

**SPECIAL BUDGET & FINANCE COMMITTEE
CITY HALL CONFERENCE ROOM
DECEMBER 9, 2013
4:30 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1) – 2-19-13 and 8-21-13 minutes will be emailed and/or distributed at the meeting.
- III. NEW BUSINESS
 - A. Fee Schedule (page 4)
 - 1. Compost Fees (page 13) – Ron Mergen will give a report.
- IV. OLD BUSINESS
 - A. Incode Online Payments (page 15)
 - B. Codification Quotes (page 20)
- V. INFORMATIONAL
- VI. ADJOURN

*****Please contact Renee Eckerly if you can't attend the meeting.*****

Voting Members: Jean Soine, Belinda Ludwig, Elliot LaBeau, Kay McDaniel, and Renee Eckerly.

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Budget & Finance Committee. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Paynesville Budget & Finance Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget & Finance Committee

Committee/Council Meeting Date: December 9, 2013

Agenda Section: Consent Agenda

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the attached minutes from February 19, 2013, August 21, 2013, and October 21, 2013 Budget & Finance Committee meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from February 19, 2013, August 21, 2013, and October 21, 2013 Budget & Finance Committee meetings.

**MINUTES
SPECIAL BUDGET & FINANCE COMMITTEE**

OCTOBER 21, 2013

Jean Soine called the meeting to order at 4:30 p.m. Other members present were Kay McDaniel, Belinda Ludwig, Finance Specialist.; Renee Eckerly, City Administrator; and Elliott LaBeau. Also present was Bob Pederson, Koronis Lake Association; and Josh Reed, North Fork Crow River Watershed District; and Ron Mergen, Public Works Director.

Motion was made by Ludwig to approve the minutes from the April 17, 2013 Budget & Finance Committee Meeting. Seconded by McDaniel and unanimously carried.

AIS

A bill was presented by Josh Reed of the North Fork Crow River Watershed District in the amount of \$1,797.16.

The Lake Association has budgeted the City for \$9,000.00 in the Associations' 2014 budget. The City currently has \$3,000.00 in the beach budget for coverage. The Association was looking at the City for coverage for 22 weeks at 40 hours per week. The Association is also requesting the City assist with the \$2,050.00 shortfall from the 2013 season due to them assigning the Water Guards at Veterans Park to cover when the Watershed District was not there. The City didn't budget for this cost, but took action to go up to \$2,600.00 in 2013. The Council didn't approve an agreement with the Water Guards so there is not a way for the City to assist with the shortfall.

Motion was made by McDaniel to approve the 167 hours for \$1,797.71 payable to the North Fork Crow River Watershed District for 2013 and recommend such to the City Council. Seconded by LaBeau and unanimously carried.

The Committee discussed that the Association has a future desire for a decontamination unit with staff at an estimated cost of \$20,000.00. Education to boaters was a huge success this year.

WATER & SEWER PROPOSED 2014 BUDGETS

Mergen reviewed the budgets and the proposed rate increases are as follows:

Water	base charge no increase	bulk rate \$.08
Sewer	base charge no increase	bulk rate \$.13
WAC & SAC	no increase	
Trunk charge	no increase	

Sealing of Well #3 would be done by MPCA. The transfer to Capital Improvement was reduced by \$70,000.00 and put to the debt fund. The 2014 water debt is for the 2014 Street Project at \$10,000.00. There is also an increase in utilities because the equipment is more efficient, but there is more equipment; Equipment Replacement has a 3% increase. The Sewer Budget has \$5,000.00 for the 2014 Street Project

LAND SALE

The land next to the Community Park is going up for sale on a Sheriff's auction. The Committee discussed the City purchasing the property. It is estimated to be about 4-5 acres. Currently it's zoned R2 – Multiple Family Residential surrounded by C2 – Highway Commercial. Eckerly has contacted the LMC and they stated that the Council could hold a Closed Session and make a final motion if the land is purchased.

Motion was made by Eckerly to approve the City bidding at the Sheriff's auction for the land adjacent to the City's park and recommend such to the City Council. Seconded by LaBeau and unanimously carried.

INCODE ON-LINE PAYMENT SYSTEM

Eckerly reviewed the proposal for software, e-statements, and credit card fees. The Committee discussed charging a convenience fee or not. The Committee concluded that they could not make this decision due to the cost of credit card processing. The Committee would like to see lower credit card fees.

(Soine left at 5:35 p.m.)

The Committee discussed whether the software for electronic statements and on-line payments would be beneficial for \$6,200.00.

No action was taken and this was tabled until the next meeting.

CITY HALL OFFICE CHAIRS

Eckerly reported that the current office chairs are 12 years old and is requesting the purchase of:

4	chairs	x	\$200.00 each
3	chairs	x	\$289.00 each

with free delivery for a total of \$1,702.00 to be purchased in 2014.

Motion was made by McDaniel to purchase 7 office chairs from Northern Business in the amount of \$1,702.00 and recommend such to the City Council. Seconded by Ludwig and unanimously carried.

There being no further business, the meeting was adjourned at 6:10 p.m.

2013 City of Paynesville License & Fee Schedule

Licenses		Current Fee	Proposed Fee	Effective Date	Date Approved
Animal					
Kennel	Chpt. 6 Pg. 94	\$25.00		January 1	4-9-03 5-21-03 2003-24 2004-25 2009-49
Dog & Cat	Chpt. 10 Pg. 121	On or Before September 30 th \$10.00 spayed/neutered \$20.00 not spayed/neutered On or After October 1 st \$20.00 spayed/neutered \$40.00 not spayed/neutered		January 1	4-9-03 5-21-03 2003-24 2004-25 2009-49
Duplicate Pet Tag	Chpt. 10	\$5.00		January 1	2013-04
Potentially Dangerous Dog	Chpt. 10	\$300.00 annually		January 1	11-26-08 2008-33
Dangerous Dog	Chpt. 10	\$500.00 annually		January 1	11-26-08 2008-33
Other					
Shows & Assemblies	Chpt. 6 Pg. 87	\$25.00 Investigation Fee \$250.00		January 1	5-14-03 5-21-03 2003-25
Tobacco	Chpt. 6 Pg. 89	\$100.00		January 1	5-14-03 5-21-03 2003-25 2009-49
Garbage/Refuse Haulers	Chpt. 6 Pg. 93	\$50.00		April 1	5-14-03 5-21-03 2003-25
Peddlers/Solicitors	Chpt. 6 Pg. 90 Ord. 83, 2 nd Series	\$100.00		January 1	5-14-03 5-21-03 2003-25 2005-25
Parade Permit	Chpt. 7 Pg. 102	N/A		N/A	N/A
Tree Permit	Chpt. 7 Pg. 103	N/A		N/A	N/A
Recreational Fire Permit	Chpt. 10	\$0.00 (zero – no fee)		Annual	2009-01

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Liquor					
Intoxicating Liquor: On Sale Off Sale	Chpt. 5	\$3000.00 N/A		January 1	7-9-03 2003-36 7-14-04 2004-36
3.2 Beer/Wine Coolers	Chpt. 5	\$100.00		January 1	7-9-03 2003-36 7-14-04 2004-36 2009-49
Temporary Liquor	Chpt. 5	\$50.00		January 1	7-9-03 2003-36 7-14-04 2004-36 2010-37
Temporary Beer (special event/beer garden)	Chpt. 5	\$50.00		January 1	7-9-03 2003-36 7-14-04 2004-36 2010-37
On-Sale Wine	Chpt. 5	\$150.00		January 1	7-9-03 2003-36 7-14-04 2004-36
Consumption & Display	Chpt. 5	\$50.00		January 1	7-9-03 2003-36 7-14-04 2004-36 2010-37
Application & Investigation Fee (except for Temp. Beer)	Chpt. 5	\$250.00		January 1	7-9-03 2003-36 7-14-04 2004-36
Sunday Liquor		\$200.00		January 1	2009-49

Fire Department					
Rates Charged For Fire & Rescue Services		Grass Rig \$100.00 per hour		January 1	2013-13
		#8 Tanker \$15.00 per hour			
		#6, #11, #12 Pumpers \$250.00 per hour			
		Rescue Van \$150.00 per hour			
		#15 Ranger 4-Wheeler \$100.00 per hour			
		Vehicle Fire Vehicle Rescue \$350.00 per hour			
		Response to 3 rd or more false alarms during a calendar year \$100.00 per call (first 2 responses to false alarms during calendar year are no charge)			

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Planning/Zoning					
Moving Permit	Chpt. 4	\$25.00 plus \$30.00/hr. (police escort, 1 hr. minimum)		January 1	5-14-03 5-21-03 2003-26 2010-37
Excavation Permit	Chpt. 7 7.06 & 7.08	\$40.00		January 1	5-28-03 6-4-03 2003-29 2009-49
Sign Permit	Chpt. 11	For all signs requiring a permit up to and including 250 square feet in size = \$25.00		January 1	5-28-03 6-4-03 2003-29 2010-11
		For all signs requiring a permit and over 250 square feet in size = \$200.00			
Temporary Structure Permit	Chpt. 11	\$25.00		January 1	5-28-03 6-4-03 2003-30 2009-49 2010-37
Conditional Use Permit	Chpt. 11	\$225.00		January 1	4-9-91 1991-32 9-14-05 2005-34 2009-49
Temporary Use Permit	Chpt. 11 Ord. 122	\$200.00		January 1	2010-15
Variance	Chpt. 11	\$250.00		January 1	4-9-91 1991-32 9-14-05 2005-34 2009-49
Amendments/Re-Zoning	Chpt. 11	\$200.00		January 1	4-9-91 1991-32 9-14-05 2005-34 2009-49
Lot Split	Chpt. 12	Administrative Review \$50.00 Public Hearing \$120.00 TOTAL \$170.00		January 1	5-14-03 5-21-03 2003-27 7-14-04 2004-37 9-14-05 2005-35 2009-50
Preliminary Plat	Chpt. 12	\$150.00		January 1	2-13-02 2002-08 2009-49
Final Plat	Chpt. 12	\$200.00		January 1	2-13-02 2008-08 9-14-05 2005-35 2009-49
Stearns County Highway Department Engineer - (review of plat that abuts a county road)	Chpt. 12	\$90.00		Set by County	2006 - 32
Re-Approval of Final Plat	Chpt. 12	\$150.00		January 1	10-13-04 2004-56 9-14-05 2005-35

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					2009-49
Vacation	State	\$175.00		January 1	5-14-03 5-21-03 9-14-05 2005-33 2009-49
Shingling (Re-roof) Permit	State	\$40.75		Contract (January 1)	3-12-03 2003-17
Siding Permit	State	\$40.75		Contract (January 1)	3-12-03 2003-17
Mechanical Permit	State	\$27.00		Contract (January 1)	3-12-03 2003-17
Replace Windows/Doors	State	\$40.75		Contract (January 1)	3-12-03 2003-17
Miscellaneous Permit	State	\$27.00		Contract (January 1)	3-12-03 2003-17
Residential Demolition Permit	State	\$40.75 + lab fees (if needed)		Contract (January 1)	3-12-03 2003-17
Commercial Demolition Permit	State	\$64.25 + \$5.00 + lab fees (if needed)		Contract (January 1)	3-12-03 2003-17
Residential Permit	State	1994 fee schedule + state surcharge + zoning check fee		Contract (January 1)	3-12-03 2003-17
Commercial Permit	State	1994 fee schedule + 25% of plan review + state surcharge + zoning check fee		Contract (January 1)	3-12-03 2003-17
Zoning Check		\$25.00		January 1	5-14-03 5-21-03 2003-28 2009-49
Investigation Fee	SBC	Equal to the permit fee, up to a maximum of \$50.00 – No state surcharge is applied		January 1	2006-41 9-27-06
Placement Permit		\$25.00		January 1	5-14-03 5-21-03 2003-28 2009-49
Earthwork (Mining) Permit		\$100.00		January 1	

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Utilities					
Water Rates: Multi-Unit Res. or Comm. All Other Users Bulk Rates All Users: 2,001 and 99,999 gal. 100,000 and 500,000 gal. Over 500,000 gal.	Chpt. 3	\$14.25 for first 2,000 gal. \$19.00 for first 2,000 gal. \$2.57/1,000 gal. \$2.52/1,000 gal. \$2.51/1,000 gal.		January 1	2004-71 2005-47 2006-59 2007- 42 2008-37 2009-50 2010-40 2011-35 2012-40
Water Hook-Up Fees: Single Family Unit Apartments All Others	Chpt. 3	\$800.00 (plus standard water meter at \$215.00) \$800.00 plus \$75.00/apt. (plus water meter) \$800.00 plus \$75.00/additional water unit (plus water meter)		January 1	2004-71 2005-47 2006-59 2007-42 2008-37 2009-50 2010-40 2011-35 2012-40
Sewer Rates: Multi-Unit Res. or Comm. All Other Users Bulk Rates All Users Surcharge – all users discharging wastewater with BOD5 levels in excess of normal domestic sewage level (270mg/l BOD5)	Chpt. 3	\$15.75 for first 2,000 gal. \$21.00 for first 2,000 gal. \$2.62 per 1,000 gal. over 2,000 gal. 2.5 cents per pound of BOD5 per day in excess of normal domestic sewage level, times the number of days in billing cycle		January 1	2004-71 2005-47 2006-59 2007-42 2008-37 2009-50 2010-40 2011-35 2012-40
Sewer Hook-Up Fees: Single Family Units Apartments All Others	Chpt. 3	\$1,000.00 \$1,000.00 plus \$100.00/apt. unit \$1,000.00 plus \$100.00/water unit		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35 2012-40
Penalty For Late Payment	Chpt. 3	10% per month		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35 2012-40
Disconnect Fee & Reconnect Fee	Chpt. 3	\$35.00 \$35.00		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35 2012-40
Un-Metered Services	Chpt. 3	\$25.00 minimum plus \$10.00 per thousand gallons		January 1	2008-37 2009-50 2010-40 2011-35 2012-40
Water/Sewer Contractor License	Chpt. 6	\$75.00 new \$25.00 annual renewal		January 1	2004-71 2005-47 2006-59

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					2008-37 2009-50 2010-40 2011-35 2012-40
Transfer Fee of Water/Sewer Accounts	Ord. 3-1991	\$12.50		January 1	2004-71 2005-47 2006-59 2008-37 2009-50 2010-40 2011-35 2012-40
Trunk Fees For Sanitary Sewer, Water Main, & Storm Water Mgmt. Planning	Chpt. 12 Ord. 87 4-26-06	Sanitary Sewer = \$1,270.00/acre Water Main = \$1,390.00/acre Storm Water = \$0.00/acre			2006-21 6-27-06 2006-31 2010-18 2010-40 2011-35 2012-40
Bulk Water	Chpt. 3	\$25.00 minimum plus \$10.00/1000 gallons			2007-42 2010-40 2011-35 2012-40
Street Light Fee	Chpt. 3	\$3.00/quarter not to exceed \$12.00/year to be billed on the water bills			2007-43 2009-47
Sidewalk Snow Removal	Chpt. 7	\$75.00 per hour			2012-42
Mowing Grass	Chpt. 10	\$75.00 per hour			2012-42
Public Works Personnel Providing Assistance To Other Municipalities	Res.	Labor by Public Works staff: \$45.00 per hour			2013-10
		Clerical Staff: \$48.00 per hour			
		Labor by Public Works Director: \$70.00 per hour			
		Mileage reimbursed at IRS rate			

Garbage					
Un-occupied – drive by fee	Contract	\$4.00			10-27-04
Cart replacement fee		\$65.00			2004-63
Recycle bin replacement fee		\$10.00			8-10-11
35 – gallon cart	Contract	Once a month \$8.23			10-27-04
35 – gallon cart		Every other week \$10.57			2004-63
35 – gallon cart		Once a week \$14.62			8-10-11
64 – gallon cart		Once a week 17.42			
95 - gallon cart		Once a week \$19.62			
Tag for each 30 gallon bag over		\$2.25			
All above rates include weekly curbside recycling		\$4.50 per month			

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Miscellaneous					
Special Meeting Request		\$100.00		January 1	5-14-03 5-21-03 2003-28
Mayor Salary	Chpt. 2	\$4,040.00/year \$4,080.40/year		1-1-07 1-1-08	9-27-06 Ord. 92
Council Member Salary	Chpt. 2	3,030.00/year 3,060.30/year		1-1-07 1-1-08	9-27-06 Ord. 92
Mayor/Council Per Diem	Chpt. 2	\$45.00/half day \$90.00/full day		January 1	10-23-02 2002-20 10-25-06 2006-50
Compost Site Permit		\$10.00		January 1	2009-48
Commercial Compost Site Key		\$100.00		January 1	10-23-02 2009-48
Meeting Rooms/Office Space		local non-profit free		January 1	5-14-03 5-21-03 2003-28
		local business \$25.00			
		out-of-town non-profit \$35.00			
		out-of-town business \$75.00			
Gazebo Reservation		\$25.00 plus tax \$1.72= \$26.72		January 1	2008-05 2010-37
Damage Deposit For Veterans Park Shelter		\$50.00			
Veteran's Park Shelter Kitchen with Banquet Hall & Outside Seating		Individual/Entity \$100.00 plus tax \$6.88 = \$106.88			2010-37
Metal Detector Rental		\$15.00/day or any part of a day		January 1	2008-05 2010-37
Notary Services		\$1.00 (at limit)		January 1	5-14-03 5-21-03 2003-28
Public Copies		\$.25 (at limit)		January 1	5-14-03 5-21-03 2003-28
Fax (in or out going)		\$5.00		January 1	5-14-03 5-21-03 2003-28
Copy of Zoning Ordinance		\$25.00		January 1	5-14-03 5-21-03 2003-28
Copy of Comprehensive Plan		hard copy \$25.00 CD \$15.00		January 1	5-14-03 5-21-03 2003-28
Copy of Airport Zoning Document		\$10.00		January 1	5-14-03 5-21-03 2003-28
Mailing Labels For Non-Profit For Profit/Business		\$35.00		January 1	1-26-05 2005-06 2009-18
Drivers License Manuals	Res.	Standard Driver's Manual: \$7.00		January 1	2011-39
		Motorcycle Manual: \$4.50			
		CDL Manual: \$10.00			
		School Bus Manual: \$3.00			

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Police Department					
Finger Printing		\$15.00		January 1	6-9-04 2004-29 2010-37
Civil Process Service		\$30.00		January 1	6-9-04 2004-29 2009-49
Preliminary Breath Testing (court ordered)		\$5.00/day		January 1	6-9-04 2004-29
Accident Reports for Insurance Companies and Individuals		\$5.00/report		January 1	6-9-04 2004-29
Copies of Photographs		\$2.00 per copy \$5.00 per disk or CD		January 1	6-9-04 2004-29 2009-49
All other Reports		\$5.00/report		January 1	6-9-04 2004-29
Special request for license peace office (beer gardens, dances)		\$35.00/hour		January 1	6-9-04 2004-29 2009-49
Administrative Fines					
Opening Hydrants	Chpt. 3	\$75.00			
Sump Pump Violations	Chpt. 3	\$50.00			
Plumbing without Permit	Chpt. 3	\$50.00			
Violating Sprinkling Ban	Chpt. 3	\$50.00			
Building without Permit	Chpt. 4	\$75.00			
Drinking on Street or in City Park	Chpt. 5	\$50.00			
Open Container on Street	Chpt. 5	\$50.00			
Alcohol on School Grounds	Chpt. 5	\$50.00			
Obstructions in Street	Chpt. 7	\$50.00			
Excavating without Permit	Chpt. 7	\$75.00			
Bicycle & Unicycle Violations	Chpt. 8	\$20.00			
Rollerblade & Skateboard Violations	Chpt. 8	\$20.00			
Cross Double Yellow Lines	Chpt. 8	\$20.00			
Unreasonable Acceleration	Chpt. 8	\$75.00			
Regulations of Use of Trails	Chpt. 8	\$75.00			
Avoiding Traffic Signals	Chpt. 8	\$50.00			
Snowmobile Violations	Chpt. 8	\$50.00			
Parallel Parking	Chpt. 9	\$20.00			
Snow Removal Parking (1 - 6 am)	Chpt. 9	1 st - \$10.00 2 nd - \$10.00 3 rd - \$25.00			
Downtown Parking (3 - 6 am)	Chpt. 9	1 st - \$10.00 2 nd - \$10.00 3 rd - \$25.00			
Parking Violations, Hours, Limits, & Restrictions	Chpt. 9	\$20.00			
Truck Parking	Chpt. 9	1 st - \$10.00 2 nd - \$10.00 3 rd - \$25.00			
Parking on Private Property without Consent	Chpt. 9	\$20.00			
Dangerous Weapons & Articles Violations	Chpt. 10	\$50.00			
Animal without License Attached	Chpt. 10	\$50.00			
Cat/Dog Running at Large	Chpt. 10	1 st - \$50.00 2 nd - \$75.00			11

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		3 rd - \$100.00			
Cat/Dog Noises/Barking	Chpt.	1 st - \$50.00 2 nd - \$75.00 3 rd - \$100.00			
Failure to License Cat/Dog	Chpt.	1 st - \$50.00 2 nd - \$75.00 3 rd - \$100.00			
Unlawful Use of/Furnishing Tobacco	Chpt. 10	\$50.00			
Burning Leaves	Chpt. 10	\$50.00			
Disorderly Conduct	Chpt. 10	\$50.00			
Urinating in Public	Chpt. 10	\$50.00			
Noise Violation/Exhaust	Chpt. 10	\$50.00			
Curfew/Parent Allowing	Chpt. 10	\$50.00			
In Parks After Hours	Chpt. 10	\$50.00			
Obstruction on Public Property	Chpt. 10	\$50.00			
Dumping on Personal Property	Chpt. 10	\$75.00			
Hazardous Conditions	Chpt. 10	\$50.00			
Abandoned Motor Vehicles	Chpt. 10	\$50.00			

Jennifer Welling

From: Ron Mergen
Sent: Monday, November 25, 2013 10:04 AM
To: Jennifer Welling
Subject: FW: 2013 Compost Annual Report
Attachments: Annual Report - 2013.doc

Jen

We are going to propose to create two tiers for commercial users
Non profits \$100.00
All other Commercial users \$ 200.00

From: Melissa Ball-Warriner
Sent: Friday, November 22, 2013 4:09 PM
To: Ron Mergen
Subject: 2013 Compost Annual Report

Ron,

Attached is the Compost 2013 Annual report.

If you have any questions, please let me know.

Thanks,
Melissa

Melissa Ball-Warriner
City of Paynesville
Payroll Specialist
221 Washburne Ave
Paynesville, MN 56362
(320)243-3714 ext. 222

2013 PAYNESVILLE AREA COMPOST SITE REPORT

The Paynesville Area Compost Site was open:

- 29 Saturday forenoons between May 4, 2013 and November 16, 2013
- 22 Wednesday evenings between May 8, 2013 and October 30, 2013

The compost site was closed on Wednesday evenings in November; therefore, we extended the fall Saturday hours from 1:00 p.m. to 3:00 p.m. October 12, 2013 through November 16, 2013.

NUMBER OF PERMITS ISSUED					
Year	City	Township	Other	Total	Total Money Received
2013	221	154	28	403 (10 are commercial)	\$4,930.00
2012	207	143	21	371 (8 are commercial)	\$4,510.00
2011	207	118	23	348 (6 are commercial)	\$4,090.00
2010	217	149	18	384 (6 are commercial)	\$4,470.00
2009	577	400	67	1,044	\$0.00
2008	552	373	62	987	\$0.00
2007	552	360	47	959	\$0.00
2006	531	336	42	909	\$0.00
2005	523	325	43	891	\$0.00
2004	522	288	36	846	\$0.00
2003	527	263	29	819	\$0.00

USAGE NUMBERS				
Year	City	Township	Other	Total
2013	1,354	935	9	2,298
2012	1,306	856	7	2,169
2011	1,376	856	23	2,255
2010	1,318	871	18	2,207
2009	1,758	994	12	2,764
2008	1,718	897	24	2,639
2007	1,730	775	69	2,574
2006	1,563	779	80	2,422
2005	1,784	767	79	2,630
2004	1,759	700	45	2,504
2003	2,134	684	19	2,837

Year	Used Site Without Paying	Never Paid
2013	25	10
2012	13	6
2011	22	7
2010	30	12

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget & Finance Committee

Committee/Council Meeting Date: December 9, 2013

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Incode Online Payments

Prepared by: Staff

COMMENTS:

This was tabled from the October 21, 2013 meeting. Renee Eckerly will give a report on the proposal from Tyler Technologies to allow credit cards and e-statements for City transactions.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to allow credit cards and e-statements for City Hall transactions through cash collections and recommend such to the City Council.



Proposal

Local Government Division

Presented to:

Renee Eckerly
City Administrator
City of Paynesville
221 Washburne Ave
Paynesville, MN 56362
(320) 243-3714
renee@paynesvillemn.com

Proposal date:

October 3, 2013

Submitted by:

DK Robertson
(800) 646-2633
dk.robertson@tylertech.com

Tyler Technologies
Local Government Division
5519 53rd Street
Lubbock, Texas 79414

Investment Summary

Renee Eckerly
City of Paynesville
October 3, 2013



Investment Breakdown

Proposal Valid for 120 days

Software	Investment	Annual Fees
License Fees (Existing Customer)	4,400	1,100
	4,400	1,100
Tyler On-Demand	Investment	Annual Fees
Hosted Applications	800	480
	800	480
Professional Services	Investment	
Implementation Services (Existing Customers)	1,000	
	1,000	
Project Total	6,200	1,580

Training will be conducted remotely

Note: Travel Expenses are billed as incurred based on Federal IRS per diem standards.

Software Licenses
 Renee Eckerly
 City of Paynesville
 October 3, 2013



Application Software	QTY	Hours	License Fee	Estimated Services	Annual Maintenance
Incode Content/Document Management Suite			4,400	1,000	1,100
Incode Printing and Reporting Solutions					
Foms Overlay <i>(4 Overlays for Financials, 4 Overlays for Court, 5 Overlays for CRM, 1 Logo)</i>	1,650	Included			
Tyler Output Processor					
Tyler Output Processor Server <i>(Base Top Engine, Print Output Channel, Tyler Content Management Output Channel, Email Output Channel)</i>	2,750	8.0			
Incode Application Subtotal		8	4,400	1,000	1,100
Application and System Software Total			4,400	1,000	1,100

Accu4GL 0

Hosted Applications

Renee Eckerly
 City of Paynesville
 October 3, 2013



Service	QTY	Charges	Initial Year	Annual Fee
Citizen Portal				
One Time Setup Fee	1	800	800	
<ul style="list-style-type: none"> - Hardware Configuration - DNS registration 				
INCODE Utility Billing On-Line Component				
Utility Billing Online (4 cents per bill, per month)	<u>1,000</u>	0.04 /month	480	480
<ul style="list-style-type: none"> - Data extraction and storage - Display of: <ul style="list-style-type: none"> • Current status (late, cut off etc) • Action needed to avoid penalty • Current Balance • Deposits on file (optional) • Last payment date • Last payment amount • Payment arrangements on file • Last bill amount • Last bill date • Bill due date • Contracts on file and status • Transaction history - Address information including <ul style="list-style-type: none"> • Mapping • Legal description* • Precinct* • School district* • Services at address <ul style="list-style-type: none"> * - Subject to data availability - Consumption history by service, including graphs - Request for service (optional) - Information change request (optional) - Security - SSL (Secure Socket Layer) 				
<ul style="list-style-type: none"> - Online Payments <ul style="list-style-type: none"> • Payment packet is created to be imported to Utility System 				
<i>NOTE: Customer pays \$1.25 fee per transaction for payment on-line.</i>				
Hosted Applications Total			1,280	480

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Budget & Finance Committee

Committee/Council Meeting Date: December 9, 2013

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - B

ITEM DESCRIPTION: Codification Quotes

Prepared by: Staff

COMMENTS:

Please review the attached Codification quotes from Code Publishing Company and Municipal Code Codification.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the Codification quote from _____ in the amount of _____ and recommend such to the City Council.

Jennifer Welling

From: Renee Eckerly
Sent: Wednesday, November 20, 2013 2:46 PM
To: Jennifer Welling
Subject: FW: Recodification Quote
Attachments: Recodification_Quote.pdf

Please put on the Dec. 9th Budget & Finance meeting with the other codification quote. This one doesn't need to go to Council because I am hoping it is not recommended since they have never done Minnesota.
Thank you

Renee Eckerly
City Administrator
City of Paynesville
(320) 243-3714 ext. 227
Fax (320) 243-3713

From: Charles Hitchcock [<mailto:charlesh@codepublishing.com>]
Sent: Thursday, August 22, 2013 1:00 PM
To: Renee Eckerly
Subject: FW: Recodification Quote

Renee,

Here is the attachment, I apologize for any confusion and have a great afternoon,

Charlie

From: Charles Hitchcock
Sent: Thursday, August 22, 2013 10:48 AM
To: 'renee@paynesvillemn.com'
Subject: Recodification Quote

Dear Ms. Eckerly,

Thank you for inviting Code Publishing to bid on your recodification project. Attached is our cost quotation and some information about our company. Please let me know if you have any questions about the bid, our approach to the project, or anything else. I understand this is an estimate for the 2014 budget, we are able to split initial costs over multiple budget cycles and are flexible in terms of the timing of this project.

Please do not hesitate to contact our references or give me a call if you have any questions, and I will follow up with you next week. We look forward to the possibility of working with you.

Best Regards,

Charlie

Charlie Hitchcock, Codification Consultant
Code Publishing Company

(206) 527-6831 / (800) 551-2633
9410 Roosevelt Way NE / Seattle, WA 98115
www.codepublishing.com

August 22, 2013

Renee Eckerly
City Administrator
City of Paynesville
221 Washburne Ave.
Paynesville, MN 56362

Dear Renee:

Thank you for inviting Code Publishing to bid on the recodification of Paynesville, Minnesota. Behind this letter are our cost quotation, qualifications, and some information about our services. I understand you are undecided about webhosting, so to prove to you how much you and city staff will appreciate our services, we are offering our webhosting with Print/Save selections free of charge for the first two years, a 1,000 dollar value.

For the past 24 years, Code Publishing has grown to serve over 400 cities across the county, through our timely and accurate editing, responsive service, and easy to use online browsing. We are confident we will provide the best value for all of your codification needs, for both the initial codification and supplements in the years to come. Within several months, Paynesville will have an efficiently numbered, indexed and easily searchable municipal code, in print and online. Our online codes can be customized with tools that help city staff and the public find the answers they need quickly and easily. See for yourself why hundreds of cities have reduced the number of print copies they use due to the quality of our online codes.

Our highly experienced editorial staff has completed hundreds of recodification projects and will deliver the best results of any bidder. All our work is done in our Seattle, WA, office, ensuring the highest levels of quality control and accuracy. First, our staff attorney will conduct a comprehensive legal review, checking for relevancy and conflicts with Minnesota law, preparing a thorough report for your city with an optional conference. Afterwards, three different editors will look over your entire code, checking for typographical and systematic errors and establishing a consistent style. With Code Publishing, you will know for certain that your code is accurate, up to date, and easy to use.

We are an efficiently run woman-owned business, dedicated to providing the best customer service in legal publishing. Our phones are answered by a live person, and we are able to immediately connect you to any department so all concerns can be quickly resolved. New laws can be on the web and incorporated into your code on their effective date or within 3 to 5 days of us receiving them, with print supplements completed in a month. No matter how frequently Paynesville passes new laws, Code Publishing will work on your schedule with no annual minimums or retainers. Experience the level of dedication and quality only Code Publishing can provide, we will make the transition seamless.

Please review the attached materials, feel free to contact our references, and do not hesitate to call if you have any questions. I will call you next week to follow up.



9410 Roosevelt Way NE
Seattle, WA 98115-2844
206.527.6831 • 800.551.2693
fax 206.527.8411

www.codepublishing.com

Sincerely,

A handwritten signature in black ink, appearing to read 'Charles Hitchcock'.

Charles Hitchcock, Codification Consultant

Enclosures: cost quotation, qualifications

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Online Options

The Best Electronic Features in the Industry at Your Fingertips!

(see <http://www.codepublishing.com/demos/onlineoptions.pdf>)

• A Current, Up-to-Date Online Code 24/7 for the Standard Supplement Price

Online On-Demand (OLOD) – Ordinances codified online in 3 to 5 days. Save countless hours processing record requests and updating unwieldy codebooks. A great way to transition to a paperless code.

*Included with
webhosting
service*

Other Standard Features – Robust searching, fastest loading and navigation, links to section cites, synchronized table of contents, mobile/ADA access. No minimum updates, annual editorial fees or per ordinance charges.

• Colorful Code Web Pages That Match Your Website

Custom Interface – Customized look and feel, with banner, menus, colors and photos to match your website.

75/hr setup

See www.codepublishing.com/ca/berkeley; www.codepublishing.com/ca/newportbeach.

• Printing and Saving

Print Doc – Print pages in a clean format.

Included

Print and Save Selections – Save and print non-sequential sections, chapters, and whole titles in MSWord/WordPerfect, HTML, PDF, Kindle, ePub, etc. Great for drafting amendments to the code.

125/yr

Title PDF Files – Print titles from the PDF file from the most recent supplement.

75/yr

• Searching

Advanced Search Options – Use Boolean searching, refine the search with stemming, phonic searching, etc.

Included

Saved Searches – Save a search, including advanced options.

Included

OrdSearch – Click the underlined ordinance number to find all sections where it is codified.

125 setup

Scope Searching – Search one or more titles or documents.

150 setup

• Browsing

Code Locator Bar – Displays the code location in the navigation bar as the code is viewed.

Included

Mobile/ADA/Frameless – Essential for best viewing and quick navigation on iPads and smartphones. Complies with ADA requirements. *Only CPC's format works with links, maps, alerts, and online tools on small screens.*

Included

Archival and Compare Versions – View and search previous versions of the code, with:

Side-by-Side – Compare previous or current sections, OR

600 setup/

Redlined – Compare sections with markup (redlining) of changes.

75 per version

SHARE – Send links to code sections instantly via email, Facebook and Twitter.

125 setup

CodeTips – Hover over section cites to display pop-up text previews.

200 setup

Custom Table Headers – The table header stays viewable as the scrolling table moves.

195 setup

eNotes – Add a "sticky note" to any code section and share with others.

250/yr

• Tracking Ordinances and Updates

OrdAlert – Highlights sections affected by ordinances pending codification with an "Amended" yellow alert in the table of contents and the code. Alerts are hyperlinked to PDFs of new ordinances. PDFs and alerts are removed after codification. No searching for ordinances in a "Pending Ordinances" folder.

75/hour

CodeTrak – Highlights sections containing recently codified ordinances with a "Revised" yellow alert in the table of contents and the code. Alerts are removed when the next supplement is printed. Pairs well with OLOD.

200/yr

• Linking

Municipal Code Sections – From digests and cross references.

Included

Zoning Regulations from GIS maps – From GIS maps to applicable zoning code regulations.

Ask for details

State Codes/Statutes – To sections on the state's website. (Citations must be consistently applied.)

150 setup

Zoning Definitions – Pop-up box displays defined terms. Preferred by planners.

295/year

OrdTrak – From the ordinance table or history note to the original ordinance on your website. Price applies when ordinance filenames are consistent and programmatic (e.g., ord1658.pdf, ord1689.pdf, etc.).

75/hour setup

then 75/year

Uncodified Ordinances – Hosted on your web server or ours; linked to ordinance table.

No charge

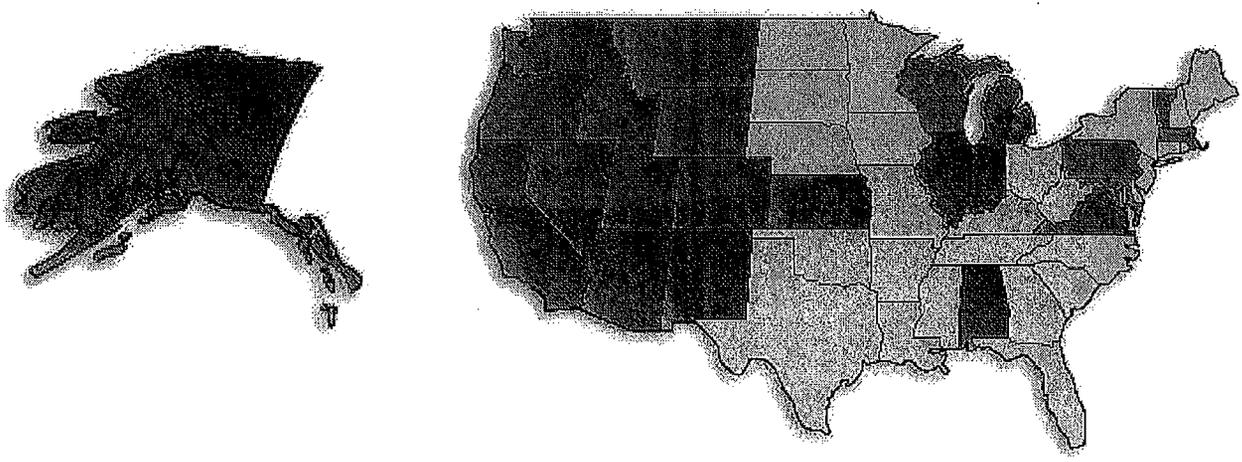
• Don't see it here? Call us to learn what our web team can do for you!

Code Publishing Customer References

Customer	Contact	Project
Village of Riverdale, IL Pop. 13,549	Ms. Karen Holcomb, Village Clerk kholcomb@villageofriverdale.org 708-841-9587 www.codepublishing.com/IL/Riverdale/	Complete recodification and republication, Internet hosting, custom online services, supplements (print and online) 2011. Formerly with American Legal.
City of Meadville, PA Pop. 13,388	Ms. Janet Neidermeyer, City Clerk cityclerk@cityofmeadville.org 814-333-3332 www.codepublishing.com/PA/meadville	Complete recodification and republication, Internet hosting, supplements (print and online) 2001. Formerly published in house.
City of Grand Junction, CO Pop. 58,566	Ms. Stephanie Tuin, City Clerk stepht@ci.grandjct.co.us 970-244-1511 www.codepublishing.com/co/grandjunction	Complete recodification and republication, supplements (print and online), Internet hosting, custom online service includes OrdAlert and scrolling table with fixed headers, 2005.
City of Lake Oswego, OR Pop. 36,619	Mr. Evan P. Boone, Deputy City Attorney evan@ci.oswego.or.us 540-332-3810 www.codepublishing.com/OR/lakeoswego	Supplements, Internet hosting, custom online services (helped develop eNotes), supplements (print and online), 2011. Formerly published in house.
Town of Highland, IN Pop. 22,641	Mr. Michael Griffin, Town Clerk-Treasurer mgriffin@highland.in.gov 219-838-1080 ext. 3334 http://www.codepublishing.com/IN/highland/	Complete Recodification and republication, supplements (print and online), Internet hosting, 2010. Formerly published in-house.
City of Gardner, KS Pop. 19,137	Ms. Doreen Pesek, CMC, City Clerk dpesek@gardnerkansas.gov 913-856-0945 www.codepublishing.com/KS/gardner/	Complete recodification and republication, supplements (print and online), Internet hosting, 2005. Formerly published in house.

About Code Publishing

- Since 1989, CPC has steadily grown to serve 23 states.
- CPC maintains a firm reputation based on high-quality products and friendly service.
- All sales and production staff are located in one building at our office in Seattle, Washington. The municipality may contact CPC by phone, fax, mail or email.




 "We were dumbfounded, in awe actually, of the incredibly detailed and precise job you have done. It increased our confidence in Code Publishing Co. a hundred fold when we realized the standards you employ and the level of perfection you achieve."
 Linda Stehr, Assistant to the City Manager
 Debra S. Margolis, City Attorney
 Judith A. Robbins, Special Council
 Pleasant Hill, CA

Code Publishing Company (CPC) is a woman-owned, legal document publisher located in Seattle, WA, with a strong reputation based on high-quality products, friendly service and integrity. CPC began codification services in 1989 and is now the most established codifier located on the West Coast. CPC is a national company providing codification services to hundreds of municipalities across 23 states and handling over 6,000 subscriptions across the country. The CPC team is located in one building at our office in Seattle, WA, and provides support from 7:00 a.m. to 6:00 p.m. PST, Monday through Friday. Our toll-free number is answered by a live person (not an automated system) who can direct your call to the editorial staff, accounting department, sales staff, or technical support as needed. Hands-on training and technical service is available whenever necessary. Municipal residents may also order subscriptions or request assistance for the Internet version of the code from the same toll-free number.

Code Publishing Company's Commitment

- Offer electronic and Internet accessible options together with search/retrieval software;
- Guarantee code quality;
- Deliver materials in a timely manner: supplements in two to six weeks, and new or reformatted books in three to six months;
- Customize page layouts and supplement schedules;
- Utilize new developments in software applications to make publishing and data retrieval more efficient and more accurate;
- Produce pages at a competitive price and on a timely basis.

COMPANY



9410 Roosevelt Way NE
 Seattle, WA 98115-2844

206.527.6831
 800.551.2633

www.codepublishing.com
 cpc@codepublishing.com

Organization Chart and Personnel Qualifications

MANAGEMENT	Margaret O. Bustion, <i>President</i> , 30+ years in legal publishing, all aspects. William C. Ferensen, <i>Vice President</i> , 20+ years in publishing.	
SALES/CONSULTING	Brooke Hanford, <i>Codification Consultant</i> (1995) Previously editor/technical adviser	BA, University of Washington
	Christopher Lewis, <i>Codification Consultant</i> (2012)	JD, Seattle University
	Charlie Hitchcock, <i>Codification Consultant</i> (2013)	BA English, Seattle University
PRODUCTION	Steven Jones, <i>Managing Editor</i> (1996)	BA, Rice University
	Rosamund Hodge, <i>Web Developer</i> (2007)	MSt, University of Oxford
	Editing/Proofreading/Indexing:	
	Joshua Clarridge (2006)	BA, University of Washington
	Joni Eriksen (2012)	MA, University of Washington
	Nora Galvin (2011)	California State University, Northridge
	Heidi Hanks (2003)	BA, Carleton College
	Kristina Hauptfuehrer (2012)	BA, SUNY New Paltz; Paralegal Cert.
	Charlee McRill (2011)	BS, Washington State University
	Eric Pidkameny (2002)	BA, Vassar College
	Sunny Sherman (2007)	BA, Chapman University
	Phillip Smith (2008)	BA, Amherst College



"The City of Albany, OR has been very pleased with the service we receive from Code Publishing. They have been providing codification services to the city for almost 10 years. They are timely, honest and respect our requests for changes without questioning our motives."

Betty E. Langwell,
City Clerk of Albany, OR

About Our Staff

Our company distinguishes itself with experienced, qualified, and dedicated staff who provide the highest level of customer service and product in our industry. With 6,000 subscriptions nationwide and hundreds of internet customers, our business reputation speaks for itself. Each of our staff holds a college degree and is committed to excellence in customer service. We lead the industry in promptness to updates, innovation, and customized solutions that fit your budget and needs. Our production team has the expertise your project demands and will deliver it to you on time. Our codification consultants ensure that your project is tailored to your specifications and delivered with excellent results.

Insurance

CPC carries standard commercial insurance, including \$1 million "errors and omissions" and general liability coverage required for a Code Reviser for the State of Washington. Insurance requirements will be met after a project is awarded to CPC and provided during contract negotiations.

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Codification Services Available from Code Publishing Company

- New and republished municipal codes
- Supplements
- Ordinance analysis and legal review
- Electronic formats and online codes
- Internet hosting of municipal codes and other documents
- Printing, binding and scanning
- Subscription service (print on demand)

Codification: The systematic arrangement of a government's ordinances and resolutions; a clear and logical organization of all laws of a general and permanent nature, published, indexed and cross-referenced in one source.

CPC takes a whole-code approach to codification. CPC provides all the services needed for an accurate, up-to-date, easily referenced code that is accessible to government and citizens alike.

CPC's exacting standards mean that at least three pairs of experienced eyes examine the ordinances. Supplements are delivered on time. The online code is easy to use and can be updated as ordinances are passed. CPC's focus is on providing customers with tools they can use and trust.

Editorial

CPC examines all ordinances and resolutions through the process of editing, proofreading, and indexing. All material is organized by subject matter. Editing staff provide suggestions for changes, additions or deletions to code or ordinance material. An optional legal review ensures conformity with state and federal law, constitutions, and court decisions. CPC prepares an easily referenced table of contents and index. There is no charge for corrections made as a result of any errors introduced in preparing your code.

Distribution

CPC can provide all of the printing, binding, storage, and delivery services for the code and supplements. Many electronic formats are available for use in-house or on the web for easy research and future ordinance revision. CPC can provide Internet hosting of municipal codes and other documents, as well as create and host small municipal web sites.

The municipality can be involved as little or as much as desired in the codification process. CPC welcomes customer input, from a simple question or concern to an opinion on page format or color of the online code. CPC aims to fit its products around the customer's needs, not the other way around. We see our purpose as making your job easier.



"I have been most pleased with the services provided by Code Publishing, which reviewed our antiquated, two-volume Municipal Code and converted it into a modern, two-column, one-volume format. They took on this huge project and made it very easy for us – proofs were accurate, turn-around times were fast, and costs were reasonable.

Everyone I have dealt with at Code Publishing has been extremely responsive and committed to providing excellent service! I will continue to use Code Publishing for our future codifying needs!"

Susan Bigelow,
City Clerk of Chula Vista, CA



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Editorial – Codes, Reformats and Supplements

- Code organization
- Legal review
- Supplements
- Editing and proofreading
- Page layout
- Getting started

Code Organization

The standard code organization is based on subject matter, which is more accessible than an alphabetical structure. The expandable decimal numbering system allows for expansions within the code as new ordinances are added. For instance, inserting a new section between 3.04.010 and 3.04.020 (e.g., 3.04.015) is easier than trying to place one between 3-4-1 and 3-4-2. This eliminates inconsistent section numbering. When a reformatted code is renumbered, CPC provides parallel reference tables to original code numbers.

Editing and Proofreading

CPC organizes, proofreads, indexes, and cross-references all material. An internal comparison of ordinances and resolutions identifies discrepancies and typographical errors. After CPC staff proofread the code three times, an editorial report will be sent with the proof copy suggesting changes, additions, or deletions to the code. The municipality may return the proof copy, along with responses to the editorial report, at its convenience.

Legal Review

The code will be carefully reviewed for consistency and accuracy by a licensed attorney experienced in municipal law and trends. Any internal conflict between ordinances and/or code sections will be identified. Each reference to a state statute or regulation, federal law, or administrative code will be verified to insure accuracy and currency. Archaic and obsolete ordinances and sections will be pointed out. State and federal constitutional issues will be identified and provisions which are vague and/or overbroad, which may deny constitutional guarantees, and which are inconsistent with state and federal law will be examined and reported. The municipality will receive a detailed written report, including a thorough analysis and bases for amending or revising ordinances as may be necessary.

Page Layout

CPC arranges text on the page to maximize coverage while remaining readable. This lowers the page count, which reduces expenses for the code, electronic formats, and all future updated pages.

Supplements

CPC provides supplements to the code on a regular schedule determined by the customer, or on demand. Supplements include a preface, statutory references, cross-references, disposition table, and index updates. Insertion guides provide instructions for inserting new pages and removing obsolete ones. Formatting and editorial styles are kept consistent. Printed supplements are delivered within two to six weeks, depending on the quantity and complexity of the ordinances. No annual fees, storage fees, or minimums.

Getting Started

CPC needs a current copy of the code, ordinances, electronic files, and a signed contract from the municipality. The editorial review and proof copy arrive four months after CPC receives all material from the municipality. No startup costs or prepayments.



"I want to thank you for the consistently good service provided by Code Publishing to the City of Livermore.

The supplements are accurate and received in a timely manner. Your staff works directly with our Webmaster in posting our Municipal Code online and they have developed a good and effective relationship. You and your staff are always readily available, helpful and courteous.

We look forward to continuing our partnership with Code Publishing."

Alice Calvert,
City Clerk of Livermore, CA



code publishing, inc

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Seattle, WA 98115-2844

206.527.6831
800.551.2633

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Distribution – Electronic Access and Printing

- Electronic formats
- Internet hosting of municipal codes and other documents
- Online on-demand
- Printing, production and scanning
- Subscription service and archiving
- Binders and tab dividers

Electronic Formats

CPC supports the largest variety of electronic formats for searching, extracting, and printing code text: HTML, XML, Microsoft Word, WordPerfect, RTF, PDF, Folio Views, or ASCII formats. Customized online formats feature a collapsible table of contents and comprehensive hypertext links. The table of contents, code text, and search results windows are shown simultaneously to reduce flipping between pages. A powerful search engine provides for simple or Boolean searching. Please visit www.codepublishing.com/readme.html for examples.

Internet Hosting

CPC offers many Internet hosting options, all of which are accessible from the CPC website and the municipality's website. All formats include tables, graphics and maps; no need to link to outside files. There are no licensing fees.

Online On-Demand

With online on-demand (OLOD) service, CPC posts Internet code supplements on demand as new ordinances are forwarded, reducing the dependence on paper copies and ensuring the online code is always current. This service is particularly useful when ordinances are passed infrequently. It is available for no extra charge beyond the normal supplement rates.

Printing, Production and Scanning

CPC uses digital press technology for all production printing. Upon request, CPC provides camera-ready copies or print image files in Portable Document Format (PDF). CPC's print on-demand (POD) service means reprints and copies are delivered quickly, in any quantity. Electronic scanning provides CPC with quick access to ordinances and codes not in electronic format, as well as sharp images of drawings and graphics.

Subscription Service and Archiving

Copies of the code can be sent directly to outside subscribers at no charge to the municipality. CPC retains older versions of the code for research and archival purposes. These can be provided to the municipality upon request.

Binders and Tab Dividers

Binders and tab dividers are optional, and costs are separated to better accommodate each municipality. View pictures at www.codepublishing.com/publishing.html under "Binders."



"What seemed like an overwhelming task at the onset has turned out to be an enjoyable, and enlightening experience for me. Of course I am talking about the joint effort between your company and my office to recodify the [city's] ordinances into our new handsome 'Meadville Municipal Code.' As you may well imagine, I was somewhat reluctant to use a company that is located geographically so far from Meadville, but that apprehension was soon put to rest once the project got underway and I began interacting with you and your staff."

Ronald L. Rushton,
City Clerk of Meadville, PA



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Seattle, WA 98115-2844

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800.551.2633

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Managing Your Municipal Code

- Time
- Consistency and reliability
- Third party review
- Skill
- Electronic expertise
- Solution-based problem solving

Weighing the benefits of professional codification versus “in-house” updates?

Time

A significant portion of staff time may be spent supplementing, formatting, proofreading, publishing, and printing the code. How much is this time worth? The priority of a codifier is to keep the code up-to-date, allowing city staff to remain focused on other aspects of running the city. Generally, code editors are able to review material and provide supplements more quickly than in-house staff.

Skill

Specialized work attempted in-house may not display the level of accuracy or quality desired. Inconsistencies may be overlooked. A professional editor ensures that all appropriate material and legislation that impacts the code is incorporated. Editors uncover potential problems with cross-references, missing language, and conflicting provisions.

Consistency and Reliability

In-house supplements may be placed on the back burner resulting in late or missing supplements. Codifiers will send timely reminders to ensure the code is current. Professional editors create and maintain consistent formatting of the code.

Electronic Expertise

The staff may not have the experience to create a convenient electronic form of the code that is quick and easy to use. Expensive training may be required. A searchable code created by a professional will save a substantial amount of time when accessing information.

Third Party Review

The codifier acts as an outside third party to review the ordinances as a whole. Cities may lose track of the big picture if the drafting process is long and complicated. A codifier only sees the end result, so may catch inconsistencies overlooked by employees who get bogged down in the details of an ordinance. (“You can’t see the forest for the trees.”)

Solution-based Problem Solving

A codifier works with many different codes. This familiarity enables problem solving based on similar circumstances with other jurisdictions.

A modest amount of time spent researching options now will save a considerable amount of time and effort later. Decisions prepared with the broadest range of information usually yield the most advantageous results.



The goal is an accurate and current municipal code book. In-house updates consume a significant amount of time and effort. Often prompted by budget concerns, the end result may not be cost effective or consistent.



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800.551.2633

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National

- **City of Albany, OR**
Contact: Mary Dibble, City Clerk
Telephone: 541-917-7524
Population: 50,158

- **City of Brookfield, WI**
Contact: Renee Tadych,
Deputy City Clerk
Telephone: 262-782-9650, ext. 3552
Population: 37,920

- **City of Evansville, IN**
Contact: Laura Brown, City Clerk
Telephone: 812-436-4993
Population: 117,429

- **City of Gardner, KS**
Contact: Doreen Pesek, City Clerk
Telephone: 913-856-0945
Population: 19,123

- **City of Gunnison, CO**
Contact: Gail Davidson, City Clerk
Telephone: 970-641-8140
Population: 5,854

- **City of Lewiston, ID**
Contact: Kari Ravencroft, City Clerk
Telephone: 208-746-3671
Population: 31,894

- **City of Livermore, CA**
Contact: Susan Neer, City Clerk
Telephone: 925-960-4200
Population: 80,968

- **City of Meadville, PA**
Contact: Janet Niedermeyer,
City Clerk
Telephone: 814-333-3332
Population: 13,388

- **City of Midvale City, UT**
Contact: Rori Andreason,
City Recorder
Telephone: 801-567-7207
Population: 27,964

- **City of Phoenix, AZ**
Contact: Debbie Lauer,
City Attorney's Office
Telephone: 602-495-3688
Population: 1,445,632

- **City of Puyallup, WA**
Contact: Brenda Arline, City Clerk
Telephone: 253-841-5480
Population: 37,022

- **City of Redmond, WA**
Contact: Michelle McGehee, City Clerk
Telephone: 425-556-2190
Population: 54,144

- **City of San Carlos, CA**
Contact: Christine Boland, City Clerk
Telephone: 650-802-4219
Population: 28,406

- **City of San Juan Bautista, CA**
Contact: Trish Paetz, Deputy City Clerk
Telephone: 831-623-4661
Population: 1,862

- **City of Santa Clarita, CA**
Contact: Arminé Chaparyan, City Clerk
Telephone: 661-255-4391
Population: 176,320

- **City of SeaTac, WA**
Contact: Kristina Gregg, City Clerk
Telephone: 206-973-4661
Population: 26,909

- **City of Silverton, OR**
Contact: Ruth Mattox,
Assistant to City Manager
Telephone: 503-874-2204
Population: 9,222

- **City of Staunton, VA**
Contact: Linda Little,
Clerk of the Council
Telephone: 540-332-3810
Population: 23,746

- **City of Takoma Park, MD**
Contact: Jessie Carpenter, City Clerk
Telephone: 301-891-7267
Population: 16,715

- **City of Topeka, KS**
Contact: Brenda Younger, City Clerk
Telephone: 785-368-3940
Population: 127,473

- **City and Borough of Wrangell, AK**
Contact: Kim Flores, Borough Clerk
Telephone: 907-874-2381
Population: 2,369

- **Matanuska-Susitna Borough, AK**
Contact: Lonnie McKechnie,
Clerk of the Borough
Telephone: 907-745-9684
Population: 88,995

- **Town of Byron, WY**
Contact: Vicki Gibson,
Town Clerk/Treasurer
Telephone: 307-548-7490
Population: 593

- **Town of Northborough, MA**
Contact: David Kane, MIS/GIS Director
Telephone: 508-393-1524
Population: 11,929

- **Town of Sahuarita, AZ**
Contact: Vicky Miel, Town Clerk
Telephone: 520-822-8802
Population: 25,259

- **Town of West Yellowstone, MT**
Contact: Elizabeth Roos, Town Clerk
Telephone: 406-646-7795
Population: 1,271

- **Village of Cimarron, NM**
Contact: Mindy Cahill, Village Clerk
Telephone: 575-376-2232
Population: 1,021



Code Publishing Customers

- **Alabama**
 - City of Columbiana
 - Town of Taylor
 - City of Winslow
- **Alaska**
 - Akiachak Native Community
 - City of Akutan
 - City of Barrow
 - City of Bethel
 - Bristol Bay Borough
 - City of Craig
 - Denali Borough
 - City of Dillingham
 - Fairbanks North Star Borough
 - Haines Borough
 - City of Homer
 - City of Houston
 - Ketchikan-Gateway Borough
 - Kodiak Island Borough
 - Matanuska-Susitna Borough
 - City of Nome
 - City of North Pole
 - Northwest Arctic Borough
 - City of Palmer
 - City of Ruby
 - City of Saxman
 - City & Borough of Sitka
 - City of Valdez
 - City & Borough of Wrangell
- **California**
 - City of Aliso Viejo
 - Alpine County
 - Amador County
 - City of Angels Camp
 - Town of Atherton
 - City of Bell Gardens
 - City of Benicia
 - City of Berkeley
 - City of Biggs
 - City of Burbank
 - City of Calimesa
 - City of Calistoga
 - City of Carmel-by-the-Sea
 - City of Carson
 - City of Cerritos
 - City of Chula Vista
 - City of Cloverdale
 - City of Clovis
 - Colusa County
 - City of Coronado
 - City of Cotati
 - City of Covina
 - City of Cudahy
 - City of Dinuba
 - City of Dorris
 - City of Dublin
 - Dublin San Ramon Services District
 - City of Elk Grove
 - City of Emeryville
 - City of Escalon
 - City of Etna
 - City of Fairfield
 - City of Folsom
 - City of Fortuna
 - City of Foster City
 - City of Fremont
 - City of Galt
 - City of Gardena
 - City of Gilroy
 - City of Gonzales
 - City of Greenfield
 - City of Half Moon Bay
 - City of Healdsburg
 - City of Hercules
 - Hi-Desert Water District
 - City of Highland
 - City of Holtville
 - City of Hughson
 - City of Kerman
 - City of La Habra Heights
 - City of Laguna Hills
 - City of Lake Elsinore
 - City of Lakeport
 - City of Larkspur
 - City of Livermore
 - City of Lynwood
 - City of Marina
 - City of Marysville
 - City of Millbrae
 - City of Monterey
 - City of Mt. Shasta
 - City of Newman
 - City of Newport Beach
 - City of Norco
 - City of Oakley
 - City of Pacific Grove
 - City of Palmdale
 - City of Palos Verdes Estates
 - City of Patterson
 - City of Petaluma
 - City of Pittsburg
 - City of Pleasant Hill
 - City of Point Arena
 - City of Poway
 - City of Rancho Cordova
 - City of Rio Dell
 - City of San Carlos
 - City of San Jacinto
 - City of San Juan Bautista
 - City of San Luis Obispo
 - City of San Pablo
 - City of Santa Clara
 - City of Santa Clarita
 - City of Santa Cruz
 - Santa Cruz County
 - City of Sausalito
 - Sausalito-Marín City Sanitary District
 - City of Solana Beach
 - City of Sonoma
 - City of South Gate
 - City of South Lake Tahoe
 - City of St. Helena
 - City of Trinidad
 - Tulare County
 - City of Turlock
 - 29 Palms Water District
 - City of Ukiah
 - City of Vacaville
 - City of Wasco
 - West County Waste-water District
 - Western Municipal Water District
 - City of Willows
 - City of Winters
- **Arizona**
 - City of Flagstaff
 - City of Goodyear
 - City of Kingman
 - City of Litchfield Park
 - Town of Oro Valley
 - City of Phoenix
 - Pinal County
 - Town of Pinetop-Lakeside
 - Town of Sahuarita
 - City of Sedona
- **Colorado**
 - City of Glendale
 - Town of Granby
 - City of Grand Junction
 - City of Gunnison
 - City of Ouray



Code Publishing Customers

- **Idaho**
City of Donnelly
City of Lewiston
Teton County
- **Illinois**
Village of Riverdale
- **Indiana**
City of Evansville
Town of Highland
Vanderburgh County
- **Kansas**
City of Gardner
City of Topeka
- **Maryland**
Takoma Park
- **Massachusetts**
Town of Northborough
- **Michigan**
City of Pontiac
- **Montana**
Town of Scobey
Town of West Yellowstone
- **New Mexico**
Village of Cimarron
Town of Mesilla
City of Rio Rancho
- **Oregon**
City of Albany
City of Beaverton
City of Bend
City of Brookings
City of Brownsville
City of Burns
- City of Central Point
City of Coos Bay
City of Cornelius
City of Cottage Grove
City of Creswell
Crook County
City of Dundee
City of Eagle Point
City of Fairview
City of Garibaldi
City of Harrisburg
City of Hubbard
Jefferson County
City of Junction City
City of Lake Oswego
City of Lincoln City
City of Lyons
Marion County
City of Monmouth
City of Myrtle Creek
City of Newberg
City of North Bend
City of Philomath
City of Pilot Rock
City of Prineville
City of Rainier
City of Rogue River
Rogue Valley Sewer Services
City of Silverton
City of St. Helens
City of Sutherlin
City of Veneta
City of West Linn
City of Yoncalla
- **Pennsylvania**
City of Meadville
- **Utah**
City of Centerfield
City of Eagle Mountain
Gunnison City
City of Helper
Town of Leeds
Town of Manila
Town of Mayfield
Midvale City
Naples City
City of Provo
City of Riverton
City of Roosevelt
City of Springville
City of Syracuse
City of West Point
- **Virginia**
City of Staunton
- **Washington**
Adams County
City of Airway Heights
City of Algona
City of Asotin
City of Auburn
City of Bainbridge Island
City of Battle Ground
Town of Beaux Arts Village
City of Bellevue
City of Bellingham
City of Blaine
City of Bonney Lake
City of Bothell
City of Bremerton
City of Brewster
City of Bridgeport
City of Brier
City of Buckley
City of Burien
- City of Burlington
Town of Carbonado
Cascade Water Alliance
City of Cashmere
City of Castle Rock
Town of Cathlamet
City of Centralia
City of Chehalis
City of Chelan
Chelan County
Clallam County
Clark County
City of Clarkston
City of Clyde Hill
City of Colfax
Columbia County
City of Colville
Town of Concrete
City of Connell
Town of Coulee City
Town of Coulee Dam
City of Covington
Cowlitz County
City of Davenport
City of Deer Park
City of Des Moines
Douglas County
City of DuPont
City of East Wenatchee
Town of Eatonville
City of Edgewood
City of Edmonds
City of Electric City
City of Ellensburg
City of Elma
Town of Elmer City
City of Entiat
City of Enumclaw
City of Everett
City of Everson



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Code Publishing Customers

City of Federal Way
 City of Ferndale
 City of Fife
 City of Fircrest
 City of Forks
 Town of Friday Harbor
 City of Gig Harbor
 City of Goldendale
 City of Grand Coulee
 City of Grandview
 City of Granite Falls
 City of Harrington
 City of Hoquiam
 Town of Hunts Point
 City of Ilwaco
 Town of Index
 City of Issaquah
 Jefferson County
 City of Kelso
 City of Kenmore
 City of Kent
 City of Kirkland
 Kitsap County
 City of Kittitas
 City of La Center
 Town of La Conner
 City of Lacey
 City of Lake Forest Park
 City of Lake Stevens
 City of Langley
 City of Leavenworth
 Lewis County
 City of Longview
 City of Lynnwood
 City of Maple Valley
 City of Marysville
 City of Mattawa
 City of Medina
 City of Mercer Island
 City of Mill Creek

City of Milton
 City of Monroe
 City of Montesano
 City of Mount Vernon
 City of Mountlake Terrace
 City of Moxee
 City of Mukilteo
 City of Newcastle
 City of Newport
 City of Normandy Park
 City of North Bend
 City of Oak Harbor
 City of Ocean Shores
 Town of Odessa
 City of Okanogan
 Okanogan County
 City of Olympia
 City of Omak
 City of Othello
 City of Pacific
 Pacific County
 PUD No. 2 Pacific County
 City of Palouse
 City of Pateros
 City of Port Orchard
 City of Port Townsend
 City of Poulsbo
 City of Prosser
 City of Puyallup
 Puyallup Tribe
 City of Rainier
 City of Raymond
 City of Redmond
 City of Renton
 City of Ritzville
 City of Rock Island
 Town of Rosalia
 City of Roslyn
 Town of Ruston
 City of Sammamish

San Juan County
 City of SeaTac
 City of Sedro-Woolley
 City of Sequim
 City of Shelton
 City of Shoreline
 Skagit County
 Town of Skykomish
 Snohomish County
 City of Snoqualmie
 City of Soap Lake
 City of South Bend
 Town of South Cle Elum
 City of Spokane Valley
 City of Stanwood
 City of Sultan
 City of Sumas
 City of Sumner
 City of Sunnyside
 City of Tenino
 City of Tonasket
 City of Toppenish
 Tulalip Tribes
 Town of Twisp
 City of University Place
 City of Walla Walla
 City of Wapato
 City of Washougal
 Town of Waterville
 City of Wenatchee
 City of West Richland
 City of Westport
 Whatcom County
 Town of Wilbur
 Town of Winthrop
 City of Woodinville
 Town of Woodway
 City of Yakima
 Yakima County
 Town of Yarrow Point

City of Yelm
 City of Zillah

- **Wisconsin**
 Village of Arena
 City of Brookfield
 City of Manitowoc
 City of Richmond
- **Wyoming**
 Town of Byron



9410 Roosevelt Way NE
 Seattle, WA 98115-2844

206.527.6831
 800.551.2633

www.codepublishing.com
 cpc@codepublishing.com

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Jennifer Welling

From: Renee Eckerly
Sent: Wednesday, November 20, 2013 2:43 PM
To: Jennifer Welling
Subject: FW: Paynesville, MN Code of Ordinances(83603)-Sales
Attachments: Paynesville MN Recodification.pdf

Importance: High

Jennifer,
Please put this on Budget & Finance Dec.9th with an action sheet for approval
And on the City Council Dec. 11th with recommendation coming from Budget and Finance and action for approval
Thanks

Renee Eckerly
City Administrator
City of Paynesville
(320) 243-3714 ext. 227
Fax (320) 243-3713

From: Susan Webb [<mailto:SWebb@municode.com>]
Sent: Wednesday, August 21, 2013 3:42 PM
To: Renee Eckerly
Cc: Steffanie Rasmussen
Subject: Paynesville, MN Code of Ordinances(83603)-Sales
Importance: High

Ms. Eckerly,

Good Afternoon! Thank you for recently speaking with me regarding your codification request. Per our conversation we are pleased to submit our professional service proposal for a codification to the City's Code. It is attached as a PDF for your review. If you have any questions, or desire additional information, please feel free to give us a call.

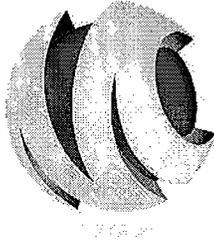
Thank you and have a great day!

Susan Webb
Sales & Marketing Representative
1700 Capital Circle SW
Tallahassee, FL 32310
800-262-2633 ext. 1729 | fax 850-575-8852
[Municipal Code Corporation](#) | [MCCInnovations](#) | [Facebook](#) | [Twitter](#)



Click on the picture below to view a short video on Ordbank





municode

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

August 21, 2013

Ms. Renee Eckerly
City Administrator
City of Paynesville
221 Washburne Avenue
Paynesville, MN 56362

Sent Via Email: renee@paynesvillemn.com

Dear Ms. Eckerly:

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 City's ordinances, the Charter (if applicable) and constitutional principles. The issues we uncover, and possible resolutions, are documented in a legal manuscript 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 MANUSCRIPT** – Municode provides the entire Code, including legal recommendations, as one electronic document. Items in need of discussion appear as Comments or Footnotes in the manuscript. 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 me. We will also be happy to schedule a conference call or webinar with all interested parties, or meet with you personally.

Sincerely,

Eric Grant
President

WEG/II
Enc.

Cc: James Bonneville, Regional Sales Representative
jbonneville@municode.com

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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. Municode currently provides codification services to 51 clients in the state of Minnesota

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 all format/database options (HTML, RTF, PDF, XML), and all choices of media (CD, download, e-mail.). 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 City 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 Apple Valley, 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 Minnesota area often and attends the Minnesota 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 **CITY OF PAYNESVILLE, MINNESOTA**, 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 Manuscript) 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. **Archived Material.** All Ordinances submitted to Municode can be scanned and integrated with a run-time version of the document management software, Laserfiche, and returned to the Client on a CD.
- d. **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 Manuscript.** Municode will submit a legal manuscript for the Client's review. This manuscript 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 manuscript 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 manuscript. 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 manuscript. The Client's attorney has the final decision making authority for resolution of issues brought up at the Conference or "footnoted" in the Legal Manuscript.

- e. **References.** Municode will provide State Law references within the Code. Additional references, such as editor's notes, reserved sections, and referenced materials, will be provided as appropriate. Cross 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 manuscript will be delivered to the Client. The proofs are an updated legal manuscript 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, RTF, XML and integrated with the dtSearch Engine. Electronic delivery mediums include posting on-line, CD and download (FTP).
- b. **Electronic Features and Tools.** The Code integrated with dtSearch (either posted on municode.com or delivered on CD or download as MuniCode Desktop) 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: Brittany 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 Manuscript.** The Client shall review the Legal Manuscript 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 CITY OF PAYNESVILLE, MINNESOTA

Recodification Base Cost, includes

\$9,450

- Receipt, review and organization of materials
- Legal Work
- Preparation of Legal Manuscript
- Implementation of approved legal findings
- Updating State Law References
- Editing
- Page formatting (make selections below)
- Proofreading
- Indexing
- Creation of Tables¹
- 6 Copies², to include binders and tabs (select binder color below)
- Adopting Ordinance
- Code on Internet (first year is no charge)³
- 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	500	565	625
Double Column	357	435	469

Elections to be made applying to the above project:

- **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.
- **Page Format** – Single Column or Double Column
- **Binder Color** – Please circle one (Brittany Blue, Deep Green, Semi-Bright Black, Maroon)
- **Stamping Color for Binder** – Please circle one (Gold, Silver, White)
- Please check conference choice with Municode Attorney
 - On-site Conference, each \$1,000
 - Teleconference or Web based conference, 3 hour session No Charge⁴

Items not included in Base cost:

- Additional pages over the base or material amended or added after conference
 - 8 ½ x 11 inches, single column, per page \$18
 - 8 ½ x 11 inches, double column, per page \$20
- Graphics⁵ & Tabular⁶ matter \$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 \$550 to include our CodeBank Service; however, the Client can choose to have the Code on Internet only at \$400 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.

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**RECODIFICATION QUOTATION SHEET CONTINUED FOR
CITY OF PAYNESVILLE, MINNESOTA**

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

• Execution of Agreement	\$2,835
• Submission of the Legal Manuscript	\$2,360
• Submission of Proofs	\$2,360
• 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 (CD, Internet, PDF, etc.) 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.
5. **Posted Ordinances.** Municode can post newly enacted ordinances on the web between Supplements. They are posted in their original form as a PDF. Although these ordinances will be a part of your Code database, they are not incorporated (codified) into the Code until a Supplement or Electronic Update is prepared. Once the posted ordinance are included in a Supplement or Electronic Update, they can be transitioned to the OrdBank
 - a. **NOW Ordinances (New Ordinances on the Web).** NOW ordinances are presented on the initial page of the on-line Code in a table that includes ordinance title, adoption date and description. This table also contains a link directly to the ordinance for viewing.
 - b. **OrdLink.** Ordlink expands the NOW service by highlighting the affected section in the Table of Contents; Linking the amended section in the Code text to the ordinance(s) in the NOW table; and Linking the ordinance in the NOW table to the amended text sections of the Code.
 - c. **OrdBank.** Is a permanent collection of all ordinances sent to Municode, listed chronologically and organized by Supplement number, presented on-line with number, date and a brief description. Each ordinance in the list is linked to the actual ordinance as enacted, and from the History Note of the section derived from the ordinance.

SUPPLEMENT SERVICE QUOTATION SHEET FOR CITY OF PAYNESVILLE, MINNESOTA

Supplement Service Base Page Rate⁷

Page Format	Base Page Rate
Single Column	\$18 per page
Double Column	\$22 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 (CDs and Internet)
- Printing¹⁰ 6 copies

Base page rate excludes

- | | |
|---|---------------------|
| • Freight, prebilled | Actual freight |
| • State Sales Tax | If applicable |
| • Graphics ¹¹ & Tabular ¹² matter, per graphic or table | \$10 |
| • Code on the Internet, per year | \$400 ¹³ |

Optional Services to Supplement Service (please check)

- | | |
|---|------|
| <input type="checkbox"/> Electronic delivery handling fee, per delivery ¹⁴ | \$75 |
| <input type="checkbox"/> New Ordinances on the Web (NOW)/OrdBank, per ordinance | \$35 |
| <input type="checkbox"/> OrdLink/OrdBank ¹⁵ , per ordinance | \$60 |
| <input type="checkbox"/> PDF of the Code, 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 CDs or the Internet, however a handling fee is charged.

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 Following the first year at no charge, the annual Code on Internet fee will be \$550 to include our CodeBank service; however, the Client can choose to have the Code on Internet only at \$400 per annum.

¹⁴ "delivery" is defined as delivering electronic data available to the Client on CD-ROM or via FTP. Fee applies whenever updated content is delivered via one of the above-defined products.

¹⁵ If OrdLink is selected the NOW service is unnecessary.

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MUNICODE'S WEBSITE SERVICES DEFINED

Code on Internet.

- ☞ Mobile Friendly Site: Automatically downloads to iOS, Blackberry, Android and Windows;
- ☞ Save as Word/RTF;
- ☞ 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 City 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. The cost of this service is \$35 per ordinance.

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. No setup fee is required and the cost for this service is \$60 per ordinance.

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 (of your choosing) to directly upload documents to your online Code of Ordinances. An intuitive and easy to use interface will allow you to upload Minutes, Resolutions, Budgets, and or any other non-code material. Your collection of documents will be posted alongside your Code and will be fully searchable, filterable and color coded for ease of use. No set up fee is required. There is a per annum fee for this premium service.

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 City 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.*

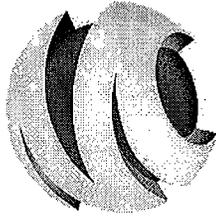
Internet Stability. Municode houses its public facing websites in a secure, SAS70, PCI compliant data center owned and operated by Peak 10 in Atlanta, Georgia. This page outlines the features of Peak 10's datacenter, including redundant Internet providers, redundant power and cooling, and secure biometric 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 City/City 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.

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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: _____

Witness: _____

Date: _____

Accepted by:

CITY OF PAYNESVILLE, MINNESOTA

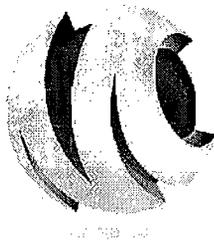
By: _____

Title: _____

Witness: _____

Date: _____

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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 Serviced:	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 Apple Valley, 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, send the City a legal manuscript that identifies these inconsistencies and conflicts, and make recommendations on how to proceed. The attorney will then contact the City 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 City 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 City 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 City'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 GeorgeCity 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 manuscript 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.