

Ottertail Water Management District

Oct 9, 2019

1. The Ottertail Water Management District Board of Commissioners met 4.00 pm at the Community Center building in Ottertail City, MN. Chairperson Johnson called the meeting to order. Commissioners Bleichner, Damrau, Dean, Jones, Wheeler, Young & Adm. Alex Kvidt attended
2. **Minutes:** Minutes were sent by email prior to meeting. Motion made to accept the minutes as amended by Com. Jones; 2nd by Com. Damrau motion passed.
3. **Treasurer's Report:** The report was distributed by Com. Young. Motion made to accept the report by Com. Wheeler; 2nd by Com Bleichner. Motion passed.
COH 2019: \$656,157.33 COH 2018: \$661,220.45
4. **Pay Bills:** Bills were presented by Adm. Kvidt. Motion by Com. Dean to approve payments; 2nd by Com. Damrau. Motion passed.
5. **Website:** Lakes Area Web Service presented information regarding hosting a website for the district. Other possibilities: check with the county; Cybersprout; Tim Litt.
6. **User Fees:** Delinquent fees will be sent to county auditor.
7. **Blankets:** Motion by Com. Damrau; 2nd by Com. Jones to purchase 25 concrete blankets to cover the cluster systems and driveway markers to mark septic on Bay View Road. Motion passed.

Administrator's Report:

1. 39187 Ct Hwy 1 & 40622 Holiday Trail: these 2 systems need to be replaced at OTWMD cost.
2. Breaker fixed@34558 Deer Lake Rd.
3. New pump @ 39163 Walker Lake Drive.
4. Carrs removed trees @ Blanche Lake cluster.
5. Red Lantern owners were present to request guidance regarding pricing of OTWMD fees for the CIC Property. Recommendation was to charge fee per parcel which will appear on individual tax statement.
6. 38489 West Wagon Trail up-sized at their expense.
7. Transferred \$5000 to tanks and lines.
8. Quick books set up online to coordinate with the auditor.
9. New systems in . Balmoral Condos fees need to be determined and how to implement for 2020.
10. 10 Pumps purchased from Tri-State Pump and Controls at preferred pricing.
11. Cell phones in process.
12. Rearing pond update.

Adjournment: Motion to adjourn by Com. Dean. 2nd by Com. Young. Meeting adjourned

Cindy Dean, Secretary



county → cyber security → informational
Otter Tail Water Management District

27234 368th Ave. • Battle Lake, MN 56515
218-864-5533

MY COPY

Otter Tail Water Management District Monthly Meeting

Meeting Date: ~~September 11, 2019~~ Oct 9, 2019

Next Meeting Date: September 11th, 2019 Nov 13, 2019

Agenda:

1. Open Meeting
2. Approval of Minutes from Last Meeting
3. Treasurer Report
4. Pay Bills
5. Website Presentation/Questions with Scott Christison
6. Will be sending in Delinquent User Fee's 2019 to County Auditor after this meeting
7. Would like to order 25 concrete blankets to cover Cluster System Tanks-price would be \$41.50 per blanket if you order 25 or more. If you order less than 25, they are \$55.75 per blanket. 25 blankets total cost is \$1037.50. 20 blankets total cost is \$1115.00. Need to order this after meeting or find some straw to cover the systems before the end of October. I have submitted some questions to the manufacturer about possible delivery date and total cost. These tarps usually ship in 2 to 3 business days depending on the availability per e-mail response.
8. I would also like to purchase driveway markers or something similar to mark the septic systems along Bay View Road to help locate septic tanks and lifts for this winter. If we get as much snow and cold as we did last winter this would drastically speed up find the access points to the tanks. On amazon you can order 100 markers that are 4 feet tall for \$68.99.

Administrators Report:

1. Systems at 39187 County Highway 1 and 40622 Holiday Trail are both active systems. They have both failed compliance inspections this year. I had Bill Schueller and Scott Ellingson do designs for these systems. We have received these designs and their invoices are on this month's bill sheet. I have sent both designs out to bids to four separate contractors. I am awaiting the bids from the contractors. These systems most likely will not be replaced until next year, but it will be the OTWMD that pays for these replacements.
2. I had Emil's Electric visit the property at 34558 Deer Lake Road. Their main breaker for their lift station kept tripping. The homeowner had been just flipping it back whenever they noticed it tripped. Emil's electric replaced the main breaker and I have not heard any news from the homeowner that it no longer is not working. Emil's Electric invoice was on this month's bill sheet.
3. Huber Electric hooked up the new pump at 39163 Walker Lake Drive. From now on the installers will be responsible for getting an electrician to wire in the pump. Huber Electric's invoice was on this month's bill sheet.
4. Carr's Tree Service cut down and removed the problem trees on our Blanche Lake Cluster Drainfield site. Their bill is on this month's bill sheet.
5. Red Lantern Resort on Eldorado Beach Road had 2 septic systems fail on their property. They are planning on turning into a CIC Property. They are wondering after they turn into a CIC what their billing will be like since every lot will have an individual parcel number. Will they get billed separate or as an association? They are also curious since they will be on active maintenance

Get other options - TIM LIT
order 3 for Rick
Jill Rick
Email website
order these

List of website things on back of these handouts
DO THIS FIRST

Active/passive spreadsheet
How many CIC's in district?
Break down billing for each CIC

when they update to the new systems what their yearly bill will be? I told them I would discuss these topics with the board and get back to them.

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7. Accidentally over drafted on the tanks and line account on 9/20/19. I transferred \$5000 from the money market account to the tanks and line account to make sure this does not happen again.
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9. Quite a few new systems were installed in the last couple of weeks. The biggest being the Balmoral Condos. We will have to figure out how we want to bill them for next year since our fees for 2020 were already submitted to the county. Their new system will be on active maintenance per the ordinance.
10. I ordered ten new pumps from Tri-State Pump & Controls. Five of each type of pump that we use. The total cost was \$10,234.80. We got the preferred pricing since we order 10 pumps. They will keep them stored down there and deliver as needed. Their invoice is on the monthly bill sheet.
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 - a. Last e-mail stated they have raised \$71,000.
 - b. They have a drone video, were on the news and had an article on Inforum.
 - c. Next meeting is October 22nd at the woodshed at 1 or 2 P.M.?

Otter Tail Water Management District

27234 368th Ave. • Battle Lake, MN 56515

218-864-5533

Otter Tail Water Management District Accounts Payable
10/9/2019

Balance in General Account on Date of Monthly Meeting	\$ 49,248.37
User Fee Deposits from September Meeting to October Meeting 2019	\$ 2,816.00
Miscellaneous Deposits in General Account (Inspections/Permits) September Meeting to October Meeting 2019	\$ 2,200.00

General Fund Bills: October 2019 Amount: Check Number

Alex Kvidt	Monthly Salary	\$	3,930.27	46493
Alex Kvidt	On-call/Balance of Salary	\$	412.08	46494
Alex Kvidt	Rent	\$	375.00	46495
Medica	Alex Kvidt Insurance	\$	323.08	ACH
Further	Alex Kvidt HSA	\$	291.66	ACH
Loren Hawes	On-call	\$	236.09	46496
Loren Hawes	Mileage	\$	17.40	46497
PERA	Contribution	\$	873.02	ACH
US Treasury	Federal Tax Deposit	\$	1,429.60	ACH
MN Dept of Revenue	State Tax Deposit	\$	300.00	ACH
Verizon	Cell Phones	\$	34.52	ACH
	Subtotal:	\$	8,222.72	

Bank Card Charges				
Adobe Acrobat	Computer Program	\$	16.17	ACH
Arvig	Internet/Phone	\$	104.48	ACH
Quickbooks Online	Book Keeping Program	\$	12.50	ACH
Carr's Supermarket	Vehicle Gas	\$	46.56	ACH
Battle Lake Standard	Vehicle Gas	\$	50.50	ACH
Cooper's Technology Group	Printer Ink	\$	55.83	ACH
Ottertail Oasis	Vehicle Gas	\$	44.76	ACH
	Subtotal	\$	330.80	

Deposits in Pumping Account	Amount in account at Meeting Date:	\$	6,217.89	
Pumping Fund Fees				
Hawes Pumping	Monthly Pumping	\$	5,600.00	363
	Subtotal:	\$	5,600.00	

Deposits in Tanks & Lines Account	Amount in account at Meeting Date:	\$	13,838.62	
Tanks & Lines Fees				
Gopher State 1 Call	Locate Calls	\$	81.00	1608
JD Locating	Locates	\$	1,344.50	1609
Barry Excavating Inc	Replacement of active system at 38489 West Wagon Trail	\$	6,160.00	1610
Carr's Tree Service	Removed and hauled away 3 dead elm tree's on Blanche Lake Cluster Site	\$	975.00	1611
Scott's Septic Services	Design for replacement active system at 40622 Holiday Trail	\$	550.00	1612
Jake Christensen	Mowed Cluster DF's	\$	131.00	1613
Schueler's Septic Solutions	Design for replacement active system at 39187 Co Hwy 1	\$	500.00	1614
	Subtotal:	\$	9,741.50	

Deposits in Pumps & Controls Fund	Amount in account at Meeting Date:	\$	14,004.27	
Pumps & Controls Fees				
Huber Electric	Pump Hookup on new septic install 39163 Walker Lake Drive	\$	277.20	1466
Brogard Plumbing Inc	ZoellerBN152 Pump and Pump Replacement at 34630 Deer Lake Road	\$	473.57	1467
Tri-State Pumps & Control	10 New Pumps for future replacements	\$	10,234.80	1468
Emil's Electric LLC	Replace Main Breaker for Lift Station at 34558 Deer Lake Road	\$	102.09	1469
	Subtotal:	\$	11,087.66	

Total Bills Per Month \$ 34,982.68

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nancy johnson

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**Otter Tail Water Management District
Treasurer's Report**

Checking Accounts	30-Sept-19				Totals
	General Acct 4118	Tank/Line 7802	Pmps/Cntrls 7829	Pumping 7810	
Beginning balance Sept 1, 2019	\$54,858.71	\$17,629.14	\$14,001.39	\$18,969.30	\$204,167.38
Interest income for month	\$10.76	\$1.56	\$2.88	\$2.59	\$222.85
Receipts for month	\$5,211.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal transfers	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
	\$60,080.47	\$22,630.70	\$14,004.27	\$18,971.89	\$204,390.23
September Disbursements	\$6,711.99	\$18,992.08	\$0.00	\$12,754.00	\$0.00
Internal transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Ending balance Sept 30, 2019	\$53,368.48	\$3,638.62	\$14,004.27	\$6,217.89	\$199,390.23
					\$276,619.49

Disbursements for month

7 checks	\$2,937.71	Gen Acct
14 ACH pymnts	\$3,774.28	Gen Acct
5 checks	\$18,962.08	Tank/Line
Service chg	\$5.00	Tank/Line
Overdraft fee	\$25.00	Tank/Line
0 checks	\$0.00	Pumps/Controls
1 check	\$12,754.00	Pumping
1 ach pymnt	\$5,000.00	Money Mkt to Tank/Line

CD Summary

CD #	Int rate	Time period	Gen Acct	Tank/Line	Pmps/Cntrls	Pumping
285	0.75%	18 Month		\$10,597.16		
286	0.75%	18 Month		\$10,597.16		
287	0.75%	18 Month		\$10,597.16		
288	0.75%	18 Month		\$10,597.16		
728	1.58%	18 Month			\$72,700.81	
526	0.90%	12Month				\$15,589.00
527	0.90%	12 Month				\$10,392.65
528	0.90%	12 Month		\$10,392.65		
529	0.90%	12 Month		\$10,392.65		
530	1.47%	24Month		\$10,566.07		
531	1.47%	24Month		\$10,566.07		
532	1.47%	24Month		\$10,566.07		
533	1.47%	24Month		\$10,566.07		
534	1.47%	24Month		\$31,698.23		
535	1.47%	24Month		\$31,698.23		
536	1.47%	24Month				\$10,566.07
537						\$10,566.07
453						\$35,345.55
454				\$55,543.01		

CD TOTALS \$0.00 \$224,377.69 \$129,178.50 \$25,981.65 \$379,537.84

ACCOUNT TOTALS \$53,368.48 \$228,016.31 \$143,182.77 \$32,199.54 \$199,390.23 \$656,157.33

TOTAL CASH ON HAND \$656,157.33

30-Sept-19

30-Sept-18 \$661,220.45

Marcy Johnson



PREPARED FOR **Ottertail Water Management**

September 25, 2019

INTRODUCTION

This proposal outlines our recommended solution for **Ottertail Water Management**. We will create a fresh, eye-catching website design while keeping a consistent theme and color tones to match your company colors; in turn, we will integrate the new look into an up-to-date, user-friendly LiveEdit Aurora Content Management System (CMS). We've also included a standard Online Marketing and Maintenance (OMM) program, which includes Search Engine Optimization (SEO) and will work hand-in-hand with your website to help drive more targeted traffic.

Over the past 18+ years, dating back to 1999, Lakes Area Web Services has worked with a wide variety of municipalities and agriculture organizations to develop and launch successful websites. Through this experience, we have learned all effective website solutions have the right combination, consisting of a professional design, informative content, online marketing and maintenance, search engine optimization and mobile functionality. The solution in this proposal contains the right combination of those elements to provide your potential (and existing) residents the necessary information needed for the 1800 or so parcels in your program.

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PROJECT INVESTMENT

ONE-TIME FEES

Website Redesign Custom website concept homepage design, internal page design, mobile website and email template to match company colors and branding	\$1,215*
Website Integration - LiveEdit Aurora Platform Content Management System (CMS) Integration, including all the above	\$2,925*
Website Content & Entry Copy review, content placement up to 15 pages—Includes PDF's & Video	\$765*
Online Marketing & Maintenance - Standard Program, First 90 Days Online Marketing & Maintenance (OMM) Includes Standard Search Engine Optimization (SEO) Program up to 15 pages per 90-day audit	\$810*
Content Management System (CMS) Platform License Fee LiveEdit - EULA (End User License Agreement)	Included First Year*
SSL Digital Certificate Purchase & Install Secure Socket Layer (SSL) Digital certificate purchase, install and set-up	Included First Year*

TOTAL PROGRAM INVESTMENT **\$5,715***

*A 15% DISCOUNT HAS BEEN APPLIED FOR YOUR ENTIRE PROJECT - A SAVINGS OF \$1,005

INITIAL DEPOSIT	\$3,429
Balance Due Upon Completion	\$2,286

ANNUAL FEES & MAINTENANCE PROGRAMS

Website Hosting CMS/Mobile Hosting and Maintenance	\$500
CMS License Renewal Fees - Anniversary Month of Launch Date CMS LiveEdit License Renewal - EULA (End User License Agreement)	\$200 per CMS license
SSL Digital Certificate Purchase & Install Secure Socket Layer (SSL) Digital certificate purchase and Certificate Signing Request (CSR) install and set-up for security	\$200 per CMS license
Online Marketing & Maintenance (OMM) Program Includes Search Engine Optimization (SEO): <i>REVIEW AT 90-DAY AUDIT</i>	TBD

TOTAL ANNUAL PROGRAM COST **\$900**

CMS/MOBILE WEBSITE DESIGN &
ONLINE MARKETING PROPOSAL



*A DISCOUNT HAS BEEN APPLIED FOR YOUR ANNUAL COST - A SAVINGS OF \$340



NEW WEBSITE GOALS

Our solution will address your needs and increase the effectiveness of your website. As we work with you closely on your project, our goals for your website will include:

- Custom design and serve as a unique, informative, eye-catching professional representation of **Ottertail Water Management** making a great first impression and help your organizations unique qualities stand out.
- Have a clean, professional layout and complete navigation audit making it easier for visitors to find what they're looking for, plus include links to other related websites throughout the site.
- Be a website that you are **proud** to tell people about and promote in other marketing efforts using your Content Management System (CMS).
- Function as a tool giving you the ability to **easily** and **quickly** control and maintain all of your website content via a web based platform 24/7/365 days a year.
- Create a full Mobile version of your website to reach the smart phone market share.
*(Statistics show **over 50%** of website traffic is now searched via smart phones and tablets)*
- Ability to easily **self-manage** your Mobile website using the same **CMS** as your main website.
- Retain Mobile visitors providing a good customer user experience on their phones and tablets.
- Provide opportunities for customers to interact with you efficiently using fillable online forms and blog comment sections.
- Have the ability to communicate with different sets of customers, through professional-looking email campaigns and targeted email lists that are controlled by you in your CMS platform.
- Track and measure traffic to your website using Google Analytics, following trends on your site and discover new strategic approaches to reach potential clients.
- Integrate your new professional design into a **LiveEdit Aurora 1.5** CMS technology platform.



OUR RECOMMENDED SOLUTION

Custom Design

A FRESH, NEW HIGH-END DESIGN

The design of your website is an opportunity to make a great first impression, establish credibility, and make it easier for your visitors to find what they're looking for. With your preferences in mind, our design team will create a similar look and feel that represents you well and a layout that is logical and intuitive. We will present you with a concept design (*a screen shot of what the website will look like*) and use your feedback in up to two rounds of revisions to make sure your new website looks just right.

Website Content

SMART NAVIGATION AND USER-FRIENDLY CONTENT: UP TO 15 PAGES

Content (text and media) has become one of the most important factors for ranking with search engines. We're here to help you navigate what content is important to have and how to present your company to your site visitors.

We'll work with you to:

- Audit site organization and determine a navigation which will be optimized for users, improving accessibility and user experience
- Decide which pages to keep from the old site and how to organize them in the new site
- Review the content and make suggestions for improvements
- Place the text, images, links, PDF's and videos into your site with user behavior in mind
- Lay out top pages in an easy-to-follow way with a clear hierarchy and call-to-action



Website Integration

A CONTENT MANAGEMENT SYSTEM (CMS) & MOBILE WEBSITE

After you've approved the website design concept, our development team will build your website and "plug-in" the content management system. This system includes a variety of helpful tools that will make it very easy for you to quickly add, delete, or change your main website content along with your Mobile website content, add pages, and much more, after the new site has been launched.

Features include:

- **Real-Time Editing**—Changes to your website are reflected across the web in real-time.
- **Drag & Drop Operation**—Move content easily to different parts of a page.
- **Mobile Website**—Give your website visitors an experience optimized for their mobile devices and habits, addressing their on-the-go needs.
- **File Manager**—Access your website images, videos, PDFs and other files in one spot.
- **Real-Time Text Editor**—Add/modify text with a familiar, intuitive interface similar Microsoft Word.
- **Create Photo Galleries**—Build and place photo galleries anywhere, with or without captions, and choose from simple displays or lightbox and slideshow animations.
- **Place Images**—Place a photo from the file manager, and your CMS will automatically scale the image to fit any content area you choose.

Note: the CMS will not auto-enlarge images, which would result in low resolution and pixelation.

- **Insert Video Content**—Embed YouTube videos or import your own with just a few clicks.
- **Live Form Builder**—Create fully-functional forms in minutes. Submissions can be exported to Excel from your form database.
- **Short URLs**—Pages are created with search-engine-friendly URLs.
- **Search Engine Friendly**—Control how search engines display your pages in search results, increasing click-through and rankings.

**Real-Time Text Editor*



Online Marketing & Maintenance (OMM)

ONLINE MARKETING & MAINTENANCE (OMM) & SEARCH ENGINE OPTIMIZATION (SEO) – UP TO 15 PAGES

The majority of the optimization will take place in tandem with the content portion of the site, incorporating industry keywords, formatting for the web, proper page headings, and logical image and text layout. We will take care of the following in addition to your content package:

Website:

- **Visible SEO**, keywords, titles, and descriptions – Foundation for any Google AdWords program (*If applicable*)
- **Keyword Focus**, keywords come from content, content review and changes implemented as needed
- **Front-End Optimization** of content, headings, images, and links for improved user experience and search engine crawling
- **Back-End Optimization** addressing search engine crawling errors, warnings and notices for the first **90 days post launch is included**
- **Traffic Analytics**, we will analyze your incline or decline in traffic, which search terms and other sites bring visitors in, and what pages visitors spend time on
- **Website Audit**, which includes our analysis statistics, content, SEO, user experience, and social media, covers the first **90 days post launch - we will schedule a time to review your audit report**
- **Implement fixes**, for errors search engines find crawling your site, including broken links, timeout errors or indexing problems
- **SEO Report** with clear recommendations to meet current standards – **90 days post launch is included**
- **Social Media**, review your social media channels, send you tips for social media best practices or answer your social media questions to help drive results



- Submission to search engines
- Google Analytics & Webmaster Tools
- XML Sitemap
- Confirm mobile site meets standards for visitors and users on the go
- Simple URLs to allow easy navigation throughout your site



Website Hosting

WEBSITE AND CONTENT MANAGEMENT SYSTEM HOSTING

When your website is fully-functional, all of the content is in place, and we have your approval, we will then launch your new website and “go live” on www.tobedetermined.com. Esultants provides fast, reliable hosting for the website and content management system (CMS). Our shared hosting will also include up to one (1) hour of minor website changes and support each month. Continue to host email accounts and spam filtering, plus enhanced email security through Barracuda Networks.

Reliable Hosting

Lakes Area/Esultants Web Services ensures your CMS/Mobile Website hosting service remains up and running and worry-free for you. Features such as our reliable 99.99% uptime rating and automatic backup provide you peace of mind knowing your online website presence will be consistent and dependable.

Features include:

- Maintenance and dedicated CMS platform hosting of your CMS website on fast, secure servers.
- Daily back-up for peace of mind knowing you're in good hands
- Fast page loads to meet website standards
- Up to 20 GB of data transfer and five (5) GB of bandwidth
- Up to one (5) GB of file space
- Up to one (1) hour of minor website changes each month*
- Up to 1,000 email credits allotted each month for your email marketing campaigns
- Our 3-ring guarantee for live customer service during business hours from 9:00 am – 5:00 pm CST
- 24 X 7 x 365 Support by our tech gurus
- 99.99% Network uptime guarantee
- A Network team working hard so you don't have to – At least with your CMS hosting platform!
- Operating System (OS) patching with no downtime
- Bandwidth performance utilization and automatic server load balancing

Monthly maintenance is limited to minor content updates, such as updating a phone number or adding/swapping a photo. SEO, Social Media Management, Online Marketing or other strategy/consulting services are not included in your monthly maintenance. All monthly maintenance is tracked with a thirty (30) minute minimum interval. Monthly maintenance hours do not roll over from month to month.

LiveEdit is a closed community CMS platform, which minimizes outside security vulnerabilities and threats for a safer website platform for your clients.



Our Process

Before our process and timeline officially begin, you will receive an email from our Project Manager including a **Design Survey** for your new website. Once that survey is completed and sent back to our Project Manager, your website timeline and process kicks off.

STEP 1: ORGANIZE WEBSITE CONTENT

Timeline: During initial client meeting or after we receive your Design Survey

We will review any current copy and pages and assist you with organizing the content and deciding how a user might navigate through the pages.

STEP 2: CREATE YOUR NEW WEBSITE CONCEPT DESIGN

Timeline: Within 2 weeks after we receive your completed Design Survey

Within two weeks of completing your design survey (a collection of simple questions to help our team better understand your preferences), we will have a design ready for your review.

STEP 3: REVISIONS AND CONCEPT APPROVAL*

*Timeline: 1-2 weeks after initial design, but **dependent on client response time***

When we show you the design, we ask for feedback—**up to two rounds of revisions are included**—so we can make any necessary modifications to create the right look and obtain your approval.

** If multiple designs are wanted, additional fees will apply – please inquire*

STEP 4: CODING OF WEBSITE, INTEGRATION OF CMS

Timeline: 1-3 weeks after design is approved

Once you've approved the finalized design, our development team will begin building out your website and integrating our LiveEdit Aurora CMS technology. Depending on the size of your site and scheduling, this can take a few weeks, giving us plenty of time to gather content or resources from you for each page of the website.

STEP 5, OPTION A: WEBSITE CONTENT PLACEMENT - BASIC

*Timeline: 1-2 weeks after integration is complete, **dependent on client's provision of content***

Taking the text as well as photos and graphics you've provided, our team will enter all of the pages of content up to the paid-for number, paying close attention to user experience with regards to content layout and placement.



STEP 5, OPTION B: WEBSITE COPY EDITING AND/OR WRITING

Timeline: 1-4 weeks after integration, depending on program and client response time

We will work with you and your staff to keep the voice of your new website consistent with your brand. We will review any current copy and assist with organizing the content on each page. If included in your program, we will re-write or create copy to meet various identified audiences and keywords. Then, taking the text as well as photos and graphics you've provided, our team will enter all of the pages of content up to the paid-for number, considering user experience with regards to content layout and placement.

STEP 6: FINAL PROOF

Timeline: Dependent on client response time

When everything is in its place, we'll ask you for a final proof of the complete website so we can make **up to one round of revisions** of the content. Walk us through the site page by page with your changes or send us an itemized list. Any additional changes requested after this proof may incur fees.

STEP 7: WEBSITE LAUNCH

Timeline: 3-10 days after final approval, dependent on number of pages and redirects

When we have your final approval, we will complete our launch checklist, which includes including basic SEO, 301 redirects, setting up Google Analytics, checking links, and proofreading the site. This process can take 5-7 business days. Then we will launch your website on www.tobedetermined.com

STEP 8: WEBSITE CMS TRAINING

Timeline: 1-2 weeks after project launch

We will schedule a training session for **up to 4 people** to show you how to update your new website yourself and get the most benefit of the content management system. We highly recommend taking notes during this training and planning for 2 hours of time.



SUMMARY

We are excited to move forward together and take your website to the next level! As your website company, we will stay involved in the fulfillment process, making sure that everything goes smoothly from the moment you decide to move forward, to the time your new website is launched. After you've had a chance to review this proposal, we can go over any questions you might have to discuss the next step. If you would like, we'd be happy to come out and give a demonstration of our content management system. We look forward to talking with you soon.

Sincerely,

Scott Christison

Consultant

218-998-2208

scottc@lakesareaws.com

Rob Roland

Project Manager, Designer

612-623-8054

robr@esultants.com

Caitlin Willard

Copy/SEO Specialist

612-623-8054

caitlinw@esultants.com

By signing below, client agrees to the terms of this agreement.

CLIENT:

Name (please print)	Title
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(Authorized Signature)	Date
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Address:
