



Website Upgrade, .gov Domain Migration & CMS Transition Proposal

Prepared for the City of Vergas, Minnesota

Prepared for:

Julie Lammers
City Clerk / Treasurer, City of Vergas

Date:

July 18, 2026
Prepared by: Paul Haarstick

Why This Upgrade, and Why Now

The City's website currently runs on CityCMS at www.cityofvergas.com. This is a good moment to move it forward, for a few reasons:

- Minnesota law now requires it. Under Minn. Stat. § 471.3422, every county and municipality that administers absentee voting must use a .gov domain for its official website. The compliance deadline was June 1, 2026 — cities that have applied but not yet completed the transition remain in good standing through June 1, 2028, but the City does need to get its application in.
- A .gov address is the clearest signal to residents that they've reached the City's real, official site, not a lookalike, which matters most for election, ballot, and voting information.
- Federal accessibility rules are also in play. Under the Department of Justice's 2024 Title II ADA rule, state and local government websites must meet WCAG 2.1 Level AA accessibility standards. For public entities serving populations under 50,000, like Vergas, the compliance deadline is April 26, 2028. Building accessibility in now, rather than retrofitting later, is the more efficient path.
- Common Good CMS (CGCMS) is now available as the platform for the City's site. It's built specifically for small municipalities and keeps every feature the City currently relies on in CityCMS, while adding a more current layout, stronger accessibility support, and a foundation that will keep pace with future state and federal requirements for public-sector websites.

Together, these give the City a chance to secure its .gov domain, meet its .gov and accessibility obligations, and refresh the site's look, all as one project instead of three separate efforts.

Scope of Work

1. Website Layout Upgrade

A one-time redesign of the site's layout and visual presentation — modernized navigation, cleaner page structure, and a mobile-friendly design — while keeping all existing content, pages, and functionality residents already know how to use.

2. Migration from CityCMS to Common Good CMS

All existing pages, documents, forms, and content will be migrated from CityCMS into Common Good CMS. CGCMS supports the same features the City currently uses (page publishing, document/agenda posting, forms, etc.), so there is no loss of functionality — just a modernized platform underneath. This includes rebuilding the meeting agenda and packet publishing tool the City relies on today, so agendas, packets, and minutes continue to post the same way they do now.

3. .gov Domain Registration & Cutover

- Submit and manage the City's application for vergasmn.gov through CISA's get.gov program on the City's behalf, using the senior official designation from the council resolution.
- Configure and launch the site on vergasmn.gov once the domain is approved and issued.
- Set up www.cityofvergas.com to automatically forward all visitors to www.vergasmn.gov, so existing links, bookmarks, and search results continue to work.

4. Accessibility Remediation (WCAG 2.1 AA)

- Audit and rebuild the site's current pages and templates to meet WCAG 2.1 Level AA: color contrast, heading structure, keyboard navigation, screen-reader compatibility, form labels, and image alt text — well ahead of the City's April 26, 2028 compliance deadline.
- Historical meeting agendas, packets, minutes, and newsletters will be migrated into a clearly labeled Meeting & Document Archive, consistent with the DOJ's Title II archived web content exception for older recordkeeping documents that are not altered after archiving.
- A simple way for residents to request an accessible copy of an archived document will be included on the archive page, as required for content covered by that exception.
- New agendas, packets, and minutes published going forward through the rebuilt CGCMS meeting tool will be accessible from day one, so the archive does not keep growing.

Out of Scope

City email addresses on the new @vergasmn.gov domain are not part of this project. That work involves the City's IT provider, Corporate Technologies, and can be scoped separately whenever the City is ready to take it on.

Investment

This proposal covers the one-time redesign, .gov registration, content migration, and accessibility remediation as a single project fee below — the City's 2027 renewal rate for hosting and support stays the same as 2026, with no increase for the new features or platform.

Description	Amount
Website redesign, content migration & CityCMS → Common Good CMS transition	\$950
.gov domain registration & cityofvergas.com forwarding	\$200
WCAG 2.1 AA accessibility remediation	\$300
One-time project total	\$1,450

The \$1,450 covers the redesign, migration, .gov registration, and accessibility remediation as a single, one-time project fee — it does not change or replace the City's existing annual service agreement.

Timeline & Payment

- As soon as possible: City Council considers the resolution designating the Clerk/Treasurer as senior official and authorizing the .gov domain request.
- Following approval, the vergasmn.gov domain request is submitted to CISA. Standard review is roughly 10 business days, though timing is ultimately at CISA's discretion.
- Redesign, migration, and accessibility remediation proceed over the following months, with a target completion and site launch on vergasmn.gov by December 2026 — well ahead of the City's April 2028 accessibility deadline.
- Invoice for the \$1,450 project fee due upon completion.

Next Steps

If this scope and pricing work for the City, please return a signed version of this proposal.

Thank you,

Paul Haarstick

PaulNet Group, LLC

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Acceptance

By signing below, the City of Vergas approves the scope of work and pricing outlined in this proposal and authorizes PaulNet Group, LLC to proceed.

- ☐ Approved as presented
- ☐ Approved with changes noted below

Notes/Changes:

City of Vergas

Signature: _____

Name: Julie Lammers

Title: City Clerk / Treasurer

Date: _____

PaulNet Group, LLC

Signature:  _____

Name: Paul Haarstick

Title: CEO

Date: July 18, 2026