



CITY OF ST. JOSEPH

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St. Joseph City Council
January 4, 2021
6:00 PM

****Meeting will be conducted in-person at the St. Joseph Government Center. Members of the public can attend in-person and will have the ability to attend the meeting via Zoom. ****

If you are attending via zoom and want to make public comment under item 4 (regarding an item NOT on the agenda), please contact City Clerk Kayla Klein (320) 229-9421 or kklein@cityofstjoseph.com. This will ensure that you will be heard at the appropriate time during the meeting.

Join Zoom Meeting

<https://zoom.us/j/96395040700?pwd=YU1HQTN4VnUzOXRFNTFYOGM3am1EQT09>

Meeting ID: 963 9504 0700

Passcode: 069242

Dial by your location

- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington D.C)
- +1 312 626 6799 US (Chicago)
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- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

1. 6:00 PM Call to order - Pledge of Allegiance
2. Oath of Office
 - a. Rick Schultz, Mayor
 - b. Bob Loso, Councilor
 - c. Kelly Beniek, Councilor
3. Acting Mayor
4. Public Comments *Up to 3 speakers will be allowed for up to 3 minutes each to address the council with questions/concerns/comments (regarding an item NOT on the agenda). No Council response or action will be given/taken other than possible referral to Administration.*
5. Approve Agenda
6. Consent Agenda
 - a. Minutes – **Requested Action:** Approve the minutes of December 21, 2020.
 - b. Annual Designations – **Requested Action:** Execute Resolution 2021-001 Approving the Annual Designations for the city newspaper and official depositories.
 - c. City Claims – **Requested Action:** Adopt Resolution 2021-002 Authorizing the Delegation to Pay Claims prior to Council Review and Authorizing the Listed Positions to hold City Credit Cards.
 - d. Application for Payment No. 9 & Change Order #1 – **Requested Action:** Approve Application for Payment No. 9 & Change Order No. 1 in the amount of \$124,107.29 to R.L. Larson Excavating, Inc. for the 2019 Industrial park East Improvements.
7. Engineer Reports
8. Mayor Reports
9. Adjourn

Pursuant to due call and notice thereof, the City Council for the City of St. Joseph met in regular session on Monday, December 21, 2020 at 6:00 PM in the St. Joseph Government Center.

Members Present: Mayor Rick Schultz. Councilors Troy Goracke, Brian Theisen, Bob Loso, Anne Buckvold

City Representatives Present: Administrator Therese Haffner, Public Works Superintendent Ryan Wensmann, Finance Director Lori Bartlett, City Clerk Kayla Klein, City Engineer Randy Sabart, Police Chief Dwight Pfannenstien

Others Present: Bill Zidon, SEH

Approve Agenda: **Theisen made a motion to approve the agenda; seconded by Loso and passed unanimously.**

Consent Agenda: **Goracke made a motion to approve the consent agenda; seconded by Schultz and passed unanimously.**

- a. Minutes – **Requested Action:** Approve the minutes of December 7, 2020.
- b. Bills Payable – **Requested Action:** Approve check numbers 057114-057195 and Payroll EFT #111997-112003, Accounts Payables EFT # 1958-1960, and Regular Pay Period 25, 25.1, 25.2.
- c. Treasurer's Report – **Requested Action:** Authorize the 2020 transfers as presented.
- d. Donations – **Requested Action:** Accept the donations and contributions as presented.
- e. 2021 Meeting Calendar – **Requested Action:** Adopt the 2021 Meeting Calendar.
- f. Performance Measurement – **Requested Action:** Approve conducting a survey of the City's performance benchmarks with the assistance of LMC establishing the questions discussed.
- g. Treasurer's Report – **Requested Action:** Accept the treasurer's report as presented.
- h. Gambling Report – **Requested Action:** Accept the 3rd Quarter 2020 Gambling Report.
- i. Façade Architectural Design Grant – **Requested Action:** Approve the grant request as recommended by the EDA.
- j. Resolution Correction – **Requested Action:** Approve Resolution 2020-066 Amending and Correcting City Council Resolution 2020-065 Authorizing the Sale of Property A Portion of Auditor's Subdivision #04.

Public Hearing, 2021 Street & Utility Improvements: Bill Zidon, representing SEH, presented the 2021 Street & Utility Improvement Project. Impacted areas include those in the Northland Subdivision; Block 7 and Block 8 Alleys; 18th Ave SE; and 20th Ave SE. The first public hearing in the 429 process is based on the merits of the project and not the assessments.

Schultz opened the public hearing.

Haffner put on record that a Notice of Objection was received from Rinke Noonan on behalf of River Bats Stadium, LLC for property 84.53300.0288. The objection is based on the following: the amount of the assessment is excessive; the method of the assessment is improper; cumulative proposed assessments to the property in 2020 exceed the benefits; and that additional information is needed as to the proposed assessment deferral.

Tim Borresch, 11 3rd Ave NE, approached the Council to discuss pending assessments on his property if this project is approved. Borresch has been assessed many times in the past with owning multiple properties in the City. Additionally, he has some drainage issues from a previous project that were supposed to be addressed.

Engineer Sabart stated he would meet with Mr. Borresch to address the drainage issue.

Dick Taufen, 319 MN St E, approached the Council on behalf of his daughter who owns the house in block 8. Taufen noted that in those older parts of town, it is not uncommon to have multiple sewers hooked up to one line that is then connected to city services, rather than having each property have its own hookup.

Sabart acknowledged that the situation is a unique one and that with the project each owner would need to hook up separately to city services.

Councilmember Theisen stated he was contacted by resident Chelsey Mueller at 631 Iris Lane and she expressed concerns regarding a drainage issue on her property.

Eric Theisen, 208 Iris Lane attended the meeting via Zoom. Theisen asked questions regarding the type of improvements that were taking place on his road. Sabart said the improvements are to extend the useful life of the road to get it to its maximum life. Theisen also addressed pooling issues in his driveway.

Loso moved to approve Resolution 2020-068 Ordering the Improvements and Preparation of Plans; seconded by Schultz and passed unanimously.

MN Streetscape: At a previous meeting, the Council requested SEH reach out to Scenic Specialties to get the cost difference of using concrete vs. clay pavers.

Sabart presented his findings and the cost savings would be about \$30,000. The bid would be awarded as is and the Council would then approve the change order switching the pavers from clay to concrete.

Loso moved to approve Resolution 2020-057 Awarding Bid and Change Order #1; seconded by Schultz and passed unanimously.

Mayor Reports: Haffner provided an update regarding the relocation of the food shelf. Staff is reaching out to CSB and the Monastery and also is looking to see if there are any City facilities they could use in the interim.

Adjourn: **Loso made a motion to adjourn at 8:00 PM; seconded by Theisen and passed unanimously.**

Kayla Klein
City Clerk



MEETING DATE: January 4, 2021

AGENDA ITEM: Annual Designations

SUBMITTED BY: Administration

PREVIOUS COUNCIL ACTION:

BACKGROUND INFORMATION: Annually the Council designates the official newspaper and the official depositories. These designations along with the acting mayor selection are required to take place at the first meeting of the year.

Other designations will appear on the Mayor Appointments which will be brought to the Council for approval later this month.

BUDGET/FISCAL IMPACT: None

ATTACHMENTS: Resolution 2021-001

REQUESTED COUNCIL ACTION: Approve Resolution 2021-001 Approving Annual Designations.



RESOLUTION #2021-001
RESOLUTION STATING ANNUAL DESIGNATIONS

WHEREAS, at the first council meeting certain designations are required to be made by the City Council;

THEREFORE, BE IT RESOLVED, that the following designations shall be made for 2021:

1. The official newspaper of the City of St. Joseph shall be The St. Cloud Times. Serving as alternate will be The Newsleaders.

2. The official depositories of the City of St. Joseph are: Sentry Bank, Central MN Credit Union, RBC Financial, PMA 4M, Oppenheimer & Co. Inc, and UBS Financial Network.

Adopted by the City Council of St. Joseph, this 4th day of January, 2021.

Rick Schultz, Mayor

ATTEST

Therese Haffner, City Administrator



MEETING DATE: January 4, 2021

AGENDA ITEM: City Claims

SUBMITTED BY: Finance

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

PREVIOUS COUNCIL ACTION: Resolution 2008-006 authorized prepayment of claims. Staff is requesting the update since new staff were hired in 2020 that will directly impact the claims payments.

BACKGROUND INFORMATION: Minnesota Statute 412.271, Subd. 8 authorizes the City Council to adopt a resolution delegating authority to pay claims prior to City Council review. The City must have established internal controls in place and an annual financial audit from an outside CPA firm or the State Auditor to have the stated authority.

The Council authorized payroll and the related withholdings to be paid prior to Council review when approving pay schedules and personnel contracts.

Some vendors do not allow many days to pay their claims timely to follow the normal process of presenting the claim to Council prior to paying. Finance has attempted to lengthen the time to pay the claims, but some vendors cannot change the billing period in their systems to accommodate us.

Finance is requesting approval of this resolution to avoid late payments. The established internal control procedures of checks and balances will be followed when paying the claim. A listing of prepaid claims will be presented to Council at the next regular Council meeting. Finance will only pay claims prior to Council approval that would otherwise be late. The payments will be either an electronics funds payment or a paper check. Authorized signers include the Mayor, City Administrator and Finance Director (two signatures required on all checks).

In addition, the resolution authorizes the following city employees to make purchases on the city's behalf using a city issued credit card:

Administrator	Department Heads	City Clerk
Custodian	Public Works employees (full time)	Police Sergeants

BUDGET/FISCAL IMPACT: No Direct, Allows to Follow Budget/Purchasing Policy

ATTACHMENTS: Request for Council Action: City Claims
Resolution 2021-002

REQUESTED COUNCIL ACTION: Adopt Resolution 2021-002 authorizing the delegation to pay claims prior to Council review and authorizing the listed positions to hold city credit cards.



Resolution 2021-002
Authorizing the Delegation to Pay Claims Prior to Council Review

WHEREAS, Minnesota Statute, Section 412.271, Subdivision 8 authorizes the City of St. Joseph to adopt a resolution delegating authority to pay claims prior to city council review; and

WHEREAS, the City of St. Joseph intends to pay claims made against the City of St. Joseph prior to city council approval; and

WHEREAS, the St. Joseph City Council authorized the following positions be granted as authorized signers on behalf of the City of St. Joseph: Mayor, Administrator and Finance Director; and

WHEREAS, the City of St. Joseph employees holding the following positions are allowed to make purchases using a City of St. Joseph credit card: Administrator, Finance Director, Public Works Director, Community Development Director, Police Chief, Police Sergeants, Fire Chief, City Clerk, Recreation Director, Public Works Superintendent, Maintenance and Utility Lead Workers, Utility Operators, full time Maintenance Workers and Custodian. Credit card purchases must be made within the guidelines of the City of St. Joseph's Purchasing Policy.

NOW THEREFORE BE IT RESOLVED:

1. By the St. Joseph City Council that the authority to pay claims prior to city council review that meet the standards and procedures established by the city council has been granted to all authorized signers of the City of St. Joseph.
2. The St. Joseph City Council requires a list of all claims paid under this resolution shall be presented to the city council at the next regularly scheduled meeting following the payment of the claim.
3. The St. Joseph City Council authorizes the list of employees to hold City of St. Joseph credit cards for city purchases.

Adopted by the City Council of St. Joseph, this 4th day of January, 2021.

Rick Schultz, Mayor

ATTEST

Therese Haffner, Administrator



MEETING DATE: January 4, 2021

AGENDA ITEM: 2019 Industrial Park East Improvements

SUBMITTED BY: Randy Sabart, PE
City Engineer

BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

PREVIOUS COUNCIL ACTION: Approved Application for Payment No. 8

BACKGROUND INFORMATION:

BUDGET/FISCAL IMPACT: \$124,107.29 (including Change Order No. 1)

ATTACHMENTS: Application for Payment No. 9 & Change Order No. 1

REQUESTED COUNCIL ACTION: Approve Application for Payment No. 9 & Change Order No. 1

APPLICATION FOR PAYMENT NO. 9

CONTRACTOR FOR:

2019 INDUSTRIAL PARK EAST IMPROVEMENTS

PROJECT NO. STJOE 148807
 OWNER CITY OF ST. JOSEPH
 CONTRACTOR R. L. LARSON EXCAVATING, INC.

AGREEMENT DATE: 06/24/2019

FOR WORK ACCOMPLISHED THROUGH: 12/11/2020

ITEM	DESCRIPTION	UNIT	UNIT COST	CONTRACT		THIS PAYMENT		WORK TO DATE	
				QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
BASE BID									
GENERAL									
1	MOBILIZATION	LUMP SUM	\$53,000.00	1.00	\$53,000.00		\$0.00	0.95	\$50,350.00
2	TRAFFIC CONTROL	LUMP SUM	\$9,600.00	1.00	\$9,600.00	0.10	\$960.00	1.00	\$9,600.00
STREET									
3	COMMON EXCAVATION (P)	CU YD	\$2.38	115,288.00	\$274,385.44		\$0.00	115,288.00	\$274,385.44
4	SUBGRADE PREPARATION	ROAD STA	\$400.00	63.00	\$25,200.00		\$0.00	63.00	\$25,200.00
5	WATER	M GAL	\$30.00	150.00	\$4,500.00		\$0.00	0.00	\$0.00
6	SAWING CONCRETE PAVEMENT	LIN FT	\$6.00	10.00	\$60.00		\$0.00	6.00	\$36.00
7	SAWING BITUMINOUS PAVEMENT	LIN FT	\$2.00	1,700.00	\$3,400.00		\$0.00	1,713.00	\$3,426.00
8	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$2.50	2,100.00	\$5,250.00		\$0.00	2,035.00	\$5,087.50
9	REMOVE HYDRANT ASSEMBLY	EACH	\$450.00	1.00	\$450.00		\$0.00	1.00	\$450.00
10	REMOVE PAVEMENT MARKINGS	LIN FT	\$2.30	1,525.00	\$3,507.50		\$0.00	0.00	\$0.00
11	REMOVE CURB & GUTTER	LIN FT	\$4.00	200.00	\$800.00		\$0.00	306.00	\$1,224.00
12	REMOVE CULVERT	LIN FT	\$12.00	115.00	\$1,380.00		\$0.00	88.00	\$1,056.00
13	REMOVE CATCH BASIN	EACH	\$250.00	1.00	\$250.00		\$0.00	1.00	\$250.00
14	SALVAGE & INSTALL MAILBOX	EACH	\$150.00	1.00	\$150.00		\$0.00	1.00	\$150.00
15	AGGREGATE BASE CLASS 5, (CV) (P)	CU YD	\$20.50	9,455.00	\$193,827.50		\$0.00	9,455.00	\$193,827.50
16	SELECT GRANULAR BORROW (LV)	CU YD	\$13.00	3,665.00	\$47,645.00		\$0.00	504.00	\$6,552.00
17	GRANULAR BORROW (LV)	CU YD	\$13.00	500.00	\$6,500.00		\$0.00	0.00	\$0.00
18	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$0.01	2,300.00	\$23.00		\$0.00	2,230.00	\$22.30
19	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	\$5.00	150.00	\$750.00		\$0.00	150.00	\$750.00
20	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	\$71.00	3,980.00	\$282,580.00		\$0.00	3,474.11	\$246,661.81
21	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$81.00	190.00	\$15,390.00		\$0.00	194.46	\$15,751.26
22	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	\$69.00	3,980.00	\$274,620.00		\$0.00	3,551.10	\$245,025.90
23	8" CONCRETE DRIVEWAY	SQ YD	\$61.00	50.00	\$3,050.00		\$0.00	0.00	\$0.00
24	6" CONCRETE WALK	SQ FT	\$8.30	545.00	\$4,523.50		\$0.00	892.00	\$7,403.60
25	TRUNCATED DOMES	SQ FT	\$41.00	127.00	\$5,207.00		\$0.00	122.00	\$5,002.00
26	CONCRETE CURB & GUTTER, DESIGN B618	LIN FT	\$12.50	11,710.00	\$146,375.00		\$0.00	12,008.00	\$150,100.00
27	4" SOLID LINE MULTI COMP GR IN YELLOW	LIN FT	\$1.52	880.00	\$1,337.60		\$0.00	0.00	\$0.00
28	4" SOLID LINE MULTI COMP GR IN WHITE	LIN FT	\$1.52	1,620.00	\$2,462.40		\$0.00	1,652.00	\$2,511.04
29	4" SOLID LINE MULTI COMP WHITE	LIN FT	\$1.05	2,540.00	\$2,667.00		\$0.00	0.00	\$0.00
30	4" DBLE SOLID LINE MULTI COMP	LIN FT	\$2.10	910.00	\$1,911.00		\$0.00	0.00	\$0.00
31	F&I SIGN PANELS TYPE C	SQ FT	\$43.00	84.25	\$3,622.75		\$0.00	75.25	\$3,235.75
32	F&I SIGN TYPE SPECIAL	SQ FT	\$56.00	9.00	\$504.00		\$0.00	9.00	\$504.00
33	STREET NAME SIGN ASSEMBLIES	EACH	\$260.00	10.00	\$2,600.00		\$0.00	11.00	\$2,860.00
34	STREET SWEEPING (TYPE WET PICKUP)	HOUR	\$130.00	10.00	\$1,300.00		\$0.00	0.00	\$0.00
35	ADJUST FRAME & RING CASTING	EACH	\$600.00	1.00	\$600.00		\$0.00	1.00	\$600.00
36	PAVEMENT MESSAGE GR IN (LEFT TURN ARROW)	EACH	\$385.00	2.00	\$770.00		\$0.00	2.00	\$770.00

APPLICATION FOR PAYMENT NO. 9

CONTRACTOR FOR:

2019 INDUSTRIAL PARK EAST IMPROVEMENTS

PROJECT NO. STJOE 148807
 OWNER CITY OF ST. JOSEPH
 CONTRACTOR R. L. LARSON EXCAVATING, INC.

AGREEMENT DATE: 06/24/2019

FOR WORK ACCOMPLISHED THROUGH: 12/11/2020

ITEM	DESCRIPTION	UNIT	UNIT COST	CONTRACT		THIS PAYMENT		WORK TO DATE	
				QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
37	PAVEMENT MESSAGE GR IN (RIGHT TURN ARROW)	EACH	\$385.00	4.00	\$1,540.00		\$0.00	4.00	\$1,540.00
38	PAVEMENT MESSAGE (RIGHT TURN ARROW)	EACH	\$300.00	2.00	\$600.00		\$0.00	0.00	\$0.00
39	ZEBRA CROSSWALK MARKING	SQ FT	\$10.00	240.00	\$2,400.00		\$0.00	240.00	\$2,400.00
40	PRIVATE UTILITY TRENCHING	LIN FT	\$6.00	400.00	\$2,400.00		\$0.00	407.00	\$2,442.00
SANITARY SEWER									
41	DEWATERING	LUMP SUM	\$0.01	1.00	\$0.01		\$0.00	0.00	\$0.00
42	CONNECT TO EXISTING SANITARY SEWER	EACH	\$1,800.00	1.00	\$1,800.00		\$0.00	1.00	\$1,800.00
43	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	\$240.00	1.00	\$240.00		\$0.00	2.00	\$480.00
44	12" PVC SANITARY SEWER, SDR 35	LIN FT	\$31.00	805.00	\$24,955.00		\$0.00	803.00	\$24,893.00
45	10" PVC SANITARY SEWER, SDR 35	LIN FT	\$24.00	2,970.00	\$71,280.00		\$0.00	2,953.00	\$70,872.00
46	8" PVC SANITARY FORCEMAIN, C900	LIN FT	\$21.00	665.00	\$13,965.00		\$0.00	662.00	\$13,902.00
47	6" PVC PIPE SEWER, SDR 26	LIN FT	\$12.00	1,355.00	\$16,260.00		\$0.00	1,424.00	\$17,088.00
48	CONSTRUCT SANITARY MANHOLE	EACH	\$3,570.00	13.00	\$46,410.00		\$0.00	13.00	\$46,410.00
49	MANHOLE CHIMNEY SEAL	EACH	\$245.00	13.00	\$3,185.00		\$0.00	12.00	\$2,940.00
50	MANHOLE EXTRA DEPTH (OVER 10')	LIN FT	\$150.00	8.05	\$1,207.50		\$0.00	8.01	\$1,201.50
51	10"X6" PVC WYE & BEND, SDR 26	EACH	\$695.00	27.00	\$18,765.00		\$0.00	26.00	\$18,070.00
52	JET CLEAN & TELEWISE SANITARY SEWER	LIN FT	\$1.50	3,770.00	\$5,655.00		\$0.00	3,668.00	\$5,502.00
53	4" INSULATION	SQ YD	\$32.00	305.00	\$9,760.00		\$0.00	358.30	\$11,465.60
54	BYPASS PUMPING	LUMP SUM	\$10,000.00	1.00	\$10,000.00		\$0.00	1.00	\$10,000.00
55	DBL LABS PUMP STATION UPGRADES	LUMP SUM	\$175,000.00	1.00	\$175,000.00	0.05	\$8,750.00	1.00	\$175,000.00
WATER MAIN									
56	CONNECT TO EXISTING WATER MAIN	EACH	\$900.00	2.00	\$1,800.00		\$0.00	2.00	\$1,800.00
57	16" WATER MAIN - DUCT IRON CL 50 (SEE ALTERNATE A)	LIN FT	\$53.00	825.00	\$43,725.00		\$0.00	873.00	\$46,269.00
58	16" WATERMAIN PIPE, DIRECTIONAL DRILL (SEE ALTERNATE A)	LIN FT	\$185.00	610.00	\$112,850.00		\$0.00	0.00	\$0.00
59	12" WATER MAIN - DUCT IRON CL 50	LIN FT	\$40.00	1,320.00	\$52,800.00		\$0.00	1,272.00	\$50,880.00
60	10" WATER MAIN - DUCT IRON CL 50	LIN FT	\$34.00	4,220.00	\$143,480.00		\$0.00	4,185.00	\$142,290.00
61	8" WATER MAIN - DUCT IRON CL 50	LIN FT	\$34.00	62.00	\$2,108.00		\$0.00	63.00	\$2,142.00
62	6" WATER MAIN - DUCT IRON CL 52	LIN FT	\$26.00	1,273.00	\$33,098.00		\$0.00	1,393.00	\$36,218.00
63	16" BUTTERFLY VALVE AND BOX	EACH	\$3,140.00	2.00	\$6,280.00		\$0.00	2.00	\$6,280.00
64	12" GATE VALVE AND BOX	EACH	\$3,275.00	2.00	\$6,550.00		\$0.00	2.00	\$6,550.00
65	10" GATE VALVE AND BOX	EACH	\$2,760.00	6.00	\$16,560.00		\$0.00	6.00	\$16,560.00
66	8" GATE VALVE AND BOX	EACH	\$1,945.00	1.00	\$1,945.00		\$0.00	1.00	\$1,945.00
67	6" GATE VALVE AND BOX	EACH	\$1,435.00	42.00	\$60,270.00		\$0.00	42.00	\$60,270.00
68	HYDRANT	EACH	\$4,200.00	16.00	\$67,200.00		\$0.00	17.00	\$71,400.00
69	DUCTILE IRON FITTINGS	POUND	\$5.25	12,000.00	\$63,000.00	97.00	\$509.25	9,545.00	\$50,111.25
70	4" INSULATION	SQ YD	\$32.00	82.00	\$2,624.00		\$0.00	104.30	\$3,337.60
STORM SEWER									
71	CONNECT TO EXISTING STORM SEWER MANHOLE	EACH	\$1,000.00	1.00	\$1,000.00		\$0.00	1.00	\$1,000.00
72	12" PIPE PLUG	EACH	\$50.00	16.00	\$800.00		\$0.00	13.00	\$650.00

APPLICATION FOR PAYMENT NO. 9

CONTRACTOR FOR:

2019 INDUSTRIAL PARK EAST IMPROVEMENTS

PROJECT NO. STJOE 148807
 OWNER CITY OF ST. JOSEPH
 CONTRACTOR R. L. LARSON EXCAVATING, INC.

AGREEMENT DATE:

06/24/2019

FOR WORK ACCOMPLISHED THROUGH:

12/11/2020

ITEM	DESCRIPTION	UNIT	UNIT COST	CONTRACT		THIS PAYMENT		WORK TO DATE	
				QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
73	15" PIPE PLUG	EACH	\$60.00	1.00	\$60.00		\$0.00	2.00	\$120.00
74	18" PIPE PLUG	EACH	\$70.00	1.00	\$70.00		\$0.00	1.00	\$70.00
75	15" RC PIPE APRON	EACH	\$1,170.00	2.00	\$2,340.00		\$0.00	2.00	\$2,340.00
76	18" RC PIPE APRON	EACH	\$1,315.00	5.00	\$6,575.00		\$0.00	5.00	\$6,575.00
77	18" RC PIPE ARCH APRON	EACH	\$1,350.00	2.00	\$2,700.00		\$0.00	2.00	\$2,700.00
78	21" RC PIPE APRON	EACH	\$1,670.00	1.00	\$1,670.00		\$0.00	1.00	\$1,670.00
79	24" RC PIPE APRON	EACH	\$1,835.00	1.00	\$1,835.00		\$0.00	1.00	\$1,835.00
80	33" RC PIPE APRON	EACH	\$3,160.00	1.00	\$3,160.00		\$0.00	1.00	\$3,160.00
81	36" RC PIPE APRON	EACH	\$3,200.00	1.00	\$3,200.00		\$0.00	1.00	\$3,200.00
82	12" RC PIPE SEWER DESIGN 3006 CL V	LIN FT	\$36.00	1,065.00	\$38,340.00		\$0.00	1,019.00	\$36,684.00
83	15" RC PIPE SEWER DESIGN 3006 CL V	LIN FT	\$43.00	1,095.00	\$47,085.00		\$0.00	1,083.00	\$46,569.00
84	18" RC PIPE SEWER DESIGN 3006 CL V	LIN FT	\$46.00	1,285.00	\$59,110.00		\$0.00	1,248.00	\$57,408.00
85	18" RC ARCH PIPE CULVERT, CL IIA	LIN FT	\$89.00	175.00	\$15,575.00		\$0.00	167.00	\$14,863.00
86	21" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	\$56.00	1,000.00	\$56,000.00		\$0.00	992.00	\$55,552.00
87	24" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	\$54.00	630.00	\$34,020.00		\$0.00	623.00	\$33,642.00
88	27" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	\$67.00	270.00	\$18,090.00		\$0.00	269.00	\$18,023.00
89	30" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	\$78.00	1,345.00	\$104,910.00		\$0.00	1,344.00	\$104,832.00
90	33" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	\$104.00	230.00	\$23,920.00		\$0.00	221.00	\$22,984.00
91	36" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	\$107.00	53.00	\$5,671.00		\$0.00	48.00	\$5,136.00
92	CONSTRUCT DRAINAGE STRUCTURE DES H	EACH	\$1,890.00	13.00	\$24,570.00		\$0.00	13.00	\$24,570.00
93	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	\$2,670.00	27.00	\$72,090.00		\$0.00	27.00	\$72,090.00
94	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	EACH	\$4,990.00	12.00	\$59,880.00		\$0.00	12.00	\$59,880.00
95	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	EACH	\$6,640.00	4.00	\$26,560.00		\$0.00	4.00	\$26,560.00
96	CONSTRUCT POND SKIMMER STRUCTURE	EACH	\$5,500.00	3.00	\$16,500.00		\$0.00	3.00	\$16,500.00
97	ARTICULATED BLOCK MAT OPEN CELL, TYPE C	SQ YD	\$90.00	70.00	\$6,300.00		\$0.00	64.00	\$5,760.00
98	RANDOM RIPRAP, CLASS II	CU YD	\$80.00	56.00	\$4,480.00		\$0.00	40.00	\$3,200.00
99	RANDOM RIPRAP, CLASS III	CU YD	\$80.00	5.00	\$400.00		\$0.00	30.00	\$2,400.00
TURF RESTORATION									
100	SEEDING (SEE ALTERNATE A)	ACRE	\$77.00	24.00	\$1,848.00		\$0.00	10.17	\$783.09
101	SEEDING (TEMPORARY)	ACRE	\$76.00	24.00	\$1,824.00		\$0.00	0.00	\$0.00
102	SEED MIX 21-111	POUNDS	\$0.66	2,400.00	\$1,584.00		\$0.00	0.00	\$0.00
103	SEED MIX 25-121 (SEE ALTERNATE A)	POUNDS	\$3.50	675.00	\$2,362.50		\$0.00	570.00	\$1,995.00
104	SEED MIX 25-151	POUNDS	\$2.90	2,875.00	\$8,337.50		\$0.00	44.00	\$127.60
105	SEED MIXTURE SPECIAL	POUNDS	\$115.00	30.00	\$3,450.00		\$0.00	18.00	\$2,070.00
106	FERTILIZER (SEE ALTERNATE A)	POUNDS	\$0.57	7,440.00	\$4,240.80		\$0.00	4,210.00	\$2,399.70
107	MULCH MATERIAL TYPE 1 (SEE ALTERNATE A)	TON	\$200.00	22.00	\$4,400.00		\$0.00	0.00	\$0.00
108	DISK ANCHORING (SEE ALTERNATE A)	ACRE	\$70.00	11.00	\$770.00		\$0.00	0.00	\$0.00
109	HYDRAULIC MATRIX, TYPE HYDRAULIC MULCH	POUNDS	\$0.67	99,000.00	\$66,330.00		\$0.00	74,000.00	\$49,580.00

APPLICATION FOR PAYMENT NO. 9

CONTRACTOR FOR: 2019 INDUSTRIAL PARK EAST IMPROVEMENTS

PROJECT NO. STJOE 148807
 OWNER CITY OF ST. JOSEPH
 CONTRACTOR R. L. LARSON EXCAVATING, INC.

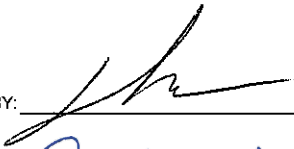
AGREEMENT DATE: 08/24/2019
 FOR WORK ACCOMPLISHED THROUGH: 12/11/2020

ITEM	DESCRIPTION	UNIT	UNIT COST	CONTRACT		THIS PAYMENT		WORK TO DATE	
				QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
110	SILT FENCE, MACHINE SLICED	LIN FT	\$1.65	3,150.00	\$5,197.50		\$0.00	3,105.00	\$5,123.25
111	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	\$3.10	100.00	\$310.00		\$0.00	0.00	\$0.00
112	EROSION CONTROL BLANKET CAT 3P, INCLUDES MAINT.	SQ YD	\$1.05	13,120.00	\$13,776.00		\$0.00	13,000.00	\$13,650.00
113	ROCK CONSTRUCTION ENTRANCE	EACH	\$700.00	2.00	\$1,400.00		\$0.00	0.00	\$0.00
114	INLET PROTECTION, MAINTAINED	EACH	\$150.00	64.00	\$9,600.00		\$0.00	55.00	\$8,250.00
TOTAL BASE BID					\$3,162,252.50		\$10,219.25		\$2,868,802.69
ALTERNATE A - OPEN CUT WATER MAIN									
WATER MAIN									
57A	16" WATER MAIN - DUCT IRON CL 50 (OPEN CUT)	LIN FT	\$53.00	610.00	\$32,330.00		\$0.00	610.00	\$32,330.00
58A	16" WATER MAIN PIPE, DIRECTIONAL DRILL	LIN FT	\$185.00	(610.00)	(\$112,850.00)		\$0.00	0.00	\$0.00
TURF RESTORATION									
100A	SEEDING	ACRE	\$168.00	0.65	\$109.20	0.13	\$21.84	0.65	\$109.20
103A	SEED MIX 25-121	POUNDS	\$5.10	40.00	\$204.00		\$0.00	40.00	\$204.00
106A	FERTILIZER	POUNDS	\$1.05	230.00	\$241.50		\$0.00	230.00	\$241.50
107A	MULCH MATERIAL TYPE 1	TON	\$305.00	1.50	\$457.50		\$0.00	0.00	\$0.00
108A	DISK ANCHORING	ACRE	\$170.00	0.65	\$110.50		\$0.00	0.00	\$0.00
TOTAL ALTERNATE A					(\$79,397.30)		\$21.84		\$32,884.70
CHANGE ORDER NO. 1									
115	TRENCH AND REPIPE FOR FLUME LIGHT	LUMP SUM	\$1,323.88	1.00	\$1,323.88	1.00	\$1,323.88	1.00	\$1,323.88
TOTAL CHANGE ORDER NO. 1					\$1,323.88		\$1,323.88		\$1,323.88
SUMMARY									
TOTAL BASE BID					\$3,162,252.50		\$10,219.25		\$2,868,802.69
TOTAL ALTERNATE A					(\$79,397.30)		\$21.84		\$32,884.70
TOTAL AWARDED					\$3,082,855.20		\$10,241.09		\$2,901,687.39
CHANGE ORDER NO. 1					\$1,323.88		\$1,323.88		\$1,323.88
TOTAL					\$3,084,179.08		\$11,564.97		\$2,903,011.27

The undersigned Contractor certifies that all previous payments received from the Owner for work done under this contract have been applied to discharge in full all obligations the Contractor incurred in connection with the work covered by said progress payments. The undersigned Contractor agrees to pay all subcontractors within 10 days of receipt of payment from the municipality for undisputed services provided by the subcontractor. The Contractor agrees to pay interest as described under Minnesota state statute. In accordance with Minnesota Uniform Transaction Act, an electronic signature on this document is binding and afforded the same effect as if the document was signed by hand.

Gross Amount Due \$2,903,011.27
 Less Retainage \$32,030.00
 Amount Eligible to Date \$2,870,981.27
 Less Previous Payments \$2,746,873.98
Amount Due This Application \$124,107.29

SUBMITTED R. L. LARSON EXCAVATING, INC.
 2255 12TH ST SE
 ST. CLOUD, MN 56304

BY: 

DATE: 12/29/20

RECOMMENDED SEH
 PO BOX 1717
 ST. CLOUD, MN 56302-1717

BY: 

DATE: 12/29/2020

APPROVED CITY OF ST. JOSEPH
 75 CALLAWAY ST E
 ST. JOSEPH, MN 56374

BY: _____

DATE: _____

CHANGE ORDER NO. 1

OWNER City of St. Joseph DATE 12/28/2020
 CONTRACTOR R.L. Larson Excavating, Inc.
 ENGINEER SEH SEH No. STJOE 148807
 Project 2019 Industrial Park East Improvements, St. Joseph, MN

You are directed to make the following changes in the Contract Documents:

Description:

Installation of new electrical conduit between the sanitary sewer pump station and the flume structure for lighting.

ITEM	DESCRIPTION	UNIT	UNIT COST	QUANTITY	AMOUNT
115	TRENCH AND REPIPE FOR FLUME LIGHT	LUMP SUM	\$1,323.88	1.00	\$1,323.88
TOTAL					\$1,323.88

Reason for Change Order:

Contractor discovered the existing electrical conduit was crushed between the sanitary sewer pump station building and the flume structure, and the conduit could not be reused as planned for lighting the flume structure since new conductors could not be fished through the conduit. The Engineer determined new conduit was required between the sanitary sewer pump station and the flume structure in order to light the flume structure as desired by the Owner.

Attachments (List of documents supporting change): Design Electric FCO #1.

ITEM	CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES	
		Substantial Completion	Ready for Final Payment
Original Contract Price:	\$3,082,855.20	11/09/2019	07/24/2020
Net increase (decrease) from previous Change Order No. <u> </u> to <u> </u> :	\$0.00	No Change	No Change
Contract price prior to the Change Order:	\$3,082,855.20	No Change	No Change
Net increase (decrease) of this Change Order:	\$1,323.88	No Change	No Change
Contract price with all approved Change Orders:	\$3,084,179.08	11/09/2019	07/24/2020

In accordance with the Minnesota Uniform Transaction Act, an electronic signature on this document is binding and afforded the same effect as if the document was signed by hand.

RECOMMENDED:

SEH
 PO Box 1717
 St. Cloud, MN 56302-1717

By: *Randy J. Salvart*
 Title: Project Engineer
 Date: 12/28/2020

APPROVED:

City of St. Joseph
 75 Callaway St E
 St. Joseph, MN 56374

By: _____
 Title: _____
 Date: _____

ACCEPTED:

R.L. Larson Excavating, Inc.
 2255 12th St SE
 St. Cloud, MN 56304

By: *[Signature]*
 Title: UP
 Date: 12/29/20



ELECTRIC, INC.

4807 HEATHERWOOD ROAD | PO BOX 1252 | ST. CLOUD, MN 56302-1252

DATE: 6.12.2020
TO: RL LARSON

ATTN: DOUG MOEN

PROJECT: ST JOSEPH IND PARK LIFT STATION

SUBJECT: FCO #1 TRENCH AND REPIPE FOR FLUME LIGHT

We herewith submit our proposal and description for changes requested as follows:

DESCRIPTION OF CHANGE:

SEE BREAKDOWN

AMOUNT:

MATERIAL	\$	<u>75.15</u>
LABOR	\$	<u>1,185.69</u>
TOTAL	\$	<u>1,260.84</u>

This proposal will be valid until:

For 30 days

Normal working unless noted otherwise.

No winter conditions unless noted

Add all of the hours to final completion date of the project

All pricing is based on the conditions of the project on the date of the pricing request and may require additional hours and/or material if the job has progressed beyond the assumption of the conditions when priced.

Additional Comments:

See attached breakdown.

If you have any questions, please feel free to contact us.

Thank you very much.

Design Electric, Inc.

Design

ELECTRIC, INC.

4807 HEATHERWOOD ROAD | PO BOX 1252 | ST. CLOUD, MN 56302-1252

PH: 320-252-1658 | FAX: 320-252-4276

INVOICE: **FCO #1**

DATE:

BILL TO:

RL LARSON

JOB:

**ST JOE INDUSTRIAL PARK
LIFT STATION IMPROVE**

WORK ORDER DESCRIPTION:

TRENCH & REPIPE FOR FLUME LIGHT

MATERIAL

<u>QTY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>EXTENDED</u>
20	3/4" RIGID PIPE	\$ 1.47	\$ 29.40
20	3/4" PVC SCH 40	\$ 0.33	\$ 6.60
2	3/4" CHANGEOVER	\$ 1.94	\$ 3.88
1	3/4" SEAL OFF	\$ 3.57	\$ 3.57
2	3/4" LOCK NUT	\$ 0.19	\$ 0.38
2	1/4" STUD ANCHORS	\$ 0.75	\$ 1.50
1	CHICO COMPOUND	\$ 18.50	\$ 18.50
1	TUBE SILICONE	\$ 5.50	\$ 5.50
3	ORANGE/ BLUE WIRENUTS	\$ 0.10	\$ 0.30
2	RED WIRENUTS	\$ 0.10	\$ 0.20
		TOTAL	\$ 69.83
		TAX	\$ 5.32
		<u>MATERIAL TOTAL</u>	<u>\$ 75.15</u>

LABOR

<u>DATE:</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>EXTENDED</u>
5/29/2020	7.5	RICKY N	\$ 107.79	\$ 808.43
5/29/2020	3.5	DARRIN Y	\$ 107.79	\$ 377.27
			\$	-
			\$	-
			\$	-
		<u>TOTAL LABOR</u>	<u>\$</u>	<u>1,185.69</u>

TOTAL INVOICE AMOUNT \$ 1,260.84

5% Prime Contractor mark-up \$63.04
Total Change Order 1 \$1,323.88

Equal Opportunity Employer

We Can Solve All CURRENT Problems

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