note.

OrdLink + OrdBank. Prior to incorporation into your Code via supplementation, OrdLink hyperlinks newly adopted ordinances to the section being amended. Linked sections are highlighted in the Table of Contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into the Code, they added to your OrdBank and hyperlinked to your History Notes. For the linked ordinances to be searchable, they must be sent in an editable format. Scanned documents can be included in the list and are viewable, but not searchable.

CodeBank. Creates a permanent, online collection of all past versions of your Code. CodeBank enables your online users to easily access previous versions of your Code. The historic version of your Code is fully searchable and printable, making the task of researching past versions of your Code more efficient. For your convenience, when a previous version of your Code is selected, users are alerted that they are looking at an older version of your Code. No set up fee is required. There is a per annum fee for this premium service.

MuniDocs. Enables municipal users to send material of your choosing directly to Municode to upload documents to your online Code of Ordinances. Let Municode do all the work and upload the versions of Minutes, Resolutions, Budgets, and or any other non-code material online. Your collection of documents to be posted alongside your Code and will be fully searchable, filterable for ease of use.

MuniPRO. MuniPro Searching allows you to search all of the Codes we host (the entire country, a single state, or individually selected Codes of your choosing). MuniPro Searches are ideal for researching local regulations of special interest, or to find out how other communities are dealing with similar issues. There is a per annum fee for this premium service; User Name and Password required. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ☞ **Multiple Code Search.** Search all codes within one state, multiple codes within one state, or search all codes in the entire U.S.! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ☞ **MuniPRO Favorites.** Create a "favorites" list of frequently visited Codes or sections. This will save time by making navigation a one-click process from your Dashboard.

🕒 **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from your Dashboard.

🕒 **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the Table of Contents and search results, and can also be accessed from a single click.

Custom Banner. Municode will customize the look and feel of your Code on municode.com to more closely match your municipal web site. This is accomplished by posting a banner image (provided by the client) over the top portion of our site. Initial set up fee of \$250 with no annual charge, unless you would like for us to change your banner.

Mobile Friendly Site. The Municode.com Online Library includes a mobile friendly version of your Code. This is a frameless version that is accessible from your mobile device and is formatted for a better viewing experience on today's modern Smartphones. Our website recognizes when a visitor is viewing the content on a mobile device and automatically changes the view to maximize the capabilities of the hand-held device. *This feature is included in your annual Internet fee.*

Email (from the Web). Chapters, Articles or individual Sections may be selected for emailing. The functionality is intuitive and *included in your annual Internet fee.*

Print or Save. Similar to Emailing, Chapters, Articles or individual Sections may be selected for Printing or Saving. Save (as compared to "blocking & copying") preserves the formatting when the document is edited using your word processing software. *These features are offered to you as part of your annual Internet fee.*

Internal Cross Reference Linking. Cross references within the Code will be linked to their respective destination Article, Chapter, or Section. *This feature is offered to you as part of your annual Internet fee.*

Mouseover (cluetips). Navigate to a code and any linked cross reference will display the pop-up after a 1 second delay. You'll need to clear your browser cache to enable them (Tools -> Internet Options -> Delete -> Temporary Internet Files). *This feature is offered to you as part of your annual Internet fee.*

Static Linking to your Code. Each level of the code has a static link that will enable your users to easily create "Hot Links" to any section of the code. Simply click the permalink icon to the right of each heading level and paste the URL into the destination of your choice. *This feature is offered to you as part of your annual Internet fee.*

Pinpoint Searching. Easily search any individual Code with our advanced search options: revisit previously conducted searches using the "Search History" button; or narrow the scope of your search to find more specific legislation. *Once again these features are offered to you as part of your annual Internet fee.*

Scrolling Tables and Charts. The header stays fixed to the top of your browsing pane while you scroll through your tables and charts.

GIS. Municode can provide a permalink to any code section and assist staff to create links from their GIS system to relevant code sections.

Collapsible TOC. The Table of Contents collapses and is re-sizeable providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item. *This feature is included in your annual Internet fee.*

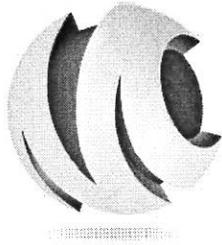
In-line Images & PDFs. Municode takes great care to ensure that your images match online and in print, and are captured at the highest quality possible. Our online graphics can be enlarged with a frameless view to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements. These PDFs are fully searchable within our search engine, and are typically utilized with form-based Land Development Codes. *This service is included in your annual Code on the Internet fee.*

Internet Stability. Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric access to the physical facility (<http://www.peak10.com/locations/atlanta#facility1>). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy should one of the sites become inaccessible.

ADDITIONAL SERVICES

1. **Distribution.** Fulfillment services are available to distribute individual printed copies of Codes and Supplements to departments or subscribers at no additional fee to the Client. Municode can sell the Codes, Supplements, chapter reprints, binders and tabs at a pre-determined, agreed upon price. Municode assumes all risk and expense for providing these items. Orders can be placed through our online ordering, via fax or mail.
2. **Legal Review.** At any point during the term of this Agreement, or extensions thereof, Municode can prepare a Legal Review for the Code to identify inconsistencies, obsolete provisions or compare the Code to current State Law. State Law references can be updated in conjunction with this legal review or as a separate engagement. State Law Pamphlets for selected states are provided on the www.municode.com website free of charge.
3. **Document Scanning Services (MuniScan).** Municode's subsidiary, MCCi, offers scanning, indexing and integration of hard copy documents with Laserfiche Software to provide the Client with intuitive browsing, index cards, and fuzzy logic. Pricing information can be supplied upon request.
4. **Electronic Records Management Software and Services (Laserfiche)** – MCCi is the largest Laserfiche Var in the United States and focuses on Local Government. With over 400 Village/Village clients, MCCi can provide your organization with the most experienced professionals to implement and support your Laserfiche solution. Laserfiche software is used for Electronic Records Management and here are just some of the features: scan, index, search, archive, automate approval processes, make records available via the web, manage records retention, and integrate with your other software systems.
5. **Utility Billing Services (MuniBills).** MCCAdvantage offers billing, statement and remittance processing services as an additional benefit under this agreement. MCCAdvantage, a subsidiary of Municode, can provide the client with design, printing and mailing services for customer billing/statements of all types. These services also include remittance payment options, software and other billing solutions. Pricing information for this service can be supplied upon request.

Billing services, to include custom formatting, data cleansing, printing and mailing of your statements, are included with this contract. An initial setup fee and \$.15 per bill (10,000 bills per month) includes formatting, printing, mailing, and materials. Tiered pricing for volumes above 10,000 statements. (Minimum charge of \$250 per month for volumes less than 2,000.) PDF copies of all statements are provided in advance of mailing. Additional features available upon request.



municode

Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316
info@municode.com • 800.262.2633
fax 850.575.8852 • www.municode.com

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Client.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new Code. Thereafter, the Supplement Service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: _____

Title: _____

Date: _____

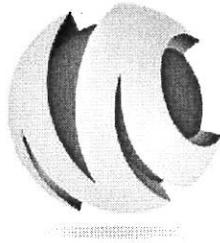
Accepted by:

VILLAGE OF FREEBURG, ILLINOIS

By: _____

Title: _____

Date: _____



municode

Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316
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fax 850.575.8852 • www.municode.com

QUALIFICATIONS

For more than 60 years, Municode has engaged predominantly in editing and publishing Codes for municipalities and counties of all sizes throughout the United States. Municode has published and supplemented more Codes that are in current use than any other codifier in the Country. This experience enables us to offer you the finest services available. We also have started two other divisions focused on government clients: MCCi (Municipal Code Corporation Innovations) and MCCa (Municode Code Corporation Advantage).

Business main location:	1700 Capital Circle, SW Tallahassee, FL 32310 800-262-2633 or 850-576-3171
Incorporation Date:	March 1951
Current Code Accounts Served:	over 3,600
Divisions:	MCCi - Document Management and Agenda Automation MCCa - Utility Billing and Statement Processing

Personnel/Offices

The entire corporate staff consists of approximately 150 employees, including 9 attorneys, 35 editors, and 46,000 square feet of floor space. We have regional offices in Blaine, Minnesota; Fort Worth and Edinburg, Texas; Charlottesville, Virginia; Chapel Hill, North Carolina, Seattle, Washington and our main office in Tallahassee, Florida.

Legal Personnel Assigned to Project

H. E. "Rick" Grant, Executive Vice President and COO. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as The Judge Advocate General, the Navy's senior attorney. He has 15 years of experience as COO of Municode and will have overall supervision of the project. He will assign the Municode attorney, who will conduct a thorough legal review to identify any inconsistencies or conflicts between ordinances and any conflicts with state law, provide a legal memorandum that identifies these inconsistencies and conflicts, and make recommendations on how to proceed. The attorney will then contact the Client to set up a conference to discuss these issues

Alyce A. Whitson, B.A., University of South Florida; J.D., University of Florida; more than 40 years of experience in local government law; Member of Florida Bar. Alyce has completed over 600 codes and various other legal projects throughout the United States, including Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Missouri, Montana, New Hampshire, New York, North Carolina, North Dakota, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, Wisconsin, and Wyoming.

William J. Carroll Jr., B.S., Penn State University; J.D., Florida State University; more than 39 years of experience in local government law; Member of Florida Bar. Bill has completed hundreds of codes and legal projects throughout the United States including codes in Arkansas, Colorado, Florida, Indiana, Illinois, Kansas, Kentucky, Louisiana, Maine, Michigan, Missouri, Montana, Nevada, New Jersey, New Mexico, Pennsylvania, South Dakota, Tennessee, Texas, Virginia, and Wyoming.

Roger D. Merriam. B.A., Mercer University; J.D., Emory University; more than 39 years of experience in local government law; Member of Florida Bar. Roger has reviewed Codes in all 50 states and completed Codes in multiple states including Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Rhode Island, South Dakota, South Carolina, Tennessee, Texas, Virginia, West Virginia, and Wisconsin.

Daniel F. Walker. B.S., Florida Southern College; J.D., Georgia State University College of Law; 8 years of private practice; 13 years of experience in local government law; member of the Florida and South Carolina Bars. Also admitted to practice before the U.S. Supreme Court, U.S. Court of Appeals for the Armed Forces, and the U.S. Court of International Trade. He has completed codes in Georgia, Illinois, Louisiana, Mississippi, New Mexico, North Carolina, South Carolina, Texas, Virginia, and West Virginia.

Jim Jenkins. B.A., Eckerd College; J.D., University of Maryland School of Law; Former Appellate Attorney and Trial Prosecutor for the Kings Village District Attorney's Office, Brooklyn, NY; 19 years of experience in complex legal research and litigation; 8 years of experience in local government law. Jim has completed Codes in Alabama, California, Georgia, Louisiana, New Hampshire, South Carolina, Texas, Utah, Washington, and Wisconsin.

Sandra S. Fox. B.A, Florida State University; J.D., Florida State University; 13 years of experience in legal research and writing. Sandra has completed Codes in Alaska, Alabama, Georgia, Illinois, Kansas, Maine, Michigan, Minnesota, Missouri, Montana, Oklahoma, Rhode Island, South Dakota, Tennessee, Texas, and Wisconsin.

Project Coordinators:

Dale Barstow. Vice President of Sales, Pilot of Municode's Corporate Airplane. Graduate from Embry-Riddle Aeronautical University; Honorary Village Clerk in 5 States; Municipal Clerks Education Foundation President; Continuing Education – Dale Carnegie Sales Training; Speaker for over 39 conferences. Dale has over 40 years of experience in client sales. Dale meets with our customers to ensure face to face communication and coordination.

Steffanie W. Rasmussen. Assistant Vice President of Sales. M.S., Industrial & Organizational Psychology, Kansas State University; B.S., Business Psychology, Florida State University; Certificate in Performance Management, Florida State University. She has 3 years' experience working with Municipal governments and is Communication, Efficiency and Customer Service driven. Steffanie will be your main point of contact for customer service.

Supplementation:

Dennis J. Sinnett. Vice President of Supplements. Received a B.S. from the United States Naval Academy, a M.A.S from Embry-Riddle Aeronautical University. A former Naval aviator with over 30 years of leadership experience, he is the Supervisor of the Supplement Department. In order to ensure that you receive the best service possible, Municode has deployed a team concept. This team organizational structure allows for efficient communication, reduces the turn-around time for the publication of your supplements and helps to ensure you the highest degree of accuracy possible. In addition, because each team is comprised of three editors and one proofreader, it allows for what we call "bench depth" – there is always a backup person who is familiar with the Village's Code of Ordinances. As the Supplement Department Supervisor, he will work with the lead editor to review the amending ordinances and establish a schedule for the completion of each job. Additionally, he will oversee your code as it progresses through our supplementation process.

Portia R. Thomas. Training Coordinator. Received B.S. in Speech, Language and Communication Pathology, and a M.S. in Audiology from Towson State University. She is a long-time educator in the public school systems. With extensive experience in graphic arts and desktop publishing, she taught Typography classes and visual arts software classes in Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Adobe Acrobat at the college level for 8 years before coming to Municode. She has worked with the major desktop publishing software Aldus/Adobe PageMaker, QuarkXPress and Adobe InDesign, and graphics software Aldus/Macromedia Freehand, Adobe Illustrator and Adobe Photoshop for more than 20 years combined in her personal desktop publishing business. Her years of teaching experience and knowledge of graphics and desktop publishing has allowed her to develop

simple and efficient methods for the editors to be able to produce the highest quality graphics for the codes at Municode and to train both editors and proofreaders in new and available software usage and techniques.

Leslie Mayne. Production Support Account Representative. B.A., English and Anthropology, Florida State University. Ms. Mayne has over 15 years of customer service experience. She is the Production Support Representative for the Supplement Department, serving as a direct point of contact for our customers. She is responsible for ensuring that the company's customers receive a superior level of service and assistance with their questions and or concerns. Leslie's goal is simple: Provide timely, superior customer service each and every day.

Indexing:

Joy Luczynski. Indexing Supervisor. A.A., Calhoun Community College; Paralegal Technology; Member of American Society of Indexers. Joy has over 12 years of experience indexing Codes. Joy will provide oversight and technical assistance for initial editorial preparation of the Index and updating the Index through the Supplement Service.

Information Technology:

Phillip Claiborne. Chief Information Officer. B.S., Management Information Systems, Florida State University; MBA, University of Florida; CompTIA Certified A+, Net+, Security+, Microsoft Certified Systems Administrator. 13 years of extensive experience supporting, designing and administering corporate network environments.

Matt Farley. Systems Administrator. AA, Tallahassee Community College, Currently obtaining BA in IT at FSU. Matt has over 5 years of systems/network management experience.

Elliot Haworth. Web Developer. B.A., Computer Science, Mercer University. Elliot has over 8 years of experience with desktop application programming and developing web based applications.

Municipal Code Corporation Executives

A. Lawton Langford. Chairman and CEO. Received his Bachelor of Arts from Vanderbilt University, with a double major in Economics and Business Administration, a Juris Doctor from the Florida State University College of Law, and a Masters of Business Administration from the Florida State University College of Business. Thirty years' experience with Municode. Mr. Langford is responsible for the strategic direction of the company. He has a wide set of experiences including: serving as Chairman of a local bank; a medical technology company; and a document management Value Added Reseller. In addition to strategic issues, Mr. Langford focuses on staying abreast of the latest technology that could benefit Municode's local government clients, and assembling the best leaders available so that the Municode organization functions as a high-performing company.

Eric Grant. President. Eric joined the Municode team in 2007 after graduating from the University of Virginia School of Law. Prior to receiving his Juris Doctorate from the University of Virginia, and becoming a member of the Florida Bar, Eric served as a Tank Platoon Commander in the United States Marine Corps. As a Marine, Eric served both stateside and abroad. Eric and his unit were deployed during Operation Enduring Freedom shortly after September 11, 2001. By way of preparation for his career as a United States Marine, Eric attended both the United States Naval Academy and Georgetown University's School of Foreign Service. While at the Naval Academy, Eric served as the Brigade Commander, responsible for the development, training and welfare of over 4,000 of America's finest young men and women. While serving as a United States Marine, Eric served in Virginia, Kentucky, California and abroad as a member of the 15th Marine Expeditionary Unit.

H. E. "Rick" Grant. Executive Vice President and COO. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as The Judge Advocate General, the Navy's senior attorney. He has 15 years of experience as COO of Municode and will have overall supervision of the project. He will assign the Municode attorney, who will conduct a thorough legal review to identify any inconsistencies or conflicts between ordinances and any conflicts with state law, send the municipality a legal memorandum that identifies these inconsistencies and conflicts, and make recommendations on how to proceed. The attorney will then contact the municipality to set up a conference to discuss these issues

Michelle S. Eagen. Chief Financial Officer and Vice President of Finance. Michelle has received her Bachelor of Science in Accounting from the University of Florida and her Master of Accounting degree from Nova Southeastern University. She is a licensed and active Florida CPA. Michelle has been with Municode since 2003 and has worked as an accounting professional in the publishing industry since 1993. She and her accounting staff at Municode are committed to providing each customer with accurate, timely invoices and assisting with all client billing inquiries.