

Lanesboro City Council
Regular Meeting Agenda
Monday, March 6, 2023 at 6:00 p.m.
Lanesboro Community Center Meeting Room and Zoom

*Zoom is provided as a way to offer more accessibility to council and committee meetings.
 However, due to potential technical issues, full functionality is not guaranteed*

Join Zoom Meeting: <https://us02web.zoom.us/j/83870537278?pwd=RjJLLzBGWEZrdVBjQ25DdmJjNktPZz09>

Dial by your location: 646 876 9923 US (New York), 301 715 8592, 669 900 6833,
 253 215 8782, 346 248 7799 , Meeting ID: 838 7053 7278 Passcode: 824666

Call the Regular Meeting to Order: (5 Min)

- A. Agenda: Additions or Corrections
- B. Public Comments
- C. Approval of minutes:
 - 1. Minutes of the Regular Meeting, February 6, 2023
- D. Consent Agenda:
 - 1. Accounts Payable
 - 2. 2023 B&B Lodging Licenses
 - 3. Temporary Liquor License - Lanesboro Area Chamber of Commerce
 - 4. SE MN Arts Council Grant Application - Fiscal Agent Request on behalf of Lanesboro Business Promotion Group "Downtown Art Pocket Park"

Project Reports: (15 Min)

- A. Wastewater Treatment Facility, Pay Request #27, Bolton & Menk Fee Amendment
- B. Street and Utility Improvements 2022, Change Orders, Bolton & Menk Fee Amendment
- C. Hwy 250 Reconstruction 2026

Department Reports: (10 min)

- A. Fire
- B. Police
- C. EDA

Continued Business: (40 Min)

- A. Walking Bridge to Little Norway Repairs
- B. 31.60 EDA Ordinance
- C. Remote Work Policy
- D. Capital Improvement Plan, Mayor's List
- E. Fund 230 Remaining Balance

New Business: (12 Min)

- A. Resolution 2023-11 Authorizing the Submittal of the USDA Rural Business Enterprise Grant on behalf of the Lanesboro Economic Development Authority
- B. EDA Appointments
- C. Request from Lanesboro Public Utilities

Miscellaneous: (2Min)

- A. Arts + Culture for Construction Mitigation: Hwy 250

Next Meeting: Monday, April 3, 2023 at 6:00 p.m.

Adjourn Regular Meeting

Request for City Council Action

Agenda Date March 6, 2023 Prepared By: Michele Peterson

Approval of the Minutes		
		Documentation (Y/N)
1	Minutes of the February 6, 2023 Regular Meeting Action: Approve the Minutes as presented	Y
Consent Agenda		
		Documentation (Y/N)
1	Accounts Payable Action: Approve the Accounts Payable for March 5, 2023	Y, A/P List
2	2023 B&B Lodging Licenses Action: Approve the Lodging Licenses as presented	Y List of Licenses
3	Temporary Liquor License - Lanesboro Area Chamber of Commerce Action: Approve the Temporary Liquor License Application	Y Copy of Application
5	SE MN Arts Council Grant Application - Fiscal Agent Request Action: as the Fiscal Agent for a grant application through the SE MN Arts	N
Project Reports		
A	Wastewater Treatment Facility, Pay Request #27, Fee Amendment Action: Approve the Pay Request as recommended by City Engineer. Consider	Y Pay Application & Memo
B	Street and Utility Improvements 2022, Change Orders, Fee Amendment Action: Approve the Change Orders as recommended by City Engineer.	Y Change Orders & Memo
C	Hwy 250 Reconstruction 2026 Action: Consider options for design of project as presented by City Engineer	Y Memo from Bolton & Menk
Department Reports		
A	Fire Action: No Action to be taken, department update given by Member Bakke	N
B	Police Action: No Action to be taken, department update given by Preston Police	N
C	EDA Action: No Action to be taken, department update given by Member Goetzke	N
Continued Business		
A	Walking Bridge to Little Norway Repairs Action: Review input from residents regarding mainting the walking bridge	Y Responses
B	31.60 EDA Ordinance Action: Consider approving ordinance as drafted, review of opinion from	Y Draft
C	Remote Work Policy Action: Consider adoption of policy as presented	Y Draft
D	Capital Improvement Plan, Mayor's List Action: Review current Capital Improvement Plan along with Mayor's list. Offer	Y Spreadsheet and email
E	Fund 230 Remaining Balance Action: Review comments from Auditor and Financial Advisor. Consider	Y Two Emails
New Business		
A	Resolution 2023-11 Authorizing the Submittal of the USDA Rural Business Action: Consider approving Resolution 2023-11	Y Resolution

B	EDA Appointments	Y
	Action: Consider appointments to the EDA for a Council Member as well as a	Appliction
C	Request from Lanesboro Public Utilities	Y
	Action: Review letter submitted by Chairperson Pieper on behalf of the	Letter
Miscellaneous		
A	Arts + Culture for Construction Mitigation: Hwy 250	N
	Action: Research implementation proposal update.	

**Lanesboro City Council
Regular Meeting
Monday, February 6, 2023
Meeting held in the Lanesboro Community Center Meeting Room and via Zoom**

Present: Jason Resseman, Mitchell Walbridge, Joe Goetzke, Chase Bakke, and Mindy Albrecht-Benson
(Participated remotely from 376 Rosa Boulevard Unit 412, Fort Walton Beach, Florida)

Absent: None

Visitors: Brian Malm, Hannah Wingert, Bonita Underbakke, Deane Benson, David Haugen. Rob Wagner, Joseph O’Koren, Vicky McKinney, Tara Johnson, Andrej Zalasinski, Karen Heimdahl, Trenton Raygor, Lester Dunn, and Jonathon Lavine

Regular Meeting:

Mayor Resseman called the Regular Meeting to order at 6:00 p.m.

A. Agenda: Member Bakke motioned to approve the agenda as presented. Member Walbridge seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

B. Public Comments: No comments were shared.

C. Approval of Minutes:

- ❖ Minutes of the Regular Meeting, January 3, 2023: Member Goetzke motioned to approve the minutes as presented. Member Bakke seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

D. Consent Agenda:

1. Accounts Payable
2. Resolution 2023-10 Accepting a Donation
3. 2023 Lodging Licenses
4. Lanesboro Arts Temporary Liquor License Feb 10, Feb 11, and June 17, 2023

Member Goetzke motioned to approve the Consent Agenda items as presented. Member Bakke seconded the motion. Motion carried with all in favor.

E. Project Reports:

a. Wastewater Treatment Facility

- **Pay Request #26:** City Engineer Brian Malm recommended payment in the amount of \$14,001.91 which represents 89.3% completion of the project. Member Goetzke motioned to approve the payment as recommended. Member Walbridge seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

F. Department Reports:

- a. LPU:** Member Albrecht-Benson reported the Commission is monitoring electric rates, to ensure revenues are covering expenditures. Two residential solar interconnections have been completed, and the connection for the School will be happening soon. Electric

meters are scheduled for replacement within the next year, with Water meters in the next 5-7 years. Finally, a letter was sent out to area property owners regarding the application of biosolids to crop land.

- b. **Planning & Zoning:** Mayor Resseman reported that the commission is currently having preliminary discussions regarding the Comprehensive Plan as well as Commercial Vehicle Parking. It was noted that a Comprehensive Plan is generally updated every 10 years.
- c. **HPC:** Member Albrecht-Benson shared that the commission recently reviewed a change to the Merchants Bank sign. As well, potential renovations to the Devey Hotel were reviewed and found to be favorable. The Commission has been considering two local designations, Bethlehem Lutheran Church and St Patrick's Catholic Church. There have been some concerns noted regarding future modifications to the buildings and how that would relate to the designation. Finally, the commission members will be completing training modules in order to be compliant as a Certified Local Government.
- d. **Library:** Director Tara Johnson noted that this is a quiet time of the year, when planning and organizing are completed. Johnson is currently working on a seed program to provide annuals and vegetables seeds to patrons. Additionally, Johnson is working on completing the annual report to the State. Further information is being considered to understand patrons locations, this is done in order to determine funding for each of the libraries. The library board will be meeting to review the strategic planning for 3 years out.

G. Agenda Request:

- a. **Filthy 50 2023 Event:** Trenton Raygor announced they would like to hold the Filthy 50 in Lanesboro again on Saturday, October 14, 2023. They are requesting the following closures:

- A half block of Coffee St. (between Parkway and the alley behind Pedal Pushers Cafe) from 7am until 10pm.
- A block of Parkway (from Elmwood to Coffee) from 10am until 8pm.

Concerns were shared for the impacts to the local Farmers, complaints were received noting that cyclists were not obeying traffic laws on the gravel roads. Raygor shared that safety and following traffic laws are all part of the communication plan given to riders in advance of the event. Member Goetzke motioned to approve the event and the closures as presented. Member Walbridge seconded the motion. Mayor Resseman requested that event organizers check in with City staff 60 days prior to the event. Vote was done by roll-call with all in favor.

H. Continued Business:

- a. **Administrator/Clerk Job Description Update Review:** Member Goetzke motioned to approve the Administrator/Clerk Job description as presented. Member Bakke seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- b. **Walking Bridge to Little Norway Repairs:** Discussions were had regarding if the City indeed owned the bridge, and therefore should any repairs or replacements be considered. A title search was estimated to be \$1,000 to \$1,500. A full survey of the area is estimated at \$4,000 to \$10,000. Mayor Resseman motioned to table the discussion to allow time for residents to be contacted to see how they utilize the bridge. Member Walbridge seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

- c. **Beacon Street West (South Side) Sidewalk Consideration:** Member Bakke motioned to table the discussion until more information is available regarding any possible contingency funds for the Street Improvement project. Member Walbridge seconded the motion. Vote was done by roll-call with all in favor.
- d. **Fire Truck Purchase:** Chief Wagner reported that a second truck had been identified which is available sooner than the previous one. The newest truck is a 2011 E1 Pumper from West Metro. It has similar mileage to the 2009 Pierce from Eagen, however is available in April of 2023. The availability of the 2011 is 1 ½ years sooner than the 2009 is estimated to be. Both trucks have similar equipment, and both need adjustments and minor repairs. A committee from the Fire Department will determine the details for selling the old truck. Attorney O’Koren presented an amended purchase agreement for consideration. Member Goetzke motioned to approve the amended purchase agreement for the purchase of the 2011 E1 Pumper in the amount of \$200,000. Mayor Resseman seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

I. New Business:

- a. **Street Department - Equipment Replacement:** Supervisor Haugen presented trading the 2017 Farmall 65C for a 2021 Farmall 75C for a total cost of \$14,000. The 2021 is a State trade-in with 189 hours. Due to this there is a full two-year warranty that would begin once purchased. Equipment replacement funds for the tractor are at \$36,500 for the 2023 budget year. Member Goetzke motioned to approve the purchase as recommended. Member Bakke seconded the motion. Vote was done by roll-call with all in favor. Motion carried. Supervisor Haugen also recommended the purchase of a 2023 Kubota SSV75 Skid Steer as well as attachments including: forks, grapple, snowpusher, and snowblower. This purchase would be completed jointly with Public Utilities with a total cost to both of \$32,662. Haugen noted that the tractor could then be placed on a 7 year replacement rotation, and the skid steer on a 5 year replacement rotation. It was noted that the skid steer would be utilized in many ways. Mayor Resseman motioned to approve the purchase of the 2023 Kubota SSV75 along with the forks and grapple. Member Goetzke seconded the motion. It was noted that used equipment was not considered due pricing, instead State bid pricing for new equipment was considered. It was also noted that this purchase would be contingent on the Public Utility Commission authorizing the purchase. Vote was done by roll-call with all in favor. Motion carried.
- b. **Capital Improvement Plan:** Administrator Peterson shared the draft version of the Capital Improvement Plan. Next steps will be to have department heads, and commissions review and prioritize the plan before bringing it back to the Council for review. Mayor Resseman motioned to table the discussion. Member Goetzke seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- c. **EDA Ordinance:** Member Goetzke shared the background information for the requested amendment. Goetzke also questioned if the wording could be created to allow for fluctuation of total members that would not require a change to the ordinance in the future. Attorney O’Koren will look into the possibility, as well as consider if there would be a definitive period of time to amend the number of members if we do not have the required numbers. Mayor Resseman motioned to table the discussion. Member Goetzke seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

- d. **Rural Board Per Capita for 2024-2025:** Member Goetzke motioned to approve the per capita rate of \$56.00 for 2024 and 2025. Member Walbridge seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- e. **Remote Work Policy Review:** Mayor Resseman motioned to table the discussion. Member Walbridge seconded the motion. Discussion was had if the policy is needed. Vote was done by roll-call with all in favor. Motion carried.
- f. **Fund 230 Remaining Balance:** Members requested the following information be made available: Priorities, What can the funds be used for, Are there any Legalities to be concerned with, Can the funds be invested, If so under the City or EDA. Mayor Resseman motioned to table the discussion. Member Bakke seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- g. **Panel Presentations:** Mayor Resseman motioned to follow legal guidance from the City Attorney and not present any panel discussions. Member Walbridge seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- h. **May City Council Meeting Date:** Member Goetzke motioned to change the May Regular Meeting Date to Tuesday, May 2, 2023. Mayor Resseman seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

Next Meeting: Monday, March 6, 2023 6:00 p.m.

ADJOURN: Mayor Resseman adjourned the meeting at 7:13 p.m.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

CITY OF LANESBORO

02/28/23 11:37 AM

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Payments

Current Period: March 2023

Payments Batch 03052023PAY		\$31,956.39	
Refer	2022047 GALE GROUP	-	
Cash Payment	E 211-45500-230 Books & Movies		\$57.73
Invoice	80630937		
Transaction Date	2/15/2023	OPERATIONAL ACC 10100	Total \$57.73
Refer	2022048 PREMIER LIFT PRODUCTS INC	-	
Cash Payment	E 100-45200-300 Professional Srvs (GENE		\$840.00
Invoice	14682		
Transaction Date	2/15/2023	OPERATIONAL ACC 10100	Total \$840.00
Refer	2022049 WEST METRO FIRE RESCUE DIST	Ck# 090795E 2/16/2023	
Cash Payment	E 425-43000-500 Capital Outlay (GENERA fire truck		\$20,000.00
Invoice			
Transaction Date	2/16/2023	OPERATIONAL ACC 10100	Total \$20,000.00
Refer	2022050 HAAKENSEN ELECTRIC	-	
Cash Payment	E 100-43100-401 Repairs/Maint Buildings new office		\$1,000.22
Invoice	6759		
Transaction Date	2/16/2023	OPERATIONAL ACC 10100	Total \$1,000.22
Refer	2022051 PRESTON AUTO PARTS	-	
Cash Payment	E 220-42000-240 Small Tools and Minor E		\$7.58
Invoice	746267		
Cash Payment	E 220-42000-240 Small Tools and Minor E		\$20.90
Invoice	746134		
Transaction Date	2/21/2023	OPERATIONAL ACC 10100	Total \$28.48
Refer	2022052 DE LAGE LANDEN	Ck# 025200 2/21/2023	
Cash Payment	E 211-45500-413 Office Equipment Rental		\$68.40
Invoice	79014384		
Transaction Date	2/21/2023	OPERATIONAL ACC 10100	Total \$68.40
Refer	2022053 FASTENAL COMPANY	-	
Cash Payment	E 100-43100-404 Repairs/Maint Machinery/		\$35.45
Invoice	mnpre97364		
Cash Payment	E 100-43100-404 Repairs/Maint Machinery/		\$50.10
Invoice	mnpre97358		
Transaction Date	2/21/2023	OPERATIONAL ACC 10100	Total \$85.55
Refer	2022054 MN ENERGY RESOURCES	-	
Cash Payment	E 100-43160-380 Utility Services (GENER		\$192.12
Invoice			
Cash Payment	E 100-43100-380 Utility Services (GENER		\$310.19
Invoice			
Cash Payment	E 220-42000-380 Utility Services (GENER		\$645.71
Invoice			
Cash Payment	E 100-45200-380 Utility Services (GENER		\$3,529.94
Invoice			
Transaction Date	2/22/2023	OPERATIONAL ACC 10100	Total \$4,677.96
Refer	2022055 HAUGEN, DAVID	-	

CITY OF LANESBORO

02/28/23 11:37 AM

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Payments

Current Period: March 2023

Cash Payment	E 100-43100-239 Clothing Allowance	Dave Boots		\$260.04
Invoice				
Transaction Date	2/22/2023	OPERATIONAL ACC 10100	Total	\$260.04
Refer	2022056 ZEP MANUFACTURING COMPANY			
Cash Payment	E 100-43100-210 Operating Supplies (GEN			\$224.75
Invoice	9008290688			
Transaction Date	2/23/2023	OPERATIONAL ACC 10100	Total	\$224.75
Refer	2022057 EYE PRIZE MARKETING			
Cash Payment	E 250-46500-210 Operating Supplies (GEN			\$4,425.00
Invoice	02152023			
Transaction Date	2/27/2023	OPERATIONAL ACC 10100	Total	\$4,425.00
Refer	2022058 PITNEY BOWES, INC			
Cash Payment	E 100-41500-413 Office Equipment Rental			\$169.29
Invoice	3105966248			
Transaction Date	2/27/2023	OPERATIONAL ACC 10100	Total	\$169.29
Refer	2022059 CHASE CARD SERVICES			
Cash Payment	E 100-41000-319 LinkMe			\$118.97
Invoice				
Transaction Date	2/27/2023	OPERATIONAL ACC 10100	Total	\$118.97

Fund Summary

10100 OPERATIONAL ACCOUNT

100 GENERAL FUND	\$6,731.07
211 LIBRARY	\$126.13
220 FIRE FUND	\$674.19
250 EDA OPERATING	\$4,425.00
425 VEHICLE REPLACEMENT FUND	\$20,000.00
	<u>\$31,956.39</u>

Pre-Written Checks	\$20,068.40
Checks to be Generated by the Computer	\$11,887.99
Total	<u>\$31,956.39</u>

Permitted B&B's in Lanesboro						
<u>Lic #</u>	<u>#</u>	<u>Name:</u>	<u>Physical Address:</u>	<u>Mailing Address:</u>	<u># of Rooms</u>	<u>MN</u> <u>Lic.</u> <u>Pd</u>
2023 BB-1	1	Thompson House B&B	401 Parkway Ave S	Thompson House B&B 401 Parkway Ave S Lanesboro, MN 55949	4	
2023 BB-2	2	Anna V's	507 Fillmore Ave S	Anna V's 507 Fillmore Avenue S Lanesboro, MN 55949	3	
2023 BB-3	3	Scandinavian Inn	701 Kenilworth Ave S	Scandinavian Inn 701 Kenilworth Avenue S Lanesboro, MN 55949	5	
2023 BB-4	4	O'Leary's B&B	707 Parkway Ave S	O'Leary's B&B 707 Parkway Avenue S Lanesboro, MN 55949	5	
2023 BB-5	5	Historic Scanlan House	708 Parkway Ave S	Historic Scanlan House 708 Parkway Avenue S Lanesboro, MN 55949	6	



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization <u>Lanesboro Area Community Foundation</u>		Date of organization <u>2017</u>		Tax exempt number <u>36-3454285</u>	
Organization Address (No PO Boxes) <u></u>		City <u>Lanesboro</u>	State <u>MN</u>	Zip Code <u>55949</u>	
Name of person making application <u>Andrea Mehlisch</u>		Business phone <u>-</u>		Home phone <u>507 696 5500</u>	
Date(s) of event <u>April 2, 2023</u>		Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit			
Organization officer's name <u>Tom Smith</u>		City <u>Lanesboro</u>	State <u>MN</u>	Zip Code <u>55949</u>	
Organization officer's name <u>Barb Jeffers</u>		City <u>Lanesboro</u>	State <u>MN</u>	Zip Code <u>55949</u>	
Organization officer's name <u>Ed Taylor</u>		City <u>Lanesboro</u>	State <u>MN</u>	Zip Code <u>55949</u>	
Location where permit will be used. If an outdoor area, describe.					

Lanesboro Community Center

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

<u>Lanesboro</u> City or County approving the license		<u>4-2-23</u> Date Approved	
<u>25.00</u> Fee Amount		<u>pd 2-9-23</u> Permit Date	
Event in conjunction with a community festival <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<u>dtaylor@lanesboro-mn.gov</u> City or County E-mail Address	
<u>725</u> Current population of city			
<u>Michelle Peterson</u> Please Print Name of City Clerk or County Official			
		<u></u> Signature City Clerk or County Official	

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Fax: (507) 208-4155
Bolton-Menk.com

VIA EMAIL

February 24, 2023

Michele Peterson
City Administrator/Clerk
City of Lanesboro
202 Parkway Ave. S.
Lanesboro, MN 55949

RE: Pay Request No. 27
Wastewater Treatment Facility Improvements
City of Lanesboro, Minnesota
Project No.: M24.117418

Dear Ms. Peterson,

Enclosed is a copy of Pay Request No. 27 from Wapasha Construction, Inc. for \$119,547.82. I have reviewed this request and recommend payment to the contractor. This request should be included with the City's disbursement request to the Minnesota Public Facilities Authority (PFA). The work reflected on this request represents 90.8 percent of the work to be completed under this contract. Please process this request for payment.

If you have any questions, please do not hesitate to contact me.

Sincerely,

BOLTON & MENK, INC.

Jake R. Pichelmann, P.E.
Environmental Project Manager

Enclosure

cc: Brian Malm – Bolton & Menk, Inc.
Chelsea Alger – Bolton & Menk, Inc.
File

Contractor's Application For Payment No. 27

To (Owner): City of Lanesboro, MN	Application Period: 02/01/23 - 02/28/23	Application Date: 2/22/2023
Project: Wastewater Treatment Facility	From (Contractor): Wapasha Construction Co.	Notice to Proceed Date: 10/15/2020
	Contract: General Contract	Via (Engineer): BOLTON & MENK, INC.
Owner's Contract No.: N/A	Contractor's Project No.: 3615	Engineer's Project No.: M24.117418

Application for Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
	-	
	-	
TOTALS	\$0.00	\$0.00
NET CHANGE BY CHANGE ORDERS		\$0.00

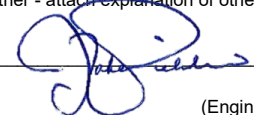
1. ORIGINAL CONTRACT PRICE	\$ 7,920,777.00
2. Net change by Change Orders	\$ 0.00
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	\$ 7,920,777.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on Progress Estimate)	\$ 7,195,357.95
5. RETAINAGE:	
a. 5 % x \$ 7,195,357.95 Work Completed	\$ 359,767.90
b. 5 % x \$ - Stored Material	\$ 0.00
c. Total Retainage (Line 5a + Line 5b)	\$ 359,767.90
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$ 6,835,590.05
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$ 6,716,042.23
8. AMOUNT DUE THIS APPLICATION	\$ 119,547.82
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)	\$ 1,085,186.95

Contractor's Certification

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:  Date: 02/22/2023

Payment of: \$119,547.82
(Line 8 or other - attach explanation of other amount)

is recommended by:  02-24-2023
(Engineer) (Date)

Payment of: \$119,547.82
(Line 8 or other - attach explanation of other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding Agency (if applicable) (Date)

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): General Contract					Application Number: 27			
Application Period: 02/01/23 - 02/28/23					Application Date: 2/22/2023			
Specification No.	Description	Scheduled Value (\$)	From Previous Applications (C+D)	This Period	Materials Presently Stored (Not C or D)	Total Completed and Stored to Date (C+D+E)	% (F/B)	Balance to Finish (B - F)
1	General Requirements							
***	Bond	45,760	45,760.00		-	45,760.00	100.0	-
***	General Conditions	188,240	184,293.00	1,120.00		185,413.00	98.5	2,827
1020	Allowances							
A.	General Construction Allowance	200,000	126,222.55			126,222.55	63.1	73,777
B.	Furnishing Allowance	10,000	5,327.06			5,327.06	53.3	4,673
C.	Computer Allowance	25,000	-			-	-	25,000
D.	Laboratory Allowance	10,000	2,324.96			2,324.96	23.2	7,675
E.	Utility Service Allowance	15,000	6,587.00			6,587.00	43.9	8,413
F.	Sewage Grinder Equipment Allowance	75,000	75,000.00			75,000.00	100.0	-
G.	Chemical Feed Allowance	20,000	20,000.00			20,000.00	100.0	-
H.	Well Sealing and Abandonment Allowance	10,000	-			-	-	10,000
2	Site Work							
	Walking path river to trail	3,800	1,500.00			1,500.00	39.5	2,300
2140	Dewatering - Lift Station	38,480	38,480.00			38,480.00	100.0	-
***	Dewatering - Main Plant	135,200	135,200.00			135,200.00	100.0	-
	Earthwork & Piping subcontract		-			-	-	-
	General Conditions	41,600	41,600.00			41,600.00	100.0	-
	Demo of Existing House & Garage	12,480	12,480.00			12,480.00	100.0	-
	Erosion Control Seeding & Final Stabilization	20,800	3,630.00			3,630.00	17.5	17,170
	Building Excavation and Backfill	372,200	372,200.00			372,200.00	100.0	-
	Buried Piping & Man Holes	540,800	540,800.00			540,800.00	100.0	-
	Process Piping & Valves	416,000	416,000.00			416,000.00	100.0	-
	Lift Station and Valve Vault	81,120	81,120.00			81,120.00	100.0	-
	Site Grading & Base Course	37,110	37,110.00			37,110.00	100.0	-
	Demo of Existing plant	197,600	11,000.00	103,400.00		114,400.00	57.9	83,200
2740	Plant-Mixed Bituminous Surfacing	85,240	20,430.00			20,430.00	24.0	64,810
2820	Ornamental Fences and Gates	331,140	-			-	-	331,140
2930	Plant Materials	79,470	-			-	-	79,470
3	Concrete							
3200	Concrete Reinforcement	250,830	250,830.00			250,830.00	100.0	-
***	Rebar Labor	185,350	185,350.00			185,350.00	100.0	-
3300	Cast-in-Place Concrete - Headworks	29,800	29,800.00			29,800.00	100.0	-
***	Cast-in-Place Concrete - Aeration Basin	258,560	258,560.00			258,560.00	100.0	-
***	Cast-in-Place Concrete - Final Clarifier	215,000	215,000.00			215,000.00	100.0	-
***	Cast-in-Place Concrete - Control Building	97,060	97,060.00			97,060.00	100.0	-
***	Cast-in-Place Concrete - Aerated Biosolids Tank	342,760	342,760.00			342,760.00	100.0	-
***	Cast-in-Place Concrete - Sludge Loadout Station	6,020	6,020.00			6,020.00	100.0	-
	Cast-in-Place Concrete - Retaining Wall	107,890	107,890.00			107,890.00	100.0	-
***	Cast-in-Place Concrete - Seg A-5	42,880	42,880.00			42,880.00	100.0	-
***	Cast-in-Place Concrete - Seg A-6	24,940	24,940.00			24,940.00	100.0	-
***	Cast-in-Place Concrete - Seg A-7	36,780	36,780.00			36,780.00	100.0	-
3411	Precast Hollow Core Planks	37,140	37,140.00			37,140.00	100.0	-
***	Precast Hollow Core Planks - Installation	15,420	15,420.00			15,420.00	100.0	-
	Page Sub-Totals	4,642,470	3,827,495	104,520	-	3,932,015		710,455

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): General Contract					Application Number: 27			
Application Period: 02/01/23 - 02/28/23					Application Date: 2/22/2023			
Specification No.	Description	Scheduled Value (\$)	From Previous Applications (C+D)	This Period	Materials Presently Stored (Not C or D)	Total Completed and Stored to Date (C+D+E)	% (F/B)	Balance to Finish (B - F)
4	Masonry		-	-	-	-		
4810	Unit Masonry Assemblies	321,260	321,260.00			321,260.00	100.0	-
***	Cavity Insulation	7,060	7,060.00			7,060.00	100.0	-
5	Metals		-			-		
5100	Structural Steel	12,120	12,120.00			12,120.00	100.0	-
5500	Miscellaneous Metal Fabrications	30,540	30,540.00			30,540.00	100.0	-
05520	Metal Railings	45,790	45,790.00			45,790.00	100.0	-
***	Millwright	56,230	56,230.00			56,230.00	100.0	-
6	Carpentry		-			-		
6100	Carpentry	22,120	22,120.00			22,120.00	100.0	-
6400	Interior Architectural Woodwork	6,720	6,720.00			6,720.00	100.0	-
7	Thermal and Moisture Protection		-			-		
7190	Vapor Barrier	6,420	6,420.00			6,420.00	100.0	-
7535	EPDM Roofing & Sheet Metal Work	44,260	33,100.00	11,160.00		44,260.00	100.0	-
8	Doors and Windows		-			-		
8110	Doors, Frames, and Hardware	38,280	38,280.00			38,280.00	100.0	-
8360	Upward Acting Sectional Doors	2,270	2,270.00			2,270.00	100.0	-
8800	Glass and Glazing	780	780.00			780.00	100.0	-
	Finishes		-			-		
9310	Ceramic Tile & VCT	7,070	7,070.00			7,070.00	100.0	-
9500	Acoustical Ceiling Systems	2,100	2,100.00			2,100.00	100.0	-
9900	Painting	205,610	198,850.00			198,850.00	96.7	6,760
10	Specialties		-			-		
10110	Marker Board	320	300.00			300.00	93.8	20
10250	Fire Extinguishers	1,870	1,870.00			1,870.00	100.0	-
10400	Identifying Devices	3,810	-			-	-	3,810
10800	Toilet Accessories	650	650.00			650.00	100.0	-
11	Equipment		-			-		
11240	Subcontractor Installation Chemical Feed Equipment	15,600	15,600.00			15,600.00	100.0	-
11265	Ultraviolet Disinfection	69,240	69,240.00			69,240.00	100.0	-
11280	Hydraulic Gates	19,980	19,309.63			19,309.63	96.6	670.37
11311	Submersible Centrifugal Pumps	79,650	76,169.19	3,480.81		79,650.00	100.0	-
11330	Package Pretreatment Equipment	105,750	105,750.00			105,750.00	100.0	-
11351	Non-Metallic Rectangular Clarifier Collector Mechanisms	122,840	122,840.00			122,840.00	100.0	-
11372	Blower System	159,140	159,140.00			159,140.00	100.0	-
11374	Fine Pore Membrane Aeration Equipment	22,890	21,750.00			21,750.00	95.0	1,140
11385	Coarse Bubble Aerobic Mixing System	22,780	21,640.00			21,640.00	95.0	1,140
	Subcontractor Installation of Aeration Equipment	12,480	12,480.00			12,480.00	100.0	-
11600	Laboratory Equipment	16,550	10,316.87	5,800.00		16,116.87	97.4	433
11630	Automatic Samplers	17,530	16,650.88	879.00		17,529.88	100.0	0
13	Special Construction		-			-		
13127	Fiberglass Flat Tank Covers	63,290	63,290.00			63,290.00	100.0	-
13900	Fiberglass Baffles and Weir Plates	12,570	12,570.00			12,570.00	100.0	-
14	Conveying System		-			-		
14620	Portable Hoist	12,220	12,220.00			12,220.00	100.0	-
Page Sub-Totals		1,567,790	1,532,496.57	21,319.81	-	1,553,816		13,974

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): General Contract					Application Number: 27			
Application Period: 02/01/23 - 02/28/23					Application Date: 2/22/2023			
Specification No.	Description	Scheduled Value (\$)	From Previous Applications (C+D)	This Period	Materials Presently Stored (Not C or D)	Total Completed and Stored to Date (C+D+E)	% (F/B)	Balance to Finish (B - F)
15	Mechanical		-	-	-			
15000	Mechanical General Provisions	620	620.00			620.00	100.0	-
15100	Valves Mechanical Only	1,560	1,560.00			1,560.00	100.0	-
15130	Gauges	310	310.00			310.00	100.0	-
15140	Supports and Anchors	2,600	2,600.00			2,600.00	100.0	-
15250	Mechanical Insulation	23,920	23,920.00			23,920.00	100.0	-
15400	Plumbing	620	620.00			620.00	100.0	-
15410	Plumbing Piping	53,950	53,950.00			53,950.00	100.0	-
15430	Plumbing Specialties	26,620	26,620.00			26,620.00	100.0	-
15440	Plumbing Fixtures	9,340	9,340.00			9,340.00	100.0	-
15450	Plumbing Equipment	9,880	9,880.00			9,880.00	100.0	-
15485	Natural Gas Piping Systems	16,160	16,160.00			16,160.00	100.0	-
15500	HVAC	1,660	1,660.00			1,660.00	100.0	-
15530	Refrigerant Piping	3,770	3,770.00			3,770.00	100.0	-
15575	Stacks and Vents	840	840.00			840.00	100.0	-
15620	Fuel Fired Heaters	58,130	58,130.00			58,130.00	100.0	-
15780	Packaged Air Conditioning Unit	13,200	13,200.00			13,200.00	100.0	-
15820	Dehumidifier	9,180	9,180.00			9,180.00	100.0	-
15860	Centrifugal Fans	470	470.00			470.00	100.0	-
15870	Power Ventilators	13,830	13,830.00			13,830.00	100.0	-
15855	Air Cleaning Devices	1,430	1,430.00			1,430.00	100.0	-
15890	Ductwork	28,700	28,700.00			28,700.00	100.0	-
15910	Ductwork Accessories	10,250	10,250.00			10,250.00	100.0	-
15930	Air Terminal Units	2,630	2,630.00			2,630.00	100.0	-
15940	Air Outlets and Inlets	2,080	2,080.00			2,080.00	100.0	-
15950	HVAC Controls	41,600	41,600.00			41,600.00	100.0	-
15993	Air Systems TAB	4,467	4,467.00			4,467.00	100.0	-
16	Electrical							
16120	WIRE & CABLES	52,000.00	52,000.00			52,000.00	100.0	-
16130	RACEWAYS & CONDUITS	31,200.00	31,200.00			31,200.00	100.0	-
16140	WIRING DEVICES, BOXES, MISC HARDWARE	15,600.00	15,600.00			15,600.00	100.0	-
16350	GENERATOR	109,200.00	109,200.00			109,200.00	100.0	-
16400	LIGHTING FIXTURES	20,800.00	20,800.00			20,800.00	100.0	-
16500	DISTRIBUTION EQUIPMENT	208,000.00	208,000.00			208,000.00	100.0	-
16950	INSTRUMENTATION / CONTROL(ASC)	655,200.00	655,200.00			655,200.00	100.0	-
16000	CONCRETE, HANDHOLES/ DUCTBANK	20,700.00	20,700.00			20,700.00	100.0	-
16000	LABOR & EXCAVATION/ TRENCHING	234,000.00	234,000.00			234,000.00	100.0	-
16000	MOBILATION, GENERAL CONDITIONS	20,800.00	19,810.00			19,810.00	95.2	990
16000	ELECTRICAL INSPECTION PERMIT FEE	5,200.00	5,200.00		-	5,200.00	100.0	-
		-	-	-	-	-	-	-
		-	-	-	-	-	-	-
	Page Sub-Totals	1,710,517	1,709,527.00	-	-	1,709,527.00	99.9	990
	Project Totals	7,920,777	7,069,518.14	125,839.81	-	7,195,357.95	90.8	725,419

Stored Material Summary**Contractor's Application**

For (Contract): General Contract					Application Number: 27				
Application Period: 02/01/23 - 02/28/23					Application Date: 2/22/2023				
A	B	C	D		E		F		G
Invoice No.	Shop Drawing Transmittal No.	Materials Description	Stored Previously		Stored this Month		Incorporated in Work		Materials Remaining in (D + E - F)
			Date (Month/Year)	Amount (\$)	Amount (\$)	Subtotal	Date (Month/Year)	Amount (\$)	
106765		Reinforcing steel	12/20	21,300.00				21,300.00	-
106766		Reinforcing steel	12/20	8,160.00				8,160.00	-
106793		Reinforcing steel	12/20	21,340.00				21,340.00	-
106794		Reinforcing steel	12/20	21,225.00				21,225.00	-
106838		Reinforcing steel	12/20	9,735.00				9,735.00	-
114797		JWC Sewage Grinder	4/21	52,148.58	-			52,148.58	-
3515		Hydraulic Gates	4/21	19,309.63	-			19,309.63	-
109712		Reinforcing steel	5/31	2,300.00				2,300.00	-
110362		Reinforcing steel	5/31	2,095.00				2,095.00	-
110363		Reinforcing steel	5/31	20,582.00				20,582.00	-
110429		Reinforcing steel	5/31	8,085.00				8,085.00	-
110943		Reinforcing steel	5/31	20,245.00				20,245.00	-
110944		Reinforcing steel	5/31	3,910.00				3,910.00	-
110945		Reinforcing steel	5/31	8,025.00				8,025.00	-
110946		Reinforcing steel	5/31	715.00				715.00	-
111145		Reinforcing steel	6/2	12,616.00	-			12,616.00	-
111146		Reinforcing steel	6/2	22,271.00	-			22,271.00	-
10004964		Packaged Treatment Equipment	5/21	85,230.00	-			85,230.00	-
10361		Miscellaneous Metals	8/21	12,579.78				12,579.78	-
10362		Miscellaneous Metals	8/21	2,050.00				2,050.00	-
115725		Reinforcing steel	9/21	14,106.00				14,106.00	-
		Chemical Feed	9/21	17,170.00				17,170.00	-
E-325485		Wastewater Sampler	10/21	9,440.88				9,440.88	-
3804		Aeration Equipment	10/21	44,228.75	-			44,228.75	-
5209246		Electrical Conduit & fittings	10/21	4,739.23	-			4,739.23	-
								-	-
314210		HVAC Control Dampers	10/21	6,747.00	-			6,747.00	-
36406 S		Field Instruments	10/21	18,317.00	-			18,317.00	-
				-				-	-
		Subtotals		468,670.85	-	-		468,670.85	-

Stored Material Summary**Contractor's Application**

For (Contract): General Contract					Application Number: 27				
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Application Period: 02/01/23 - 02/28/23					Application Date: 2/22/2023				
A	B	C	D		E		F		G
Invoice No.	Shop Drawing Transmittal No.	Materials Description	Stored Previously		Stored this Month		Incorporated in Work		Materials Remaining in Storage (\$) (D + E - F)
			Date (Month/Year)	Amount (\$)	Amount (\$)	Subtotal	Date (Month/Year)	Amount (\$)	
72261		Submersible Pumps & Mixers	12/21	76,169.19				76,169.19	-
3556C02991		UV Disinfection Equipment	12/21	41,228.20				41,228.20	-
36433 S		Switch gear	12/21	13,198.51				13,198.51	-
7595-MB		Clarifier Equipment	12/21	15,304.03				15,304.03	-
WG010826		Clarifier Equipment	12/21	12,867.00				12,867.00	-
WG010827		Clarifier Equipment	12/21	30,023.00				30,023.00	-
7605-MB		Clarifier Equipment	12/21	56,937.18				56,937.18	-
					-			-	-
36309 S		Instrumentation & Controls	1/22	77,980.00				77,980.00	-
36486 S		Instrumentation & Controls	1/22	23,354.94				23,354.94	-
36521 S		Instrumentation & Controls	1/22	43,959.06				43,959.06	-
								-	-
21522		Blowers	2/22	106,875.00				106,875.00	-
11358		Railings	2/22	5,427.02				5,427.02	-
11359		Sludge Loadout	2/22	2,744.56				2,744.56	-
20126		Door Hdwe & Building Specialties	2/22	25,776.00				25,776.00	-
133671		Portable Hoists	2/22	11,785.00				11,785.00	-
9174022-00		Plumbing specialties	2/22	670.20				670.20	-
9174022-01		Plumbing specialties	2/22	64.29				64.29	-
9174365-00		Plumbing specialties	2/22	43.49				43.49	-
09174435-00		Plumbing specialties	2/22	78.83				78.83	-
09169427-00		Plumbing specialties	2/22	7,034.93				7,034.93	-
09169427-01		Plumbing specialties	2/22	646.56				646.56	-
1834306-00		HVAC Equipment	2/22	11,255.68				11,255.68	-
160-15880		HVAC Ductwork	2/22	604.90				604.90	-
160-15880		HAVC Ductwork	2/22	234.71				234.71	-
								-	-
11435		Miscellaneous Metals	3/22	15538.47				15,538.47	-
37047 S		Panelboards	3/22	5933.13				5,933.13	-
37452 S		Gas Detection Equipment	3/22	7,011.88				7,011.88	-
					-			-	-
42022		Blower ME-4		35,625.00				35,625.00	-
1834306-01		Packaged air-conditioning		12,449.86				12,449.86	-
					-			-	-
								-	-
		Totals		1,109,491.47	-	-	-	1,109,491.47	-




Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Bolton-Menk.com

MEMORANDUM

Date: February 27, 2023
To: Michele Peterson, City Administrator
From: Brian P. Malm, P.E., Principal Engineer 
Subject: Fee Amendment – WWTF Improvements
City of Lanesboro, MN
Project No.: M24.117418

Based on current status of the project, and engineering fees expended to date, we expect to exceed the estimated engineering costs for construction services included in the City's PFA financing package for this project.

The City's PFA financing package included a total of \$650,000 in construction related engineering fees. This amount was an estimate based on the project being completed by May 2022. Based on current progress, we estimate construction will not be completed until May of 2023 (final site work, fence, and landscaping work). To date, we have incurred \$614,000 in construction related engineering fees.

Therefore, we are requesting a fee amendment in the amount of \$100,000, bringing the total amount of construction related engineering services for this project to \$750,000.

The City's PFA financing package for the project includes contingencies in the amount of \$396,039. Based on current construction status, we do not expect construction costs to exceed the as-bid amount. Therefore, there should be adequate contingencies in the City's financing package to cover the additional engineering fees.

We request Council consideration and approval of the attached work order, authorizing an additional \$100,000 in engineering fees for construction services.

Please let me know if you have any questions or would like any additional information to support this request.

WORK ORDER

Project: Wastewater Treatment Facility Improvements – Construction Services

Revised 3-6-23

Lanesboro, Minnesota

This Work Order is entered into this 6th day of March, 2023 by and between the CITY OF LANESBORO, Minnesota, 202 Parkway Avenue South, Lanesboro, MN 55949, hereinafter referred to as CITY, and BOLTON & MENK, INC., 2900 43rd Street NW, Suite 100, Rochester, MN 55901, hereinafter referred to as CONSULTANT.

RECITALS

WHEREAS, the City and the Consultant entered into a Professional Services Agreement on the 7th day of November, 2016; and

WHEREAS, the Professional Services Agreement allows the City to authorize the Consultant to perform Additional Services; and

WHEREAS, this Work Order outlines the Additional Services to be performed by the Consultant for the Project; the approved compensation for the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

ARTICLE ONE SERVICES TO BE PERFORMED BY THE CONSULTANT

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described on Exhibit A attached hereto and made a part hereof.

ARTICLE TWO CONSULTANT'S COMPENSATION

The City agrees to compensate the Consultant for services furnished according to Exhibit B attached hereto and made a part hereof.

ARTICLE THREE SCHEDULE OF PERFORMANCE


The Consultant shall perform the services for the Project on a schedule as indicated in the scope of work.

Subject to the terms and conditions of this Work Order, all of the terms and conditions of the Professional Services Agreement dated the 7th day of November, 2016 will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first above written.

BOLTON & MENK, INC.

CITY OF LANESBORO

By: 
Brian Malm, Principal Engineer

By: _____
Jason Resseman, Mayor

Date 2/27/23

By: _____
Michele Peterson, City Administrator

Date _____

EXHIBIT A

SERVICES TO BE PERFORMED BY CONSULTANT

A. SCOPE OF SERVICES

The Consultant shall provide engineering services needed for the evaluation of the historic status of the existing house to be demolished as a part of the proposed project and for the needed DNR easements for the project.

The Consultant shall also provide construction engineering services for the Wastewater Treatment Facility Improvements project. The specific services to be provided are as follows:

1. The CONSULTANT shall be the CLIENT'S representation during the construction of the Wastewater Treatment Facility Improvements. The following construction engineering services shall be provided: project administration and construction observation visits; attendance at preconstruction conference and monthly construction progress meetings and distribution of meeting notes; response to contractor's questions regarding interpretation of and clarification of contract drawings; issuance of field orders, work directive changes and request for proposals for changes to the construction contract; review of change order proposal requests; review of shop drawings and distribution of shop drawings; coordination of material testing requirements with a material testing company; review of contractor payment requests; conduct final inspection and recommendations for final acceptance to the CLIENT; preparation of record drawings at the completion of the project; conduct post-construction inspection and provide assurance that the plant operation is in accordance with design criteria intended and construction of the water treatment facility.
2. The CONSULTANT shall perform the construction staking and surveying for the wastewater treatment facility.
3. The CONSULTANT will provide Full-time construction observation during all critical work and underground construction, or as needed based on day-to-day construction activities by the contractor. The following project construction observation services will be provided: act as the CLIENT'S liaison with Contractor; performance of on-site observations of the work for the wastewater system improvements to determine if work is, in general, proceeding in accordance with the contract documents; reporting to the CLIENT'S staff when clarifications or modifications to the contract documents are required; maintaining log of site conditions during on-site observation; and provisions of site/field staking and surveying services.
4. The CONSULTANT will prepare an Operation and Maintenance (O&M) Manual for the Wastewater Treatment Facility Improvements. Included in the O & M Manual will be process operation procedures and maintenance procedures for equipment.
5. The CONSULTANT will assist with start-up training of the CLIENT'S staff. The CONSULTANT will familiarize the CLIENT'S staff with the Wastewater Treatment Facility Improvements operations and maintenance. The CONSULTANT will provide on-site training to include the following: provide instruction on maintenance management of equipment and provide operational training and assistance to optimize the performance of the Wastewater Treatment Facility Improvements.
6. The CONSULTANT will assist the CLIENT with all correspondence to the Minnesota Pollution Control Agency (MPCA) for construction requirements in accordance with the approved Plans and Specifications and NPDES/SDS permit modification. This

includes all communication and notifications required for construction progress and initiation of operation, submittal of the O&M Manual, submittal of as-built plans and specifications, final inspection, and one-year certification and closeout documentation after construction is complete.

7. The CONSULTANT will perform all labor and wage compliance in accordance with Public Facility Authority (PFA) requirements.
8. The CONSULTANT will coordinate and administer all necessary construction material and quality control testing with a Material Testing Company for the Wastewater Treatment Facility Improvements. The CLIENT is responsible for furnishing the costs of material testing services separately from the scope of services provided by the CONSULTANT.

B. ADDITIONAL SERVICES

Engineering services performed other than those authorized above shall be considered not part of the engineering services and shall be authorized in writing by the CLIENT as additional services with a negotiated contract amendment. Additional services consist of those services which are not generally considered to be normal construction engineering services, or are not definable prior to the commencement of the project. Additional services may consist of the following:

1. Serving as an expert witness for the CLIENT on any litigation or other proceedings involving the project except where the CONSULTANT is a party hereto.
2. All other services not specifically identified in Part A above.

- C. The CLIENT will compensate the CONSULTANT in accordance for the construction engineering and on-site observation according to the Schedule of Fees in the Professional Services Agreement for the time actually spent in performance of the services described above, with an estimated amount as shown in Exhibit B. This fee is based on the completion dates as set forth in the contract documents. The payment to the CONSULTANT will be made by the CLIENT based upon billing at intervals not more often than monthly. The estimated amount will not be exceeded without informing the CLIENT of the additional time required prior to initiating the work.

D. PROJECT SCHEDULE

The estimated construction fees identified in Part C above are based on an 18-month construction timeline.

EXHIBIT B

CONSULTANT'S COMPENSATION FOR PROJECT

TASK	DESCRIPTION	TOTAL COST
1	Additional work associated with historic evaluation of existing house and DNR easement.	\$14,515
2	Construction Engineering Services* <ul style="list-style-type: none"> • Project administration and client liaison • Pre-construction and monthly meetings • Shop drawing review • Pay application review • Labor and wage compliance and monitoring • Daily construction observation and record keeping • Construction staking and surveying • Coordination of material and quality-control testing • Preparation of O&M manual and training • Operational training and assistance • Record drawings • Project close-out and documentation • MPCA correspondence and final inspection 	\$750,000
TOTALS		\$764,515

*Note that Task 2 is revised from the prior approved Work Order dated 10/5/20. The amount listed is the revised estimated amount for Task 2 and is not in addition to the amount listed in the prior work order.

Task 1 shall be billed as a Lump Sum. Task 2 is an Hourly Estimated amount, to be billed on an hourly basis for work performed; CLIENT will be notified if this amount is expected to be exceeded.



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Bolton-Menk.com

MEMORANDUM

Date: February 27, 2023
To: Michele Peterson, City Administrator
From: Brian P. Malm, P.E., Principal Engineer
Subject: Change Order No. 2 – 2022 Street & Utility Improvement Project
City of Lanesboro, MN
Project No.: 0H1.123756

Attached is Change Order No. 2 for the 2022 Street & Utility Improvement project. This change order accounts for several modifications to the project, as follows:

- Additional storm sewer and surface improvements in the Parkway Alley
- Additional storm sewer and relocation of a hydrant on Coffee Street
- Additional storm sewer in the Pleasant Sheridan Alley
- Additional storm sewer and curb and gutter in the CRB Alley
- Retaining wall extension, additional curb & gutter, and storm sewer inlet on Beacon Street
- Retaining wall fence upgrade on Beacon Street
- Modify casting adjustment bid item to use City of Rochester Detail SDP 1-16

Although the Change Order amount is an increase in the Contract amount of \$18,182.75, note that this includes the addition of private alley paving in the Parkway Avenue Alley in the amount of \$35,763.00. This amount will be assessed separately, through consent assessment agreements, to the private property owners, reimbursing the City for those costs. Therefore, deducting this amount, the change order is actually a decrease in project cost to the City in the amount of \$17,580.25.

We request Council consideration and approval of Change Order No. 2. Please let me know if you have any questions or would like any additional information to support this request.

CHANGE ORDER NO.: 2

Owner: City of Lanesboro
 Engineer: Bolton & Menk
 Contractor: Generation X Construction, LLC
 Project: 2022 Street & Utility Improvements
 Contract Name:
 Date Issued: 2/27/23
 Owner's Project No.:
 Engineer's Project No.: OH1.123756
 Contractor's Project No.:
 Effective Date of Change Order: 2/27/23

The Contract is modified as follows upon execution of this Change Order:


Description:

- Additional storm sewer and surface improvements in the Parkway Alley
- Additional storm sewer and relocation of a hydrant on Coffee Street
- Additional storm sewer in the Pleasant Sheridan Alley
- Additional storm sewer and curb and gutter in the CRB Alley
- Retaining wall extension, additional curb & gutter, and storm sewer inlet on Beacon Street
- Retaining wall fence upgrade on Beacon Street
- Modify casting adjustment bid item to use City of Rochester Detail SDP 1-16

Attachments: Change Order No. 2 – Revised Schedule of Unit Prices

Revised Sheets: C1.21, C1.22, C4.01, C5.01-C5.03, C5.07, C6.01-C6.05, C6.10

Change in Contract Price		Change in Contract Times [State Contract Times as either a specific date or a number of days]	
Original Contract Price:		Original Contract Times:	
\$ 4,250,313.80		Milestone 1 Completion:	8/19/22
		Substantial Completion:	11/25/22
		Ready for final payment:	7/28/23
[Increase] [Decrease] from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> :		[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 1 :	
\$ N/A		Milestone 1 Completion:	11/25/22
		Substantial Completion:	8/18/23
		Ready for final payment:	7/26/24
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 4,250,313.80		Milestone 1 Completion:	11/25/22
		Substantial Completion:	8/18/23
		Ready for final payment:	7/26/24
[Increase] [Decrease] this Change Order:		[Increase] [Decrease] this Change Order:	
\$ 18,182.75		Milestone 1 Completion:	N/A
		Substantial Completion:	N/A
		Ready for final payment:	N/A
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 4,268,496.55		Milestone 1 Completion:	11/25/22
		Substantial Completion:	8/18/23
		Ready for final payment:	7/26/24

	Recommended by Engineer (if required)	Accepted by Contractor
By:		
Title:	City Engineer	
Date:	2/27/23	
	Authorized by Owner	Approved by Funding Agency (if applicable)
By:		
Title:		
Date:		

Change Order No. 2 - Revised Schedule of Unit Prices

Lanesboro 2022 Street & Utility Reconstruction Improvements

City of Lanesboro, MN

BMI PROJECT NO. H1.123756

Date: 2/27/23

ITEM NO.	ITEM	UNIT PRICE	ORIGINAL CONTRACT + PREVIOUSLY APPROVED CHANGE ORDERS		CHANGE ORDER NO. 2			NEW CONTRACT AMOUNT WITH CHANGE ORDER NO. 2	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	UNIT PRICE ADJUSTMENT	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	MOBILIZATION	\$235,000.00	1.00	L S	\$235,000.00		\$0.00	1.00	\$235,000.00
2	CLEARING	\$1,500.00	16.00	EACH	\$24,000.00		\$0.00	16.00	\$24,000.00
3	GRUBBING	\$500.00	16.00	EACH	\$8,000.00		\$0.00	16.00	\$8,000.00
4	CLEARING SPECIAL	\$250.00	10.00	EACH	\$2,500.00		\$0.00	10.00	\$2,500.00
5	GRUBBING SPECIAL	\$250.00	10.00	EACH	\$2,500.00		\$0.00	10.00	\$2,500.00
6	REMOVE POST	\$100.00	9.00	EACH	\$900.00		\$0.00	9.00	\$900.00
7	SALVAGE SIGN	\$100.00	24.00	EACH	\$2,400.00		\$0.00	24.00	\$2,400.00
8	SALVAGE MAIL BOX SUPPORT	\$250.00	4.00	EACH	\$1,000.00		\$0.00	4.00	\$1,000.00
9	SALVAGE BOLLARD	\$100.00	2.00	EACH	\$200.00		\$0.00	2.00	\$200.00
10	SAWING CONCRETE PAVEMENT (FULL DEPTH)	\$5.00	679.00	L F	\$3,395.00		\$0.00	679.00	\$3,395.00
11	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	\$4.00	1529.00	L F	\$6,116.00		\$0.00	1,529.00	\$6,116.00
12	REMOVE CURB AND GUTTER	\$3.00	3322.00	L F	\$9,966.00		\$0.00	3,322.00	\$9,966.00
13	REMOVE RETAINING WALL	\$20.00	105.00	L F	\$2,100.00		\$0.00	105.00	\$2,100.00
14	REMOVE METAL PIPE RAILING	\$10.00	22.00	L F	\$220.00		\$0.00	22.00	\$220.00
15	REMOVE CONCRETE DRIVEWAY PAVEMENT	\$6.00	748.00	S Y	\$4,488.00		\$0.00	748.00	\$4,488.00
16	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	\$5.00	187.00	S Y	\$935.00		\$0.00	187.00	\$935.00
17	REMOVE BITUMINOUS PAVEMENT	\$2.00	15681.00	S Y	\$31,362.00	293.00	\$586.00	15,974.00	\$31,948.00
18	REMOVE CONCRETE WALK	\$2.00	15071.00	S F	\$30,142.00		\$0.00	15,071.00	\$30,142.00
19	SALVAGE SIGN SPECIAL	\$750.00	2.00	EACH	\$1,500.00		\$0.00	2.00	\$1,500.00
20	RELOCATE STREET LIGHT	\$2,500.00	1.00	EACH	\$2,500.00		\$0.00	1.00	\$2,500.00
21	SALVAGE BRICK PAVERS	\$100.00	15.00	S F	\$1,500.00		\$0.00	15.00	\$1,500.00
22	EXCAVATION - SUBGRADE (EV)	\$12.00	1387.00	C Y	\$16,644.00	-299.00	-\$3,588.00	1,088.00	\$13,056.00
23	EXCAVATION - COMMON (P)	\$12.00	11113.00	C Y	\$133,356.00	135.00	\$1,620.00	11,248.00	\$134,976.00
24	STABILIZING AGGREGATE (CV)	\$32.00	1387.00	C Y	\$44,384.00	-299.00	-\$9,568.00	1,088.00	\$34,816.00
25	SELECT GRANULAR EMBANKMENT (CV) (P)	\$15.00	4921.00	C Y	\$73,815.00		\$0.00	4,921.00	\$73,815.00
26	EXCAVATION - SPECIAL	\$250.00	50.00	HOUR	\$12,500.00		\$0.00	50.00	\$12,500.00
27	GEOTEXTILE FABRIC TYPE 4	\$2.00	3575.00	S Y	\$7,150.00		\$0.00	3,575.00	\$7,150.00
28	GEOTEXTILE FABRIC TYPE 5	\$1.25	4164.00	S Y	\$5,205.00	-897.00	-\$1,121.25	3,267.00	\$4,083.75
29	AGGREGATE SURFACING CLASS 2	\$30.00	204.00	TON	\$6,120.00		\$0.00	204.00	\$6,120.00
30	AGGREGATE BASE (CV) CLASS 5 (P)	\$30.00	3934.00	C Y	\$118,020.00	118.00	\$3,540.00	4,052.00	\$121,560.00
31	AGGREGATE BASE (CV) CLASS 5	\$30.00	500.00	C Y	\$15,000.00	-500.00	-\$15,000.00	0.00	\$0.00
32	BITUMINOUS MATERIAL FOR TACK COAT	\$3.25	1461.00	GAL	\$4,748.25	26.00	\$84.50	1,487.00	\$4,832.75
33	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) 1.5" THICK (P)	\$10.50	14557.00	S Y	\$152,848.50	206.00	\$2,163.00	14,763.00	\$155,011.50
34	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C) 2.5" THICK (P)	\$17.00	14557.00	S Y	\$247,469.00	206.00	\$3,502.00	14,763.00	\$250,971.00
35	BITUMINOUS DRIVEWAY PAVEMENT	\$45.00	608.00	S Y	\$27,360.00	-33.00	-\$1,485.00	575.00	\$25,875.00
36	CONCRETE STEPS - DESIGN SPECIAL	\$1,000.00	7.00	EACH	\$7,000.00		\$0.00	7.00	\$7,000.00
37	PREFABRICATED MODULAR BLOCK WALL	\$80.00	1917.00	S F	\$153,360.00	387.00	\$30,960.00	2,304.00	\$184,320.00
38	6" PERF PVC PIPE DRAIN	\$26.00	4963.00	L F	\$129,038.00		\$0.00	4,963.00	\$129,038.00
39	6" PVC PIPE DRAIN CLEANOUT	\$350.00	14.00	EACH	\$4,900.00		\$0.00	14.00	\$4,900.00
40	CLEANOUT COVER	\$400.00	8.00	EACH	\$3,200.00		\$0.00	8.00	\$3,200.00
41	SUMP PUMP SERVICE	\$900.00	14.00	EACH	\$12,600.00		\$0.00	14.00	\$12,600.00
42	4" - 12" DRAINTILE REPAIR	\$30.00	40.00	L F	\$1,200.00		\$0.00	40.00	\$1,200.00
43	RANDOM RIPRAP CLASS III	\$65.00	1406.00	C Y	\$91,390.00	-1091.00	-\$70,915.00	315.00	\$20,475.00
44	RANDOM RIPRAP CLASS V	\$65.00	172.00	C Y	\$11,180.00	-172.00	-\$11,180.00	0.00	\$0.00
45	4" CONCRETE WALK	\$9.50	12594.00	S F	\$119,643.00		\$0.00	12,594.00	\$119,643.00
46	6" CONCRETE WALK	\$13.00	8594.00	S F	\$111,722.00		\$0.00	8,594.00	\$111,722.00

Change Order No. 2 - Revised Schedule of Unit Prices

Lanesboro 2022 Street & Utility Reconstruction Improvements

City of Lanesboro, MN

BMI PROJECT NO. H1.123756

Date: 2/27/23

ITEM NO.	ITEM	UNIT PRICE	ORIGINAL CONTRACT + PREVIOUSLY APPROVED CHANGE ORDERS			CHANGE ORDER NO. 2			NEW CONTRACT AMOUNT WITH CHANGE ORDER NO. 2			
			ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		UNIT PRICE ADJUSTMENT	ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT
47	DRILL & GROUT REINF BAR (EPOXY COATED)	\$10.00	588.00	S F	\$5,880.00		S F		\$0.00	588.00	S F	\$5,880.00
48	CONCRETE CURB & GUTTER DESIGN B618	\$27.00	4528.00	L F	\$122,256.00		L F		\$0.00	4,528.00	L F	\$122,256.00
49	CONCRETE CURB & GUTTER DESIGN B418	\$27.00	875.00	L F	\$23,625.00	113.00	L F		\$3,051.00	988.00	L F	\$26,676.00
50	CONCRETE CURB & GUTTER DESIGN D418	\$29.00	554.00	L F	\$16,066.00	350.00	L F		\$10,150.00	904.00	L F	\$26,216.00
51	CONCRETE CURB DESIGN V10	\$90.00	150.00	L F	\$13,500.00		L F		\$0.00	150.00	L F	\$13,500.00
52	6" CONCRETE DRIVEWAY PAVEMENT	\$80.00	268.00	S Y	\$21,440.00		S Y		\$0.00	268.00	S Y	\$21,440.00
53	7" CONCRETE DRIVEWAY PAVEMENT	\$83.00	901.00	S Y	\$74,783.00	-6.00	S Y		-\$498.00	895.00	S Y	\$74,285.00
54	TRUNCATED DOMES	\$65.00	303.00	S F	\$19,695.00		S F		\$0.00	303.00	S F	\$19,695.00
55	CONCRETE SILL	\$18.00	1108.00	L F	\$19,944.00		L F		\$0.00	1,108.00	L F	\$19,944.00
56	8" CONCRETE VALLEY GUTTER	\$95.00	25.00	S Y	\$2,375.00	28.00	S Y		\$2,660.00	53.00	S Y	\$5,035.00
57	INSTALL MAIL BOX SUPPORT	\$200.00	4.00	EACH	\$800.00		EACH		\$0.00	4.00	EACH	\$800.00
58	TEMPORARY MAIL BOX BANK	\$500.00	1.00	L S	\$500.00		L S		\$0.00	1.00	L S	\$500.00
59	BICYCLE RACK	\$750.00	18.00	EACH	\$13,500.00		EACH		\$0.00	18.00	EACH	\$13,500.00
60	BENCH	\$2,200.00	2.00	EACH	\$4,400.00		EACH		\$0.00	2.00	EACH	\$4,400.00
61	INSTALL BRICK PAVERS	\$200.00	15.00	S F	\$3,000.00		S F		\$0.00	15.00	S F	\$3,000.00
62	LIGHTING SYSTEM	\$140,000.00	1.00	L S	\$140,000.00		L S		\$0.00	1.00	L S	\$140,000.00
63	WIRE FENCE DESIGN 60V 9322	\$130.00	182.00	L F	\$23,660.00	-182.00	L F		-\$23,660.00	0.00	L F	\$0.00
64	TRAFFIC CONTROL	\$16,750.00	1.00	L S	\$16,750.00		L S		\$0.00	1.00	L S	\$16,750.00
65	INSTALL SIGN	\$50.00	21.00	EACH	\$1,050.00		EACH		\$0.00	21.00	EACH	\$1,050.00
66	INSTALL SIGN SPECIAL	\$500.00	2.00	EACH	\$1,000.00		EACH		\$0.00	2.00	EACH	\$1,000.00
67	SIGN TYPE C	\$65.00	80.00	S F	\$5,200.00		S F		\$0.00	80.00	S F	\$5,200.00
68	STABILIZED CONSTRUCTION EXIT	\$1,500.00	1.00	L S	\$1,500.00		L S		\$0.00	1.00	L S	\$1,500.00
69	EROSION CONTROL SUPERVISOR	\$2,500.00	1.00	L S	\$2,500.00		L S		\$0.00	1.00	L S	\$2,500.00
70	STORM DRAIN INLET PROTECTION	\$200.00	59.00	EACH	\$11,800.00		EACH		\$0.00	59.00	EACH	\$11,800.00
71	SILT FENCE; TYPE MS	\$3.00	917.00	L F	\$2,751.00		L F		\$0.00	917.00	L F	\$2,751.00
72	FLOTATION SILT CURTAIN TYPE MOVING WATER	\$15.00	185.00	LF	\$2,775.00		LF		\$0.00	185.00	LF	\$2,775.00
73	SEDIMENT CONTROL LOG TYPE WOOD FIBER	\$10.00	150.00	L F	\$1,500.00		L F		\$0.00	150.00	L F	\$1,500.00
74	ROCK DITCH CHECK	\$100.00	60.00	EACH	\$6,000.00		EACH		\$0.00	60.00	EACH	\$6,000.00
75	COMPOST GRADE 2 (LV)	\$18.00	330.00	C Y	\$5,940.00		C Y		\$0.00	330.00	C Y	\$5,940.00
76	FERTILIZER TYPE 3	\$3.00	355.00	L B	\$1,065.00		L B		\$0.00	355.00	L B	\$1,065.00
77	TOPSOIL PREPARATION	\$4.00	4839.00	S Y	\$19,356.00		S Y		\$0.00	4,839.00	S Y	\$19,356.00
78	SODDING TYPE LAWN	\$9.00	1811.00	S Y	\$16,299.00		S Y		\$0.00	1,811.00	S Y	\$16,299.00
79	SODDING TYPE SALT TOLERANT	\$9.00	3028.00	S Y	\$27,252.00		S Y		\$0.00	3,028.00	S Y	\$27,252.00
80	ROLLED EROSION PREVENTION CATEGORY 25	\$25.00	135.00	S Y	\$3,375.00		S Y		\$0.00	135.00	S Y	\$3,375.00
81	RAPID STABILIZATION METHOD 4	\$15.00	90.00	SY	\$1,350.00		SY		\$0.00	90.00	SY	\$1,350.00
82	RAPID STABILIZATION METHOD 3	\$5.00	1515.00	SY	\$7,575.00		SY		\$0.00	1,515.00	SY	\$7,575.00
83	TURF MAINTENANCE	\$200.00	120.00	DAY	\$24,000.00		DAY		\$0.00	120.00	DAY	\$24,000.00
84	INTERM PAVEMENT MARKINGS	\$0.65	1654.00	L F	\$1,075.10		L F		\$0.00	1,654.00	L F	\$1,075.10
85	4" SOLID LINE PAINT	\$0.65	2131.00	L F	\$1,385.15		L F		\$0.00	2,131.00	L F	\$1,385.15
86	12" SOLID LINE PAINT	\$2.60	48.00	L F	\$124.80		L F		\$0.00	48.00	L F	\$124.80
87	PAVEMENT MESSAGE PAINT	\$5.00	25.00	S F	\$125.00		S F		\$0.00	25.00	S F	\$125.00
88	CROSSWALK PAINT	\$0.75	604.00	L F	\$453.00		L F		\$0.00	604.00	L F	\$453.00
89	PAVEMENT MARKING SPECIAL	\$1.00	868.00	L F	\$868.00		L F		\$0.00	868.00	L F	\$868.00
90	CONSTRUCTION ALLOWANCE	\$1.00	60000.00	UNIT	\$60,000.00		UNIT		\$0.00	60,000.00	UNIT	\$60,000.00
91	REMOVE MANHOLE (SANITARY)	\$750.00	10.00	EACH	\$7,500.00		EACH		\$0.00	10.00	EACH	\$7,500.00
92	REMOVE SEWER PIPE (SANITARY)	\$3.00	3342.00	L F	\$10,026.00		L F		\$0.00	3,342.00	L F	\$10,026.00
93	PLUG & ABANDON DRAINAGE STRUCTURE (SANITARY)	\$750.00	1.00	EACH	\$750.00		EACH		\$0.00	1.00	EACH	\$750.00

Change Order No. 2 - Revised Schedule of Unit Prices

Lanesboro 2022 Street & Utility Reconstruction Improvements

City of Lanesboro, MN

BMI PROJECT NO. H1.123756

Date: 2/27/23

ITEM NO.	ITEM	UNIT PRICE	ORIGINAL CONTRACT + PREVIOUSLY APPROVED CHANGE ORDERS			CHANGE ORDER NO. 2			NEW CONTRACT AMOUNT WITH CHANGE ORDER NO. 2			
			ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		UNIT PRICE ADJUSTMENT	ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT
94	6" SANITARY SERVICE CLEANOUT	\$500.00	2.00	EACH	\$1,000.00		EACH		\$0.00	2.00	EACH	\$1,000.00
95	SANITARY SEWER TRACER WIRE	\$12,000.00	1.00	L S	\$12,000.00		L S		\$0.00	1.00	L S	\$12,000.00
96	CONNECT TO EXISTING SANITARY SEWER	\$1,000.00	12.00	EACH	\$12,000.00		EACH		\$0.00	12.00	EACH	\$12,000.00
97	SANITARY SEWER I & I BARRIER	\$650.00	15.00	EACH	\$9,750.00		EACH		\$0.00	15.00	EACH	\$9,750.00
98	8"X4" PVC WYE	\$450.00	19.00	EACH	\$8,550.00		EACH		\$0.00	19.00	EACH	\$8,550.00
99	8"X6" PVC WYE	\$600.00	1.00	EACH	\$600.00		EACH		\$0.00	1.00	EACH	\$600.00
100	10"X4" PVC WYE	\$500.00	5.00	EACH	\$2,500.00		EACH		\$0.00	5.00	EACH	\$2,500.00
101	12"X6" PVC WYE	\$650.00	21.00	EACH	\$13,650.00		EACH		\$0.00	21.00	EACH	\$13,650.00
102	6" PVC PIPE SEWER	\$60.00	20.00	L F	\$1,200.00		L F		\$0.00	20.00	L F	\$1,200.00
103	8" PVC (PIPE BURST)	\$125.00	400.00	L F	\$50,000.00		L F		\$0.00	400.00	L F	\$50,000.00
104	8" PVC PIPE SEWER (C-900)	\$65.00	200.00	L F	\$13,000.00		L F		\$0.00	200.00	L F	\$13,000.00
105	8" PVC PIPE SEWER	\$55.00	1561.00	L F	\$85,855.00		L F		\$0.00	1,561.00	L F	\$85,855.00
106	10" PVC PIPE SEWER	\$62.00	558.00	L F	\$34,596.00		L F		\$0.00	558.00	L F	\$34,596.00
107	12" PVC PIPE SEWER	\$75.00	1007.00	L F	\$75,525.00		L F		\$0.00	1,007.00	L F	\$75,525.00
108	4" PVC SANITARY SERVICE PIPE	\$50.00	631.00	L F	\$31,550.00		L F		\$0.00	631.00	L F	\$31,550.00
109	6" PVC SANITARY SERVICE PIPE	\$55.00	869.00	L F	\$47,795.00		L F		\$0.00	869.00	L F	\$47,795.00
110	4" POLYSTYRENE INSULATION	\$35.00	4.00	S Y	\$140.00		S Y		\$0.00	4.00	S Y	\$140.00
111	CASTING ASSEMBLY (SANITARY)	\$1,250.00	15.00	EACH	\$18,750.00		EACH		\$0.00	15.00	EACH	\$18,750.00
112	ADJUST FRAME AND RING CASTING (SANITARY)	\$400.00	16.00	EACH	\$6,400.00	16.00	EACH	\$100.00	\$1,600.00	32.00	EACH	\$8,000.00
113	CONST DRAINAGE STRUCTURE DESIGN 4007 (SANITARY)	\$1,200.00	147.40	L F	\$176,880.00		L F		\$0.00	147.40	L F	\$176,880.00
114	CONSTRUCT 8" INSIDE DROP	\$600.00	9.40	L F	\$5,640.00		L F		\$0.00	9.40	L F	\$5,640.00
115	REMOVE GATE VALVE AND BOX	\$500.00	5.00	EACH	\$2,500.00		EACH		\$0.00	5.00	EACH	\$2,500.00
116	REMOVE HYDRANT	\$500.00	2.00	EACH	\$1,000.00		EACH		\$0.00	2.00	EACH	\$1,000.00
117	REMOVE WATER MAIN	\$3.00	3055.00	L F	\$9,165.00		L F		\$0.00	3,055.00	L F	\$9,165.00
118	TEMPORARY WATER SERVICE	\$12,500.00	1.00	L S	\$12,500.00		L S		\$0.00	1.00	L S	\$12,500.00
119	WATERMAIN TRACER WIRE	\$8,000.00	1.00	L S	\$8,000.00		L S		\$0.00	1.00	L S	\$8,000.00
120	CONNECT TO EXISTING WATER MAIN	\$1,200.00	10.00	EACH	\$12,000.00		EACH		\$0.00	10.00	EACH	\$12,000.00
121	HYDRANT (8.0' BURY)	\$5,700.00	3.00	EACH	\$17,100.00		EACH		\$0.00	3.00	EACH	\$17,100.00
122	HYDRANT (8.5' BURY)	\$6,500.00	2.00	EACH	\$13,000.00		EACH		\$0.00	2.00	EACH	\$13,000.00
123	ADJUST VALVE BOX	\$400.00	18.00	EACH	\$7,200.00		EACH		\$0.00	18.00	EACH	\$7,200.00
124	1" CORPORATION STOP	\$450.00	27.00	EACH	\$12,150.00		EACH		\$0.00	27.00	EACH	\$12,150.00
125	1.5" CORPORATION STOP	\$550.00	1.00	EACH	\$550.00		EACH		\$0.00	1.00	EACH	\$550.00
126	4" GATE VALVE AND BOX	\$2,500.00	3.00	EACH	\$7,500.00		EACH		\$0.00	3.00	EACH	\$7,500.00
127	6" GATE VALVE AND BOX	\$3,000.00	5.00	EACH	\$15,000.00		EACH		\$0.00	5.00	EACH	\$15,000.00
128	8" GATE VALVE AND BOX	\$3,800.00	13.00	EACH	\$49,400.00		EACH		\$0.00	13.00	EACH	\$49,400.00
129	1" CURB STOP AND BOX	\$400.00	27.00	EACH	\$10,800.00		EACH		\$0.00	27.00	EACH	\$10,800.00
130	1.5" CURB STOP AND BOX	\$650.00	1.00	EACH	\$650.00		EACH		\$0.00	1.00	EACH	\$650.00
131	4" PVC WATERMAIN	\$50.00	165.00	L F	\$8,250.00		L F		\$0.00	165.00	L F	\$8,250.00
132	6" PVC WATERMAIN	\$55.00	97.00	L F	\$5,335.00		L F		\$0.00	97.00	L F	\$5,335.00
133	8" PVC WATERMAIN	\$60.00	2803.00	L F	\$168,180.00		L F		\$0.00	2,803.00	L F	\$168,180.00
134	1" WATER SERVICE	\$55.00	862.00	L F	\$47,410.00		L F		\$0.00	862.00	L F	\$47,410.00
135	1.5" WATER SERVICE	\$64.00	45.00	L F	\$2,880.00		L F		\$0.00	45.00	L F	\$2,880.00
136	WATERMAIN FITTINGS	\$25.00	2472.00	L B	\$61,800.00		L B		\$0.00	2,472.00	L B	\$61,800.00
137	REMOVE PIPE APRON	\$750.00	3.00	EACH	\$2,250.00		EACH		\$0.00	3.00	EACH	\$2,250.00
138	REMOVE CATCH BASIN	\$550.00	10.00	EACH	\$5,500.00		EACH		\$0.00	10.00	EACH	\$5,500.00
139	REMOVE MANHOLE (STORM)	\$750.00	1.00	EACH	\$750.00		EACH		\$0.00	1.00	EACH	\$750.00
140	REMOVE SEWER PIPE (STORM)	\$15.00	585.00	L F	\$8,775.00		L F		\$0.00	585.00	L F	\$8,775.00

Change Order No. 2 - Revised Schedule of Unit Prices

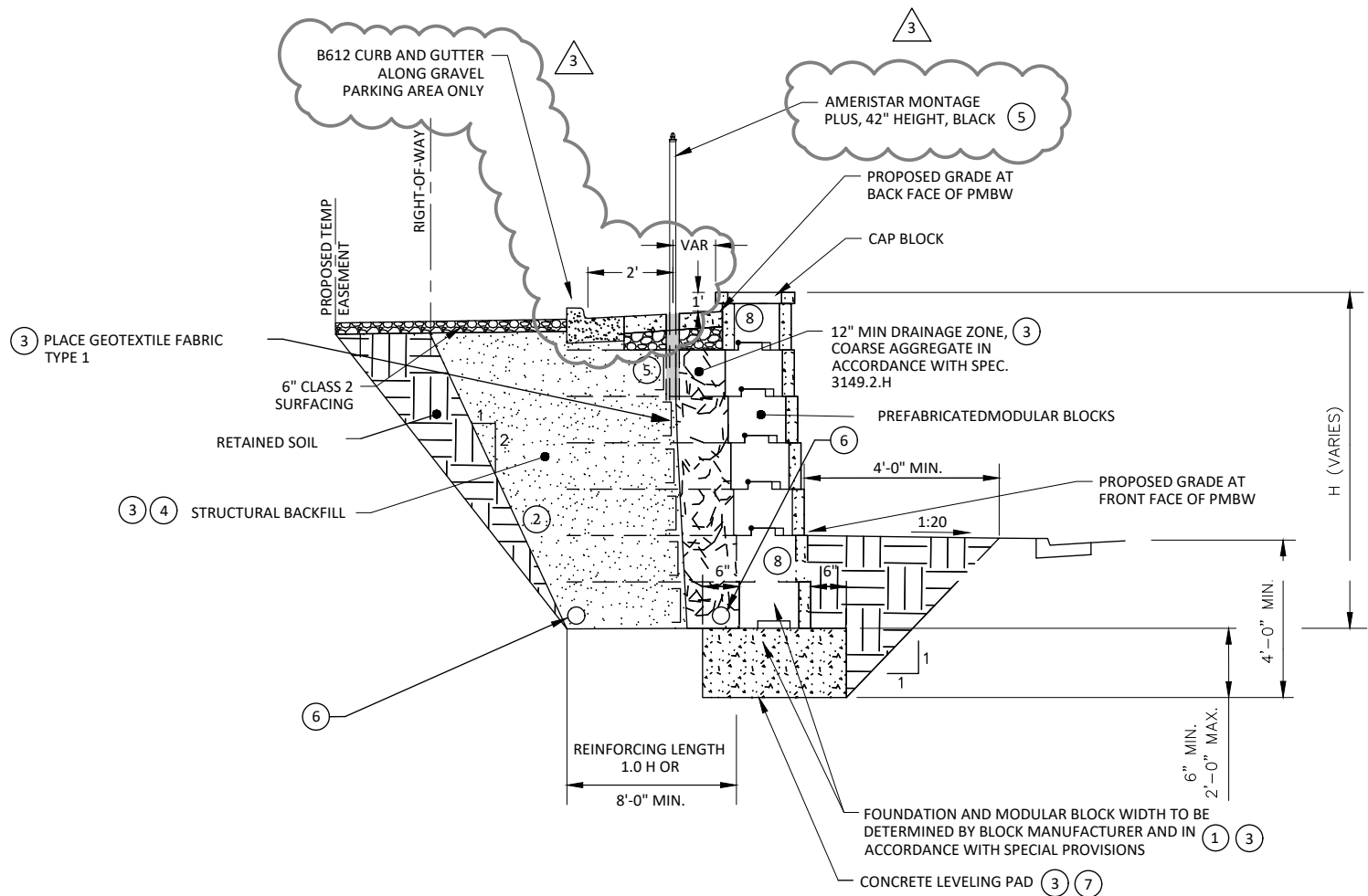
Lanesboro 2022 Street & Utility Reconstruction Improvements

City of Lanesboro, MN

BMI PROJECT NO. H1.123756

Date: 2/27/23

ITEM NO.	ITEM	UNIT PRICE	ORIGINAL CONTRACT + PREVIOUSLY APPROVED CHANGE ORDERS			CHANGE ORDER NO. 2			NEW CONTRACT AMOUNT WITH CHANGE ORDER NO. 2			
			ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY	UNIT PRICE ADJUSTMENT	ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT	
141	24" RC PIPE APRON	\$2,000.00	2.00	EACH	\$4,000.00		EACH		\$0.00	2.00	EACH	\$4,000.00
142	30" RC PIPE APRON	\$2,000.00	1.00	EACH	\$2,000.00		EACH		\$0.00	1.00	EACH	\$2,000.00
143	8" ROOF DRAIN CONNECTION	\$1,100.00	7.00	EACH	\$7,700.00	2.00	EACH		\$2,200.00	9.00	EACH	\$9,900.00
144	12" RC PIPE SEWER DESIGN 3006 CLASS V	\$57.00	1477.00	L F	\$84,189.00	175.00	L F		\$9,975.00	1,652.00	L F	\$94,164.00
145	15" RC PIPE SEWER DESIGN 3006 CLASS V	\$63.00	204.00	L F	\$12,852.00		L F		\$0.00	204.00	L F	\$12,852.00
146	18" RC PIPE SEWER DESIGN 3006 CLASS III	\$67.00	1303.00	L F	\$87,301.00		L F		\$0.00	1,303.00	L F	\$87,301.00
147	21" RC PIPE SEWER DESIGN 3006 CLASS III	\$75.00	409.00	L F	\$30,675.00		L F		\$0.00	409.00	L F	\$30,675.00
148	24" RC PIPE SEWER DESIGN 3006 CLASS III	\$85.00	71.00	L F	\$6,035.00		L F		\$0.00	71.00	L F	\$6,035.00
149	30" RC PIPE SEWER DESIGN 3006 CLASS III	\$140.00	35.00	L F	\$4,900.00		L F		\$0.00	35.00	L F	\$4,900.00
150	CONNECT INTO EXISTING MANHOLE (STORM)	\$1,000.00	2.00	EACH	\$2,000.00		EACH		\$0.00	2.00	EACH	\$2,000.00
151	CONNECT INTO EXISTING STORM SEWER	\$1,000.00	2.00	EACH	\$2,000.00		EACH		\$0.00	2.00	EACH	\$2,000.00
152	PLUG FILL & ABANDON PIPE SEWER	\$5.00	145.00	L F	\$725.00		L F		\$0.00	145.00	L F	\$725.00
153	8" PVC PIPE SEWER	\$50.00	251.00	L F	\$12,550.00	30.00	L F		\$1,500.00	281.00	L F	\$14,050.00
154	10" PVC PIPE SEWER	\$56.00	30.00	L F	\$1,680.00	124.00	L F		\$6,944.00	154.00	L F	\$8,624.00
155	CASTING ASSEMBLY (STORM)	\$850.00	61.00	EACH	\$51,850.00	3.00	EACH		\$2,550.00	64.00	EACH	\$54,400.00
156	ADJUST FRAME AND RING CASTING (STORM)	\$400.00	16.00	EACH	\$6,400.00	16.00	EACH	\$100.00	\$1,600.00	32.00	EACH	\$8,000.00
157	CONST DRAINAGE STRUCTURE DESIGN G	\$750.00	4.00	LF	\$3,000.00		LF		\$0.00	4.00	LF	\$3,000.00
158	CONST DRAINAGE STRUCTURE DES 48-4020	\$650.00	83.60	L F	\$54,340.00		L F		\$0.00	83.60	L F	\$54,340.00
159	CONST DRAINAGE STRUCTURE DES 48-4022	\$700.00	34.80	L F	\$24,360.00		L F		\$0.00	34.80	L F	\$24,360.00
160	CONST DRAINAGE STRUCTURE DES 60-4020	\$1,600.00	4.00	LF	\$6,400.00		LF		\$0.00	4.00	LF	\$6,400.00
161	CONST DRAINAGE STRUCTURE DES 60-4022	\$1,150.00	9.10	L F	\$10,465.00		L F		\$0.00	9.10	L F	\$10,465.00
162	CONST DRAINAGE STRUCTURE DESIGN SPECIAL 1 (R-1)	\$650.00	150.80	L F	\$98,020.00	4.00	L F		\$2,600.00	154.80	L F	\$100,620.00
163	CONST DRAINAGE STRUCTURE DESIGN SPECIAL 2 (72" W/ GRATE)	\$2,500.00	5.00	L F	\$12,500.00		L F		\$0.00	5.00	L F	\$12,500.00
CO-1	INSTALL CITY FURNISHED DRAINAGE STRUCTURE	\$2,800.00	0.00	EACH	\$0.00	3.00	EACH		\$8,400.00	3.00	EACH	\$8,400.00
CO-2	NEENAH R-1976 FRAME & COVER	\$475.00	0.00	EACH	\$0.00	16.00	EACH		\$7,600.00	16.00	EACH	\$7,600.00
CO-3	RELOCATE HYDRANT	\$2,650.00	0.00	EACH	\$0.00	1.00	EACH		\$2,650.00	1.00	EACH	\$2,650.00
CO-4	10" NYLOPLAST INLINE DRAIN	\$1,500.00	0.00	EACH	\$0.00	1.00	EACH		\$1,500.00	1.00	EACH	\$1,500.00
CO-5	RETAINING WALL FENCE	\$143.75	0.00	EACH	\$0.00	200.00	EACH		\$28,750.00	200.00	EACH	\$28,750.00
CO-6	CONCRETE CURB & GUTTER DESIGN B612	\$60.00	0.00	EACH	\$0.00	120.00	EACH		\$7,200.00	120.00	EACH	\$7,200.00
CO-7	IRREGULAR BITUMINOUS PAVING IN ALLEY (4")	\$62.50	0.00	SY	\$0.00	189.00	SY		\$11,812.50	189.00	SY	\$11,812.50
TOTAL AMOUNT:					\$4,250,313.80				\$18,182.75			\$4,268,496.55



TYPICAL MODULAR BLOCK FILL WALL (PMBW) WITH SOIL REINFORCEMENT
NOT TO SCALE

GENERAL NOTES:

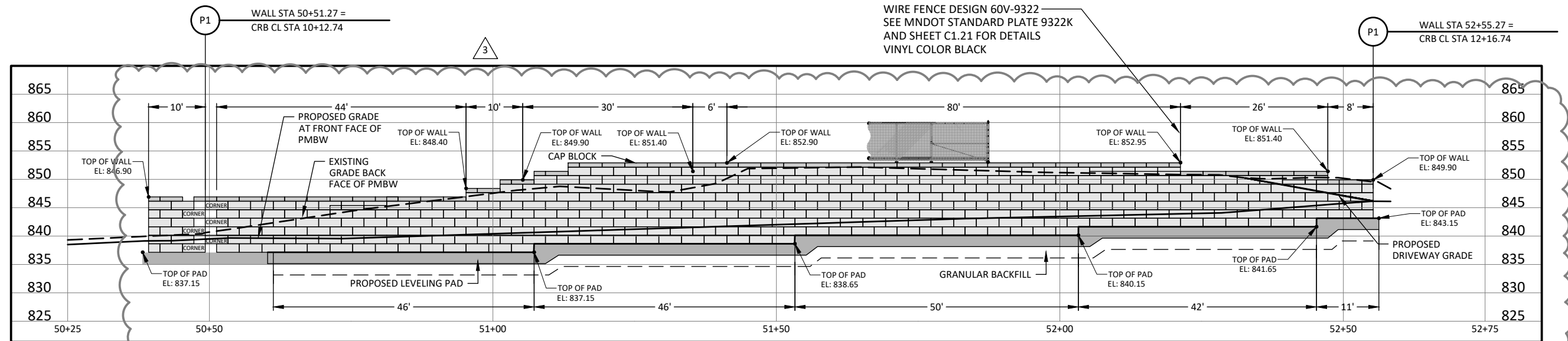
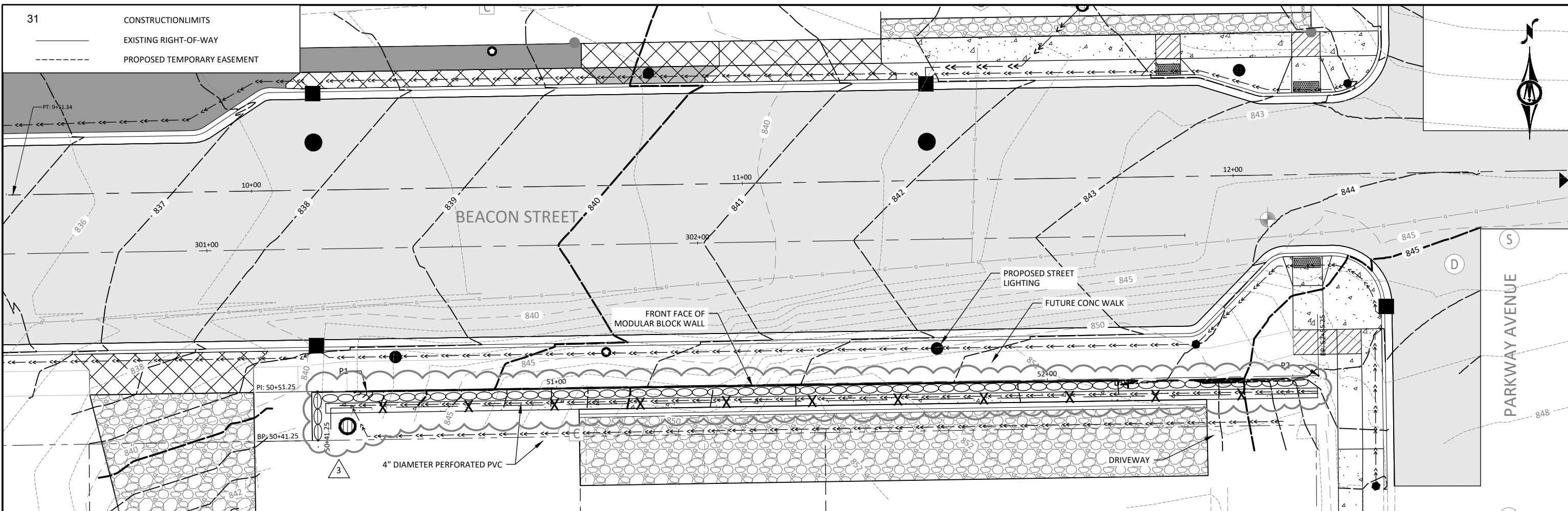
1. CAP BLOCK SHALL BE APPROXIMATELY 6" TO 8" IN HEIGHT.
2. ACTUAL SOIL REINFORCEMENT REQUIREMENTS TO BE DETERMINED BY WALL DESIGNER. REFER TO SPECIAL PROVISIONS FOR ENGINEERING REQUIREMENTS.
3. ALL FACES OF BLOCKS EXPOSED IN THE FINAL CONDITION SHALL HAVE TEXTURE.
4. ALL MATERIALS, EQUIPMENT, AND LABOR REQUIRED FOR 4" PERFORATED PVC SYSTEM PER PLANS AND SPECS SHALL BE INCLUDED IN THE PRICE FOR PMBW.
5. BACKFILL CONSISTING OF SELECT GRANULAR MATERIAL (MNDOT SPEC. 3149.2.B.2) OR AGGREGATE BEDDING (MNDOT SPEC. 3149.2.G.2) MAY BE REQUIRED BENEATH THE FOUNDATIONS TO RE-ESTABLISH GRADE IF GROUNDWATER OR PERCHED GROUNDWATER IS ENCOUNTERED WITHIN THE EXCAVATION. DEWATER EXCAVATIONS ARE INCLUDED IN THE PRICE BID FROM STRUCTURAL EXCAVATION AND SELECT GRANULAR OR AGGREGATE BEDDING MAY BE UTILIZED AT NO ADDITIONAL COST SHOULD GROUNDWATER BE ENCOUNTERED.

SPECIFIC NOTES:

1. DIMENSION MAY VARY DEPENDING ON MANUFACTURER. CENTER WALL ON FOOTING. FOOTING TO BE INCLUDED IN PRICE BID FOR ITEM "PREFABRICATED MODULAR BLOCK WALL" (FOOTING AREA IS NOT MEASURED OR INCLUDED IN PAYMENT QUANTITY)
2. LINE REPRESENTS THE MINIMUM EXCAVATION LIMITS AND THE PAY LIMITS FOR STRUCTURE EXCAVATION CLASS U AND EMBANKMENT. ACTUAL EXCAVATION LIMITS SHALL BE DETERMINED BY THE CONTRACTOR BASED ON IN-SITU SOIL CHARACTERISTICS AND OSHA REGULATIONS. EXCAVATION AND EMBANKMENT BEYOND THE PAY LIMIT LINE AT CONTRACTOR EXPENSE.
3. TO BE INCLUDED IN PRICE BID FOR ITEM "PREFABRICATED MODULAR BLOCK WALL".
4. MATERIAL SHALL MEET "REINFORCED AND BACKFILL SOIL" REQUIREMENTS IN PROJECT PMBW SPECIAL PROVISIONS
5. FENCE TO BE PAID SEPARATELY FROM WALL. ALL POSTS SHALL HAVE 6" PVC VERTICAL SLEEVES INSTALLED TO AT LEAST FENCE POST BURY DEPTH ACCORDING TO **MANUFACTURER/S RECOMMENDATIONS** DURING BACKFILL AND WALL REINFORCEMENT INSTALLATION. SLEEVES MUST BE INSTALLED PRIOR TO INSTALLING POSTS TO ENSURE WALL REINFORCEMENT WILL NOT BE PUNCTURED DURING FENCE INSTALLATION. FAILURE TO INSTALL SLEEVES DURING BACKFILLING AND REINFORCEMENT OPERATIONS WILL NOT BE ACCEPTED AND CONTRACTOR SHALL REINSTALL AT CONTRACTOR'S EXPENSE. PVC SLEEVE TO BE INCLUDED IN PRICE BID FOR FENCE.
6. 4" PERFORATED PVC PIPE IN ACCORDANCE WITH SPEC. 3245.2 MEETING ASTM D1785. WRAP WITH TYPE 1 GEOTEXTILE IN ACCORDANCE WITH SPEC. 3733. INSTALLATION IN ACCORDANCE WITH SPEC. 2502. CONNECT TO STORM SEWER DRAINAGE SYSTEM.
7. SUBCUT BELOW LEVELING AS REQ'D BY FIELD GEOTECHNICAL ENGINEER; SEE WALL PROFILES FOR ANTICIPATED LIMITS. OVERSIZE ANY EXCAVATION 1 FOOT HORIZONTALLY BEYOND THE OUTER EDGES OF THE FOOTING FOR EACH FOOT THE EXCAVATIONS EXTEND BELOW BOTTOM-OF-FOOTING SUBGRADE ELEVATIONS.
8. THE BID ITEM "PREFABRICATED MODULAR BLOCK WALL" INCLUDES 1'-0" ABOVE PROPOSED GRADE AT BACK FACE OF WALL AND 2'-0" BELOW PROPOSED GRADE AT FRONT FACE OF WALL. NO ADJUSTMENT WILL BE MADE TO COMPENSATE FOR VARIATIONS REQUIRED TO ACCOMMODATE ACTUAL BLOCK PLACEMENT.



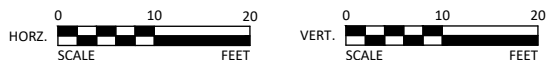
CONSTRUCTION LIMITS
EXISTING RIGHT-OF-WAY
PROPOSED TEMPORARY EASEMENT



RETAINING WALL ALIGNMENT TABLE				
POINT	CRB CL STATIONING	OFFSET	COORDINATES	
			X	Y
P1	10+12.74	41.00 RT	527871.357	181286.0833
P2	12+16.74	41.00 RT	528065.3304	181289.1512

NOTES

- TOP OF WALL STEP AND TOP OF LEVELING PAD PROFILE SHOWN ARE APPROXIMATE; REFER TO TYPICAL SECTION AND SPECIAL PROVISION FOR REQUIREMENTS.
- THE SQ FT QUANTITY OF ITEM "PREFABRICATED MODULAR BLOCK WALL" INCLUDES 1'-0" ABOVE EXISTING GRADE AT BACK FACE OF WALL AND 2'-0" BELOW PROPOSED FRONT FACE GRADE.
- GRADING AT END OF WALL TO BE GRADED TO ACCOMMODATE FUTURE SIDEWALK AT FRONT FACE OF PMBW.
- WALL MODULE AND STEP HEIGHTS SHOWN MAY REQUIRE ADJUSTMENTS BASED ON FINISH BLOCK SIZE. LAYOUT DEVELOPED IS FOR 48" WIDE BY 16" TALL BLOCK SIZE.
- SEE SHEET C1.21 FOR WALL TYPICAL SECTIONS AND DETAILS AND FENCE LOCATION.
- DRAINAGE SYSTEM AND 4" CONCRETE WALK BEHIND TOP OF WALL INCLUDED IN PMBW ITEM.
- CAP BLOCKS TO BE APPROXIMATELY 6" TO 8" IN HEIGHT AND TEXTURED ON ALL EXPOSED FACES. CAP BLOCK TO OVERHANG UNDERLYING BLOCK BY APPROXIMATELY 1" TO 2" ON BOTH FRONT AND BACK SIDE.
- ALL EXPOSED BLOCK FACES TO BE TEXTURED. THE ENTIRE TIRE BELOW THE CAP BLOCK TO BE TEXTURED ON BOTH THE FRONT AND BACK SIDE FACES.
- CONTRACTOR IS RESPONSIBLE FOR ALL TEMPORARY SLOPE STABILIZATION THAT MAY BECOME NECESSARY TO CONSTRUCT WALLS WITHIN EASEMENTS AND TO PROTECT PROPERTY. TEMPORARY SLOPE STABILIZATION IS INCLUDED IN PMBD BID ITEM.



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

BRIAN P. MALM
LIC. NO. 40457 DATE 2/27/23



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Phone: (507) 208-4332
Email: Rochester@bolton-menk.com
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DESIGNED	NO.	ROUTED FOR	DATE
JTP	3	CO-2	01/03/2023
DRAWN			
JTP			
CHECKED			
BPM			
CLIENT PROJ. NO.			
0H1.123756			

CITY OF LANESBORO, MINNESOTA
2022 STREET & UTILITY IMPROVEMENTS (SAP 023-597-009)
DETAILS
RETAINING WALL DETAILS

WM FITTINGS:

- STA 2+17
1 EA CONNECT TO EX WM
1 EA 4" SLEEVE

STA 2+23
1 EA 4" 22.5° BEND

STA 2+30
1 EA 4" 22.5° BEND

STA 2+33
1 EA 8" X 4" REDUCER

STA 2+36
1 EA 8" GATE VALVE

STA 4+10
1 EA 8" X 4" TEE
1 EA 4" GATE VALVE (SERVICE)
- STA 4+93
1 EA 8" X 6" TEE
1 EA 6" GATE VALVE
1 EA HYDRANT (8.0' BURY)
G = 844.62', 18.00' LT

STA 5+16
1 EA 8" 45° BEND

STA 5+40
1 EA 8" X 4" TEE
1 EA 4" GATE VALVE

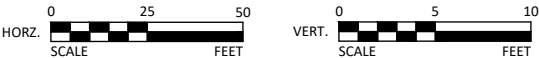
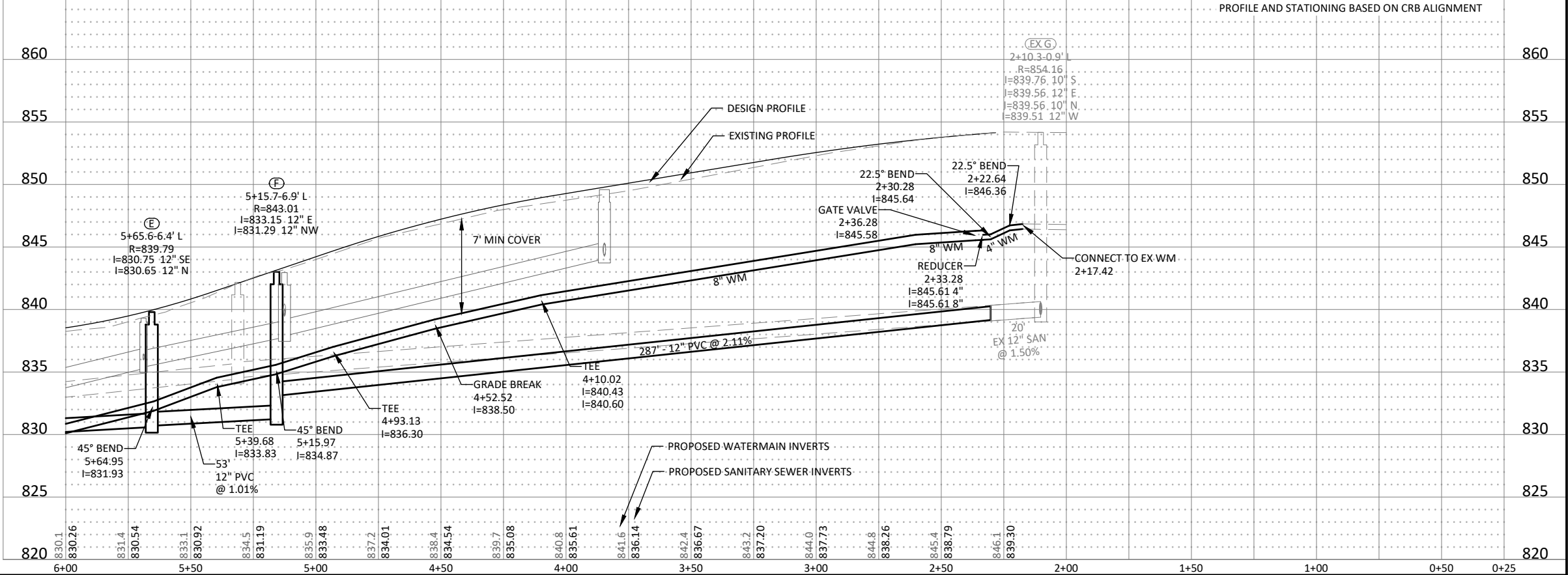
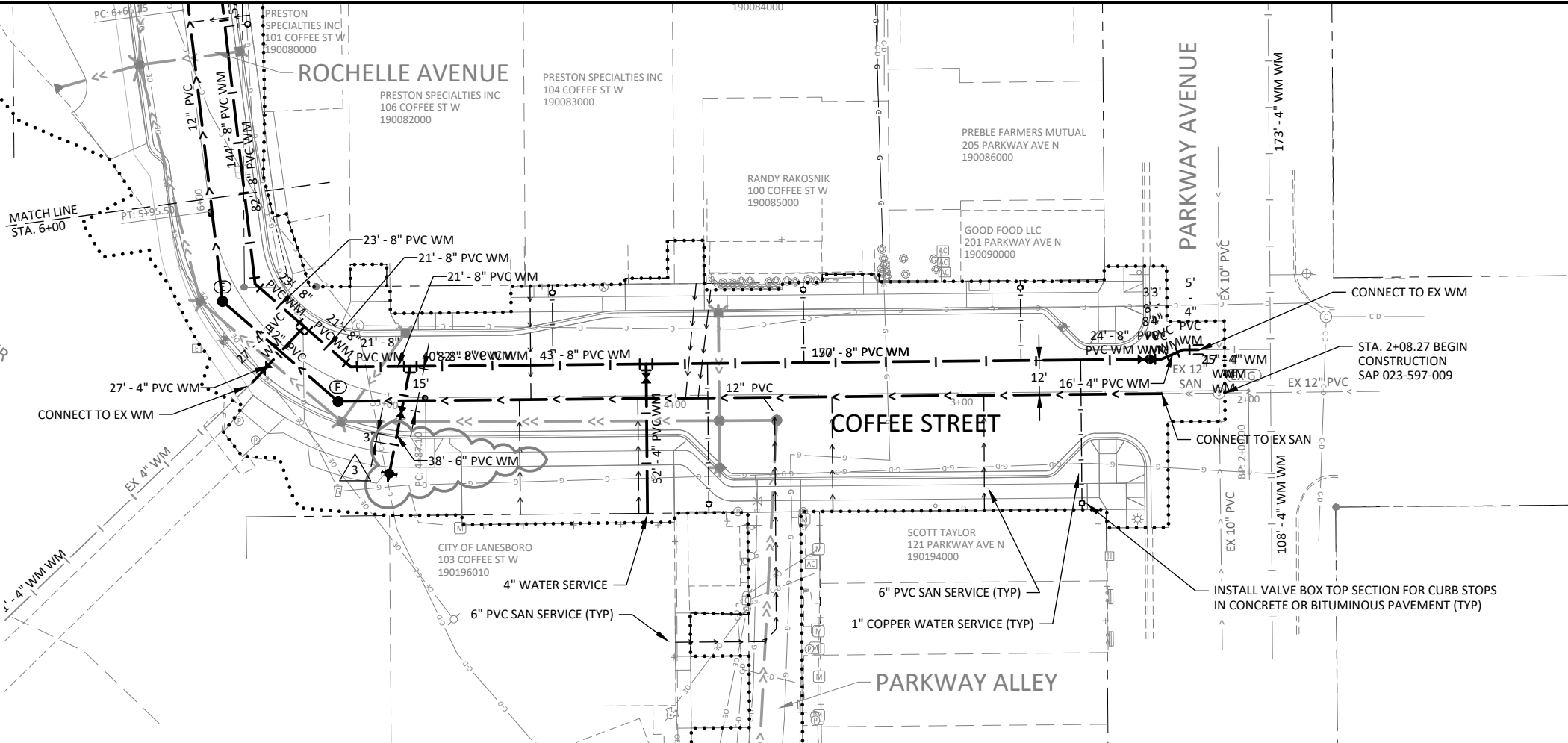
STA 5+65
1 EA 8" 45° BEND

SANITARY SEWER AND WATERMAIN PLAN NOTES:

1. EXISTING SERVICE LOCATIONS ARE APPROXIMATE. CONTRACTOR SHALL VERIFY ACTUAL LOCATIONS AND THAT THE SERVICE IS ACTIVE PRIOR TO CONNECTING. (INCIDENTAL)
2. CONTRACTOR SHALL INSTALL SANITARY AND WATER TRACER SYSTEMS. SEE DETAILS AND PROJECT SPECIFICATIONS.
3. MAINTAIN 18" MINIMUM VERTICAL SEPARATION BETWEEN WATERMAIN AND SEWER AT ALL CROSSINGS.
4. MAINTAIN MINIMUM OF 7' COVER OVER ALL WATERMAIN AND SERVICES.
5. VALVE BOXES & MANHOLE CASTINGS SHALL BE RAISED TO THE SURFACE FOLLOWING INSTALLATION OF BOTH BASE AND WEARING COURSE OF PAVEMENT, INCLUDE IN PRICE FOR CASTINGS.
6. TEMPORARY BYPASSING OF SANITARY SEWER IS INCIDENTAL.
7. INSULATE ALL SANITARY SERVICE LINES <7' BELOW FINISHED GROUND SURFACE.
8. WATER SERVICE AND SANITARY SEWER SERVICE CONNECTIONS TO EXISTING ARE CONSIDERED INCIDENTAL TO THE PROJECT.

-

CONSTRUCTION LIMITS
- EXISTING RIGHT-OF-WAY
- PROPOSED TEMPORARY EASEMENT



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BRIAN P. MALM
LIC. NO. 40457 DATE 2/27/23

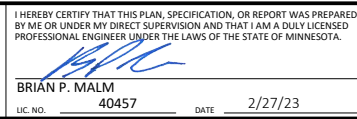
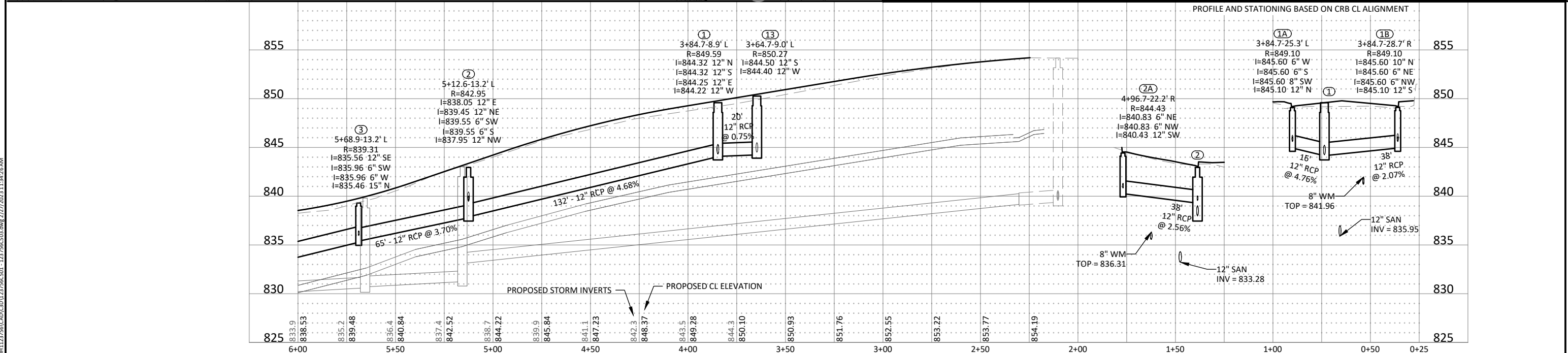


BOLTON & MENK

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DESIGNED	JTP	NO.	3	ROUTED FOR	CO-2	DATE	01/03/2023
DRAWN	JTP						
CHECKED	BPM						
CLIENT PROJ. NO.	0H1.123756						

CITY OF LANESBORO, MINNESOTA
2022 STREET & UTILITY IMPROVEMENTS (SAP 023-597-009)
SANITARY & WATER PLAN & PROFILE
COFFEE STREET

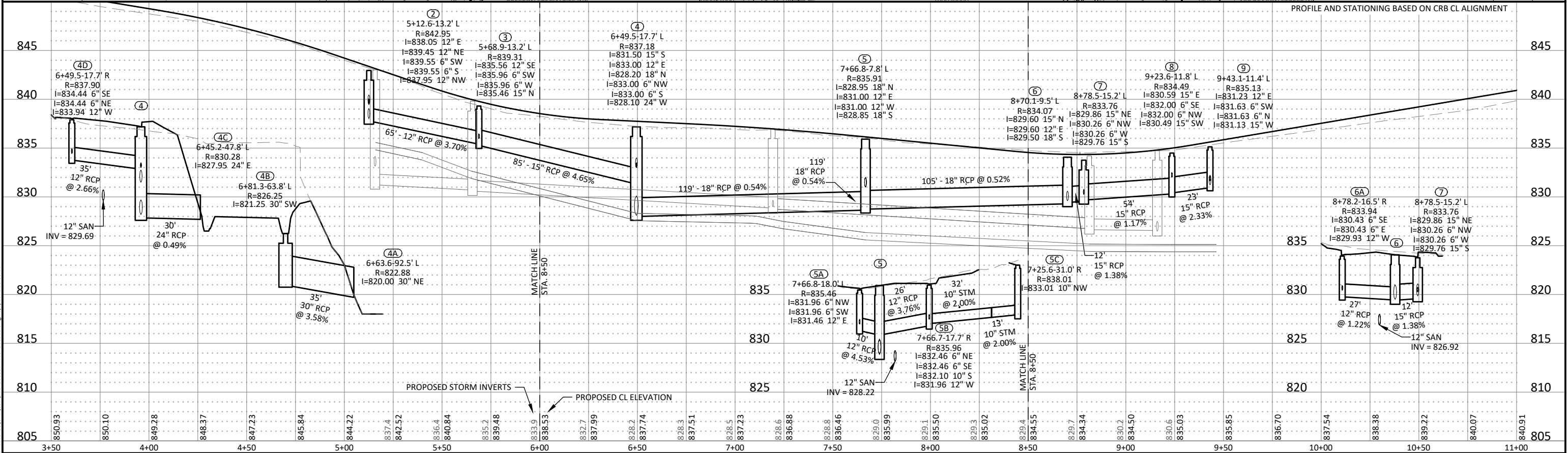
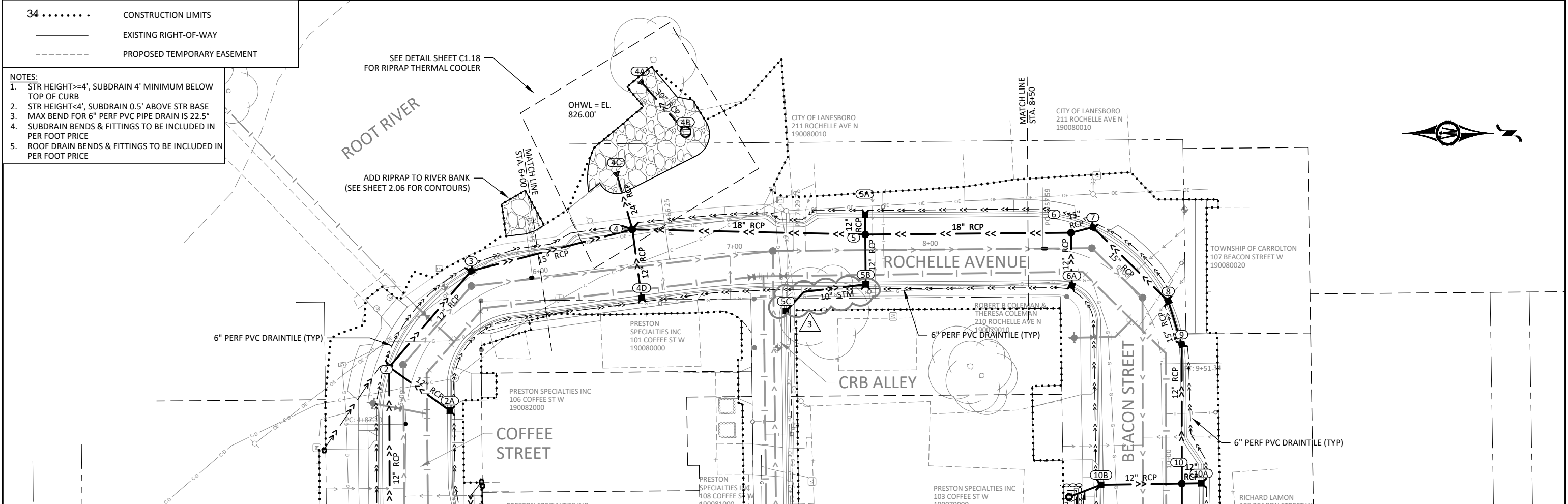


DESIGNED	NO.	ISSUED FOR	DATE
JTP	3	CO-2	01/03/2023
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CLIENT PROJ. NO. OH1.123756			

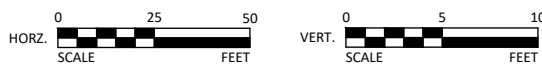
CITY OF LANESBORO, MINNESOTA
2022 STREET & UTILITY IMPROVEMENTS (SAP 023-597-009)
STORM SEWER PLAN & PROFILE
COFFEE STREET

- 34 CONSTRUCTION LIMITS
——— EXISTING RIGHT-OF-WAY
----- PROPOSED TEMPORARY EASEMENT

- NOTES:
1. STR HEIGHT >= 4', SUBDRAIN 4' MINIMUM BELOW TOP OF CURB
2. STR HEIGHT < 4', SUBDRAIN 0.5' ABOVE STR BASE
3. MAX BEND FOR 6" PERF PVC PIPE DRAIN IS 22.5°
4. SUBDRAIN BENDS & FITTINGS TO BE INCLUDED IN PER FOOT PRICE
5. ROOF DRAIN BENDS & FITTINGS TO BE INCLUDED IN PER FOOT PRICE



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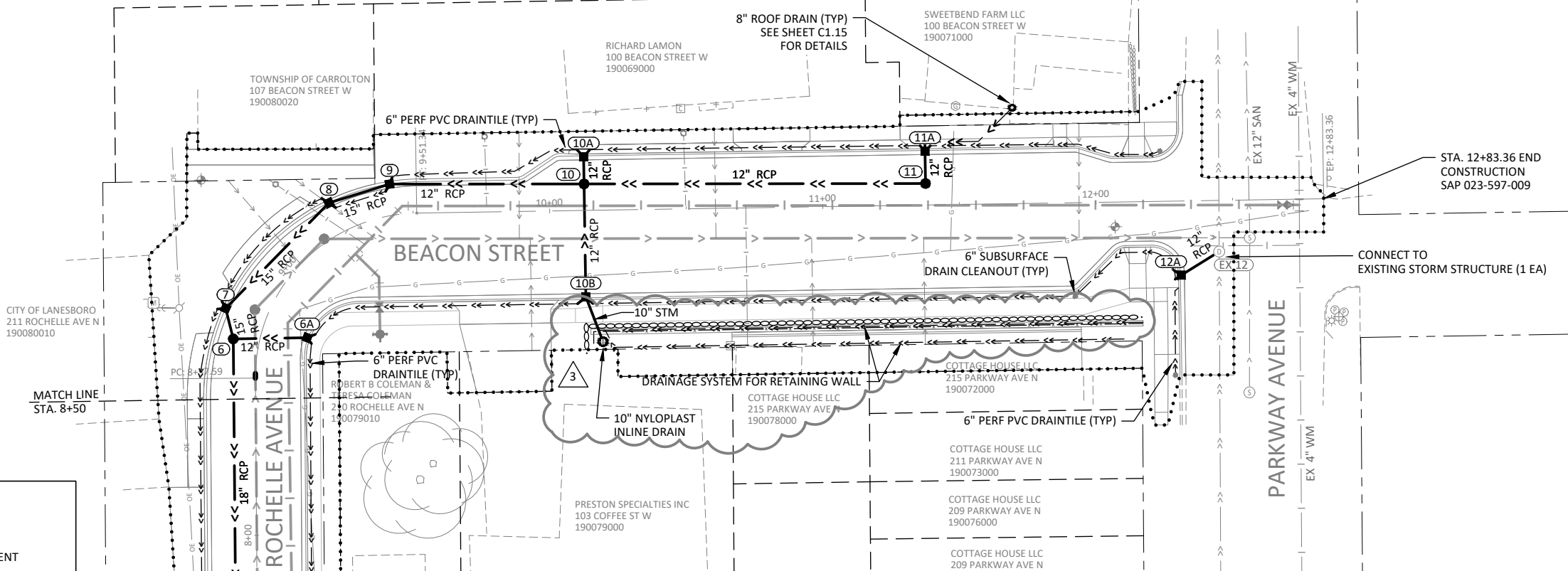
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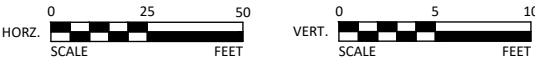
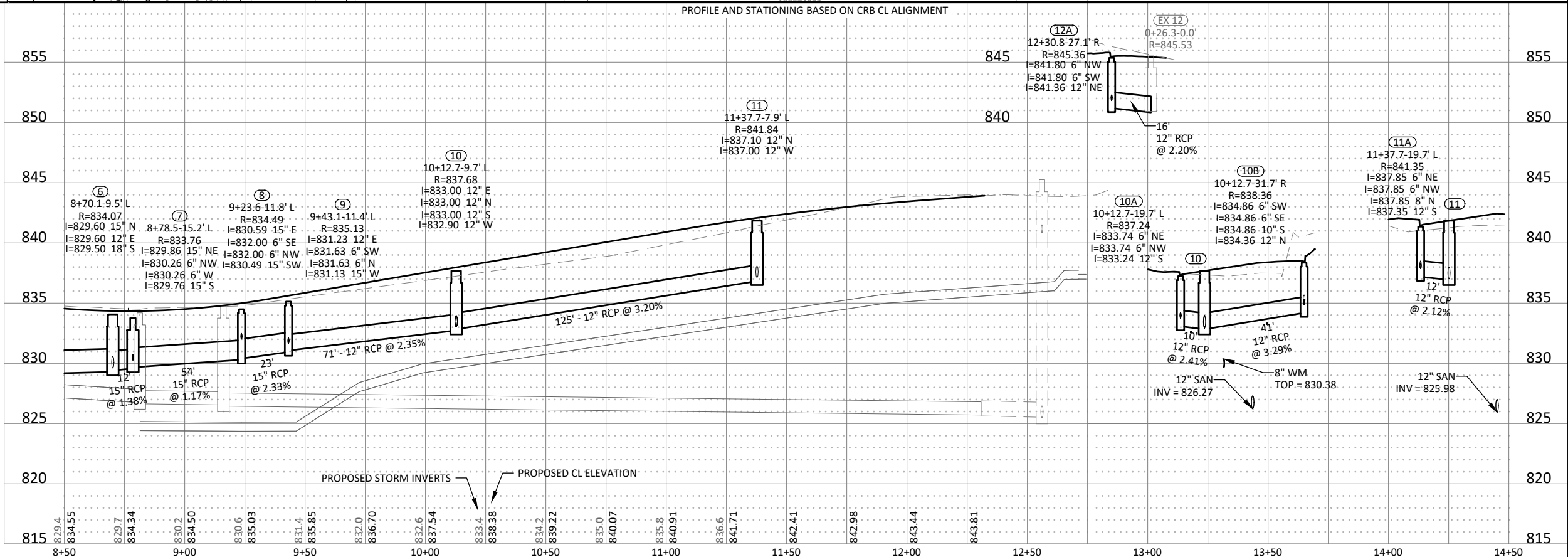
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CITY OF LANESBORO, MINNESOTA		SHEET C5.02
2022 STREET & UTILITY IMPROVEMENTS (SAP 023-597-009)		
STORM SEWER PLAN & PROFILE ROCHELLE AVENUE		



- CONSTRUCTION LIMITS
- EXISTING RIGHT-OF-WAY
- PROPOSED TEMPORARY EASEMENT

- NOTES:
- STR HEIGHT $\geq 4'$, SUBDRAIN 4' MINIMUM BELOW TOP OF CURB
 - STR HEIGHT $< 4'$, SUBDRAIN 0.5' ABOVE STR BASE
 - MAX BEND FOR 6" PERF PVC PIPE DRAIN IS 22.5°
 - SUBDRAIN BENDS & FITTINGS TO BE INCLUDED IN PER FOOT PRICE
 - ROOF DRAIN BENDS & FITTINGS TO BE INCLUDED IN PER FOOT PRICE



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BRIAN P. MALM
LIC. NO. 40457 DATE 2/27/23

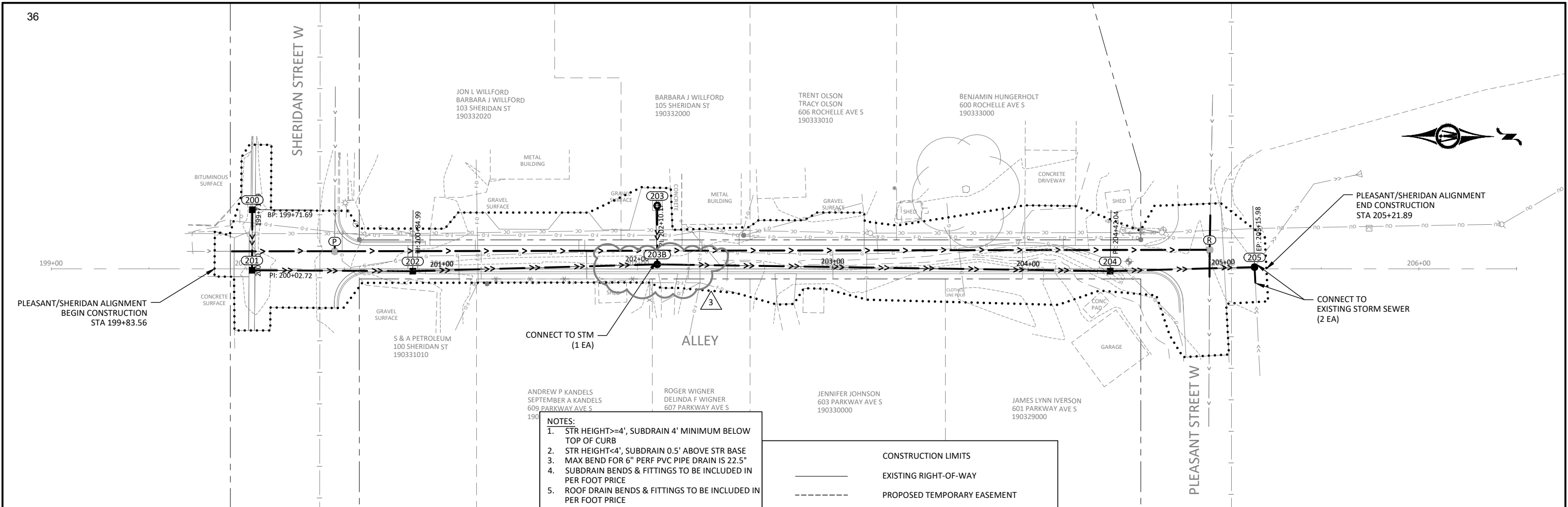


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CITY OF LANESBORO, MINNESOTA
2022 STREET & UTILITY IMPROVEMENTS (SAP 023-597-009)
STORM SEWER PLAN & PROFILE
BEACON STREET

SHEET
C5.03

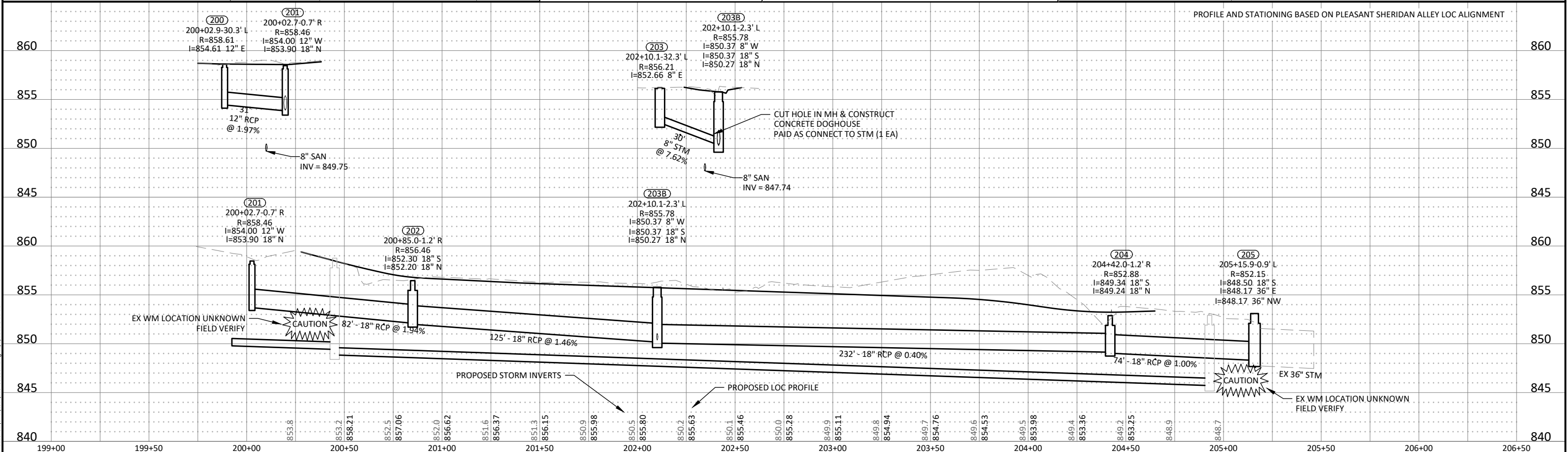


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CONSTRUCTION LIMITS

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CITY OF LANESBORO, MINNESOTA

2022 STREET & UTILITY IMPROVEMENTS (SAP 023-597-009)

STORM SEWER PLAN & PROFILE

PLEASANT STREET & SHERIDAN STREET ALLEY

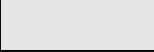
ROCHELLE AVENUE


ROOT RIVER


COFFEE STREET

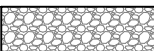
PARKWAY AVENUE


LEGEND


 BITUMINOUS PAVEMENT


 7" CONCRETE PAVEMENT

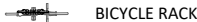
 6" CONCRETE LANDING

 GRAVEL SURFACE

 BITUMINOUS DRIVEWAY

 6" CONCRETE SIDEWALK


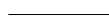
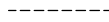
 BACKLESS BENCH

 BICYCLE RACK

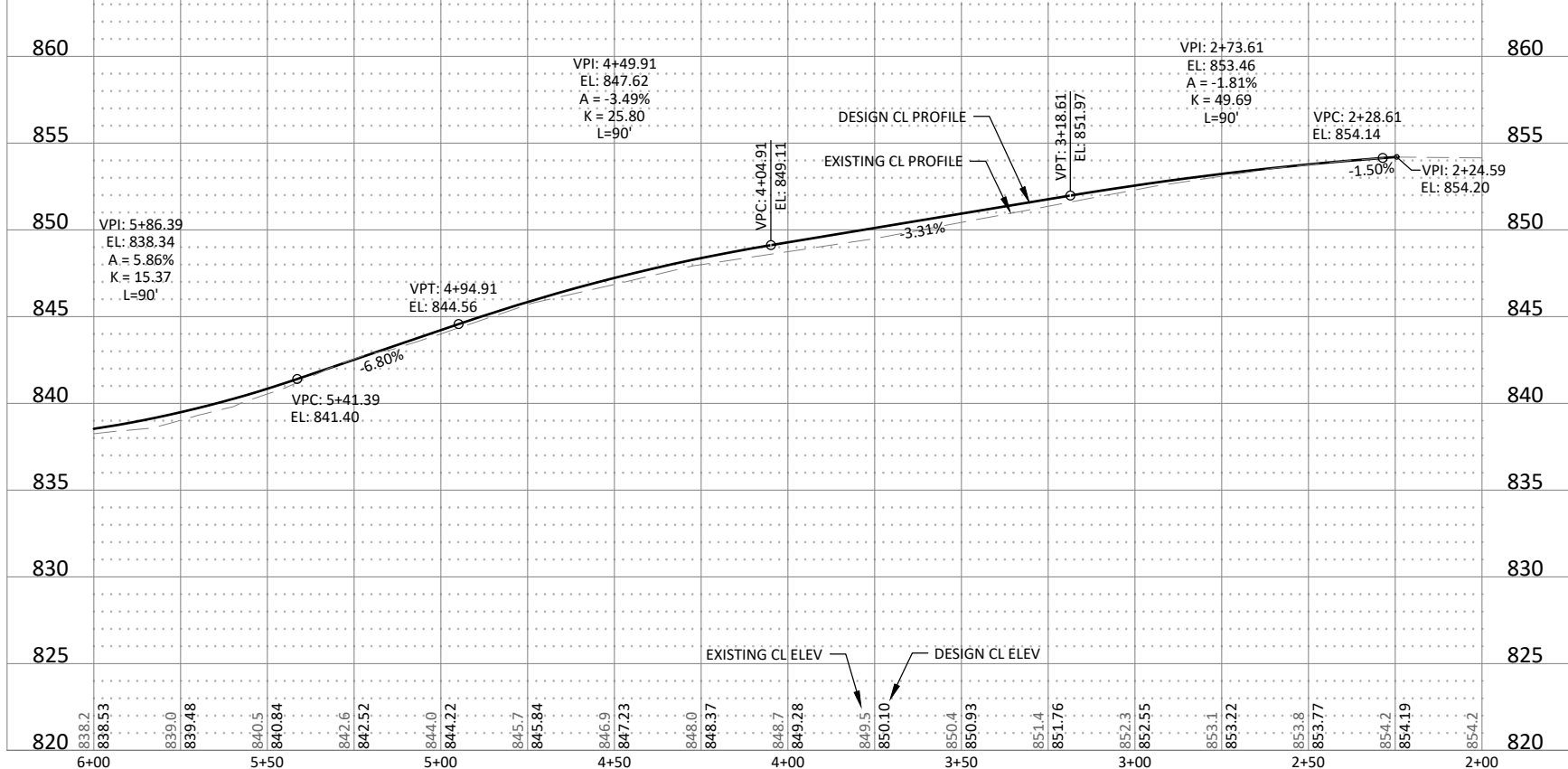
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-  CONSTRUCTION LIMITS
-  EXISTING RIGHT-OF-WAY
-  PROPOSED TEMPORARY EASEMENT

PROFILE AND STATIONING BASED ON CRB CENTERLINE ALIGNMENT



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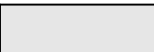



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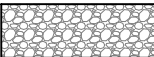
CITY OF LANESBORO, MINNESOTA
2022 STREET & UTILITY IMPROVEMENTS (SAP 023-597-009)
STREET PLAN & PROFILE
COFFEE STREET


LEGEND


 BITUMINOUS PAVEMENT


 7" CONCRETE PAVEMENT


 6" CONCRETE LANDING

 GRAVEL SURFACE

 BITUMINOUS DRIVEWAY

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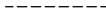
 BACKLESS BENCH

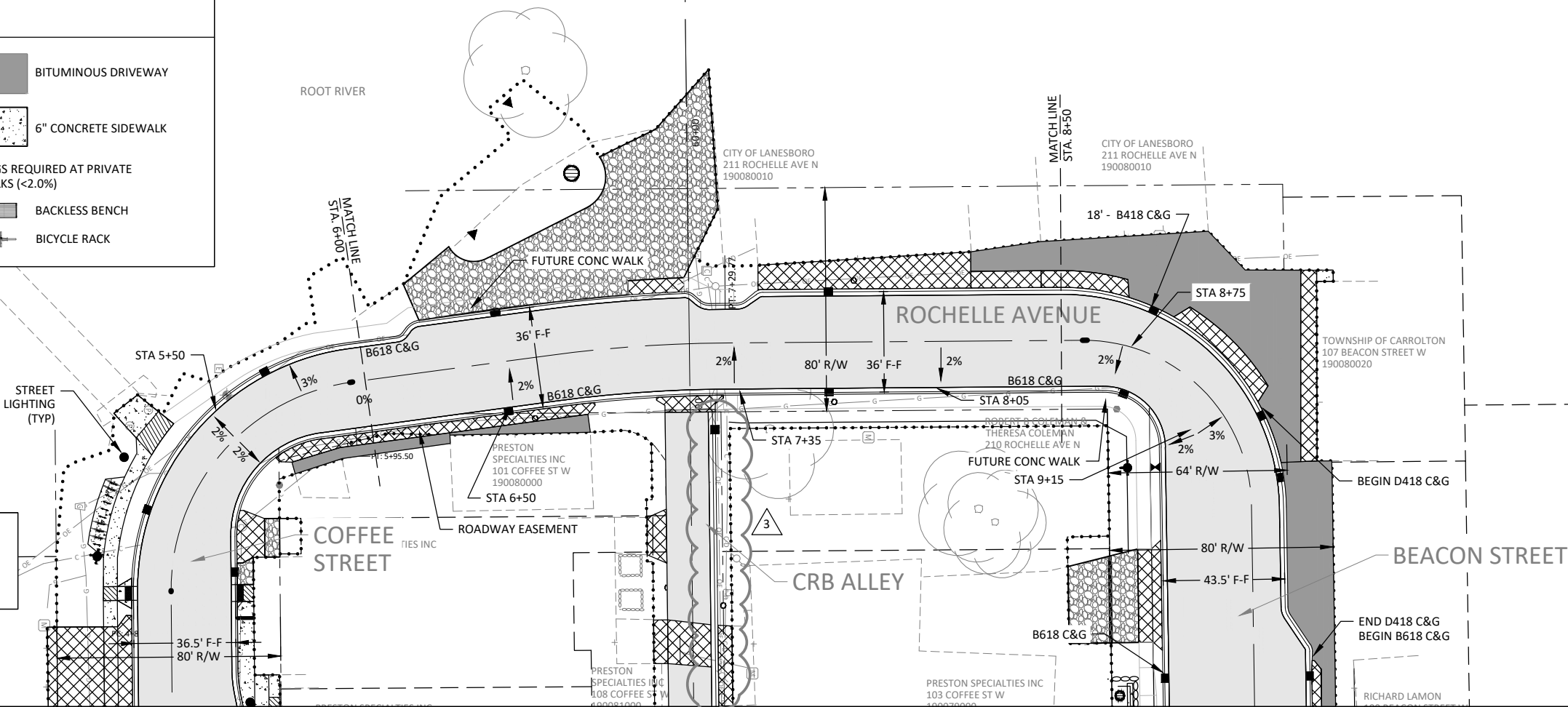
 BICYCLE RACK

NOTE: LANDINGS REQUIRED AT PRIVATE OUTWALKS (<2.0%)

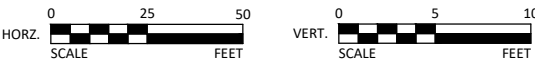
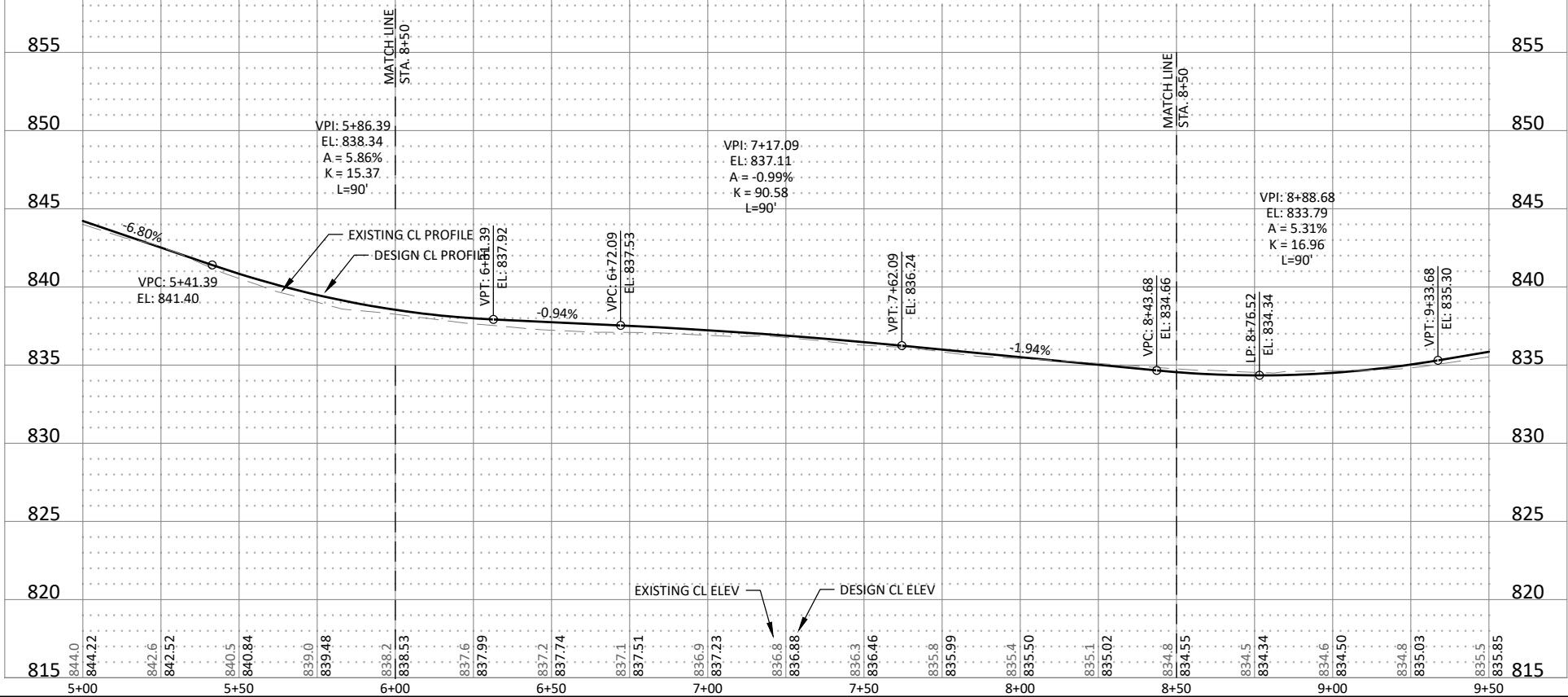
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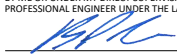
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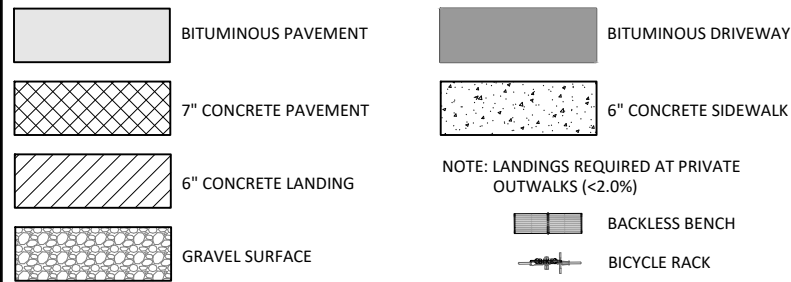

BRIAN P. MALM
LIC. NO. 40457 DATE 2/27/23



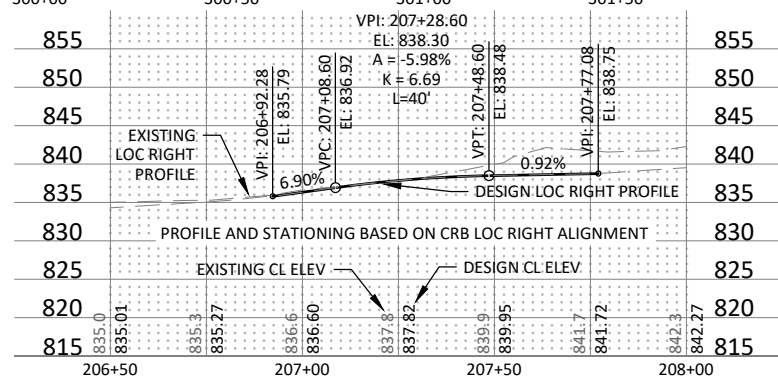
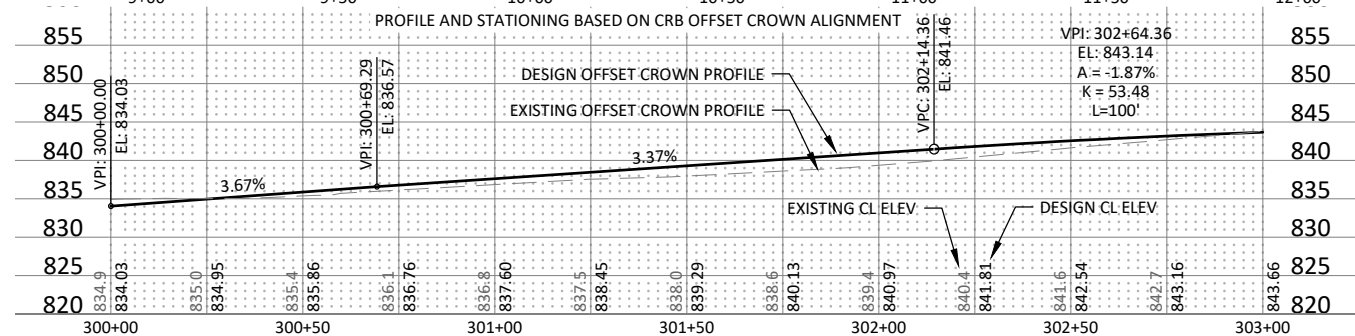
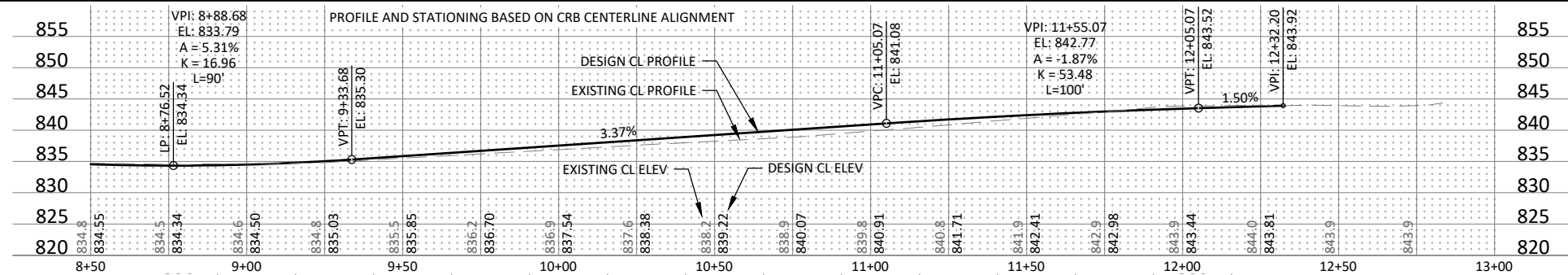
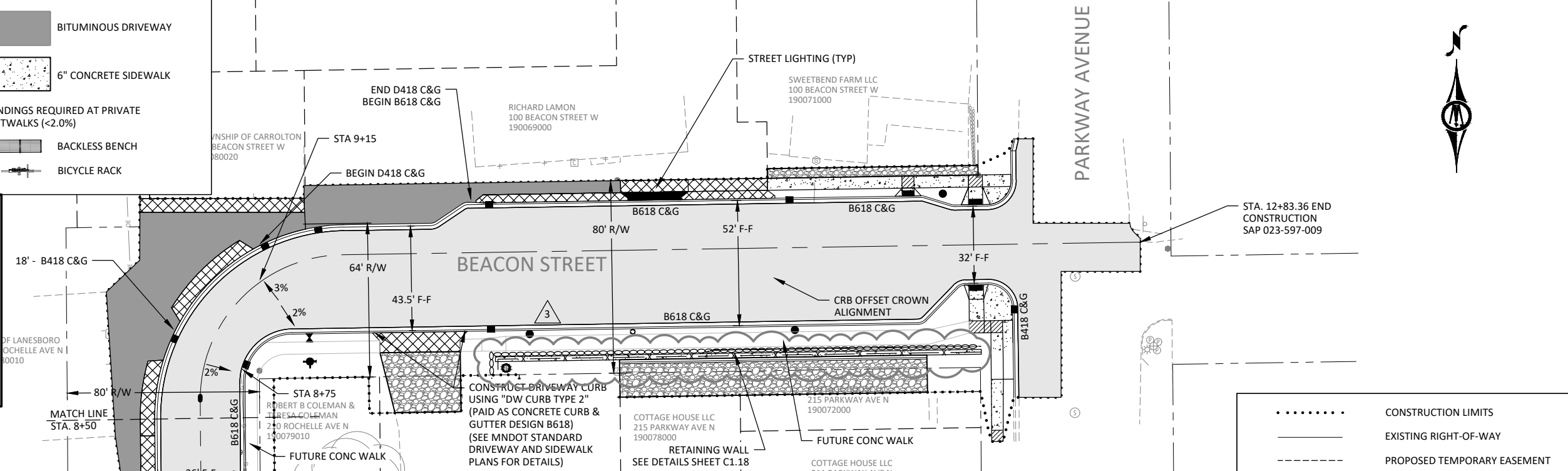
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CITY OF LANESBORO, MINNESOTA
2022 STREET & UTILITY IMPROVEMENTS (SAP 023-597-009)
STREET PLAN & PROFILE
ROCHELLE AVENUE



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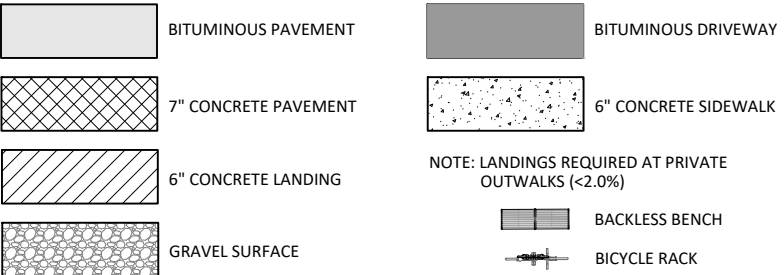
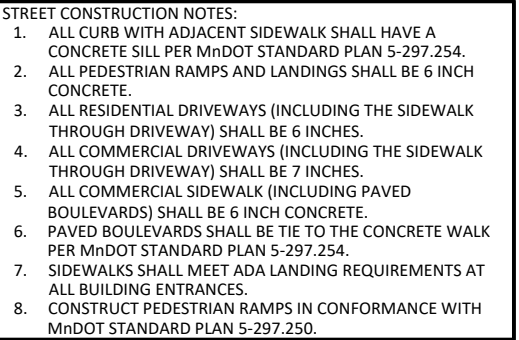
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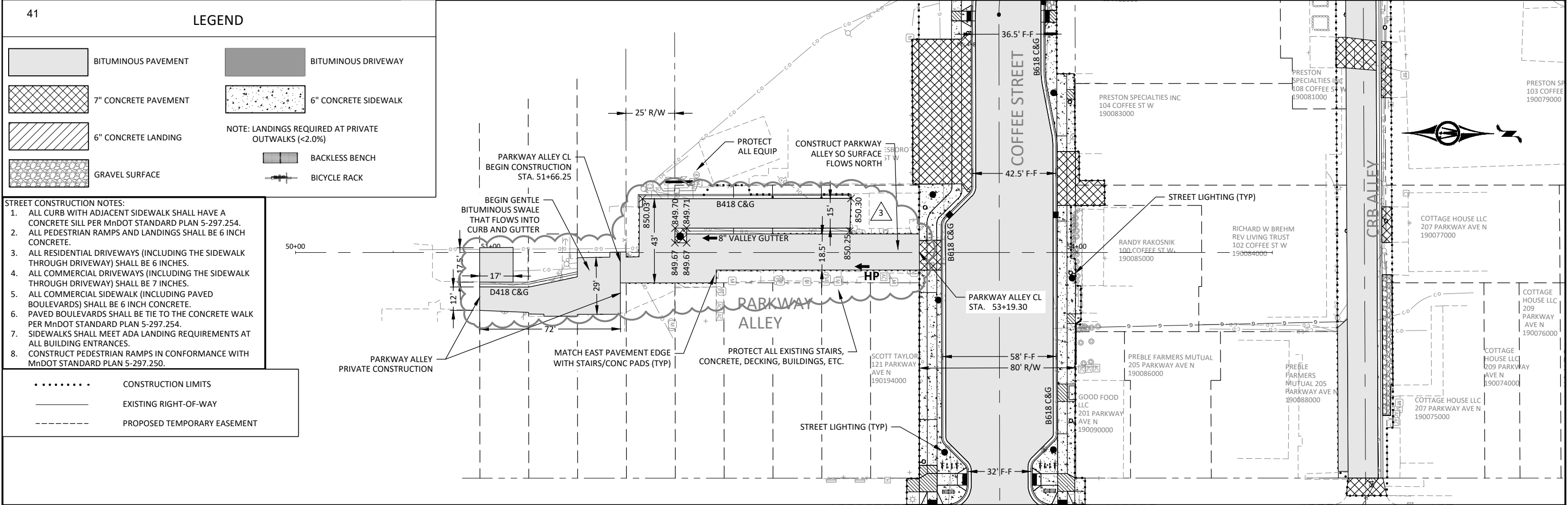
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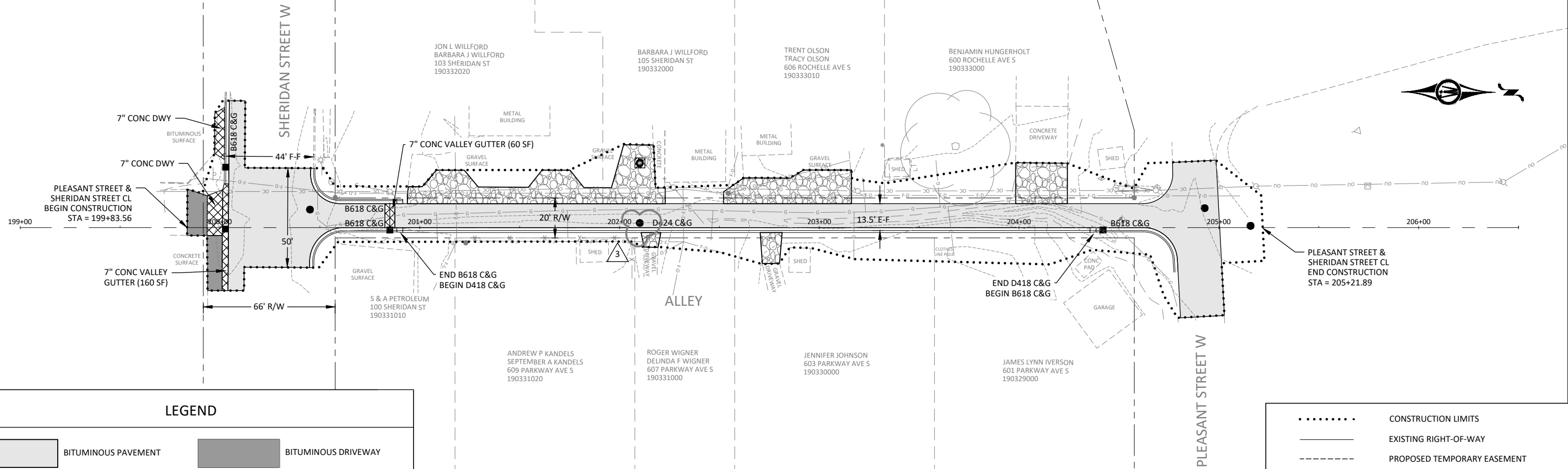
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STREET PLAN & PROFILE
BEACON STREET

SHEET

C6.03



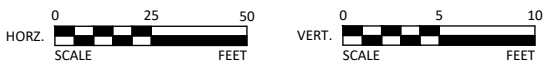
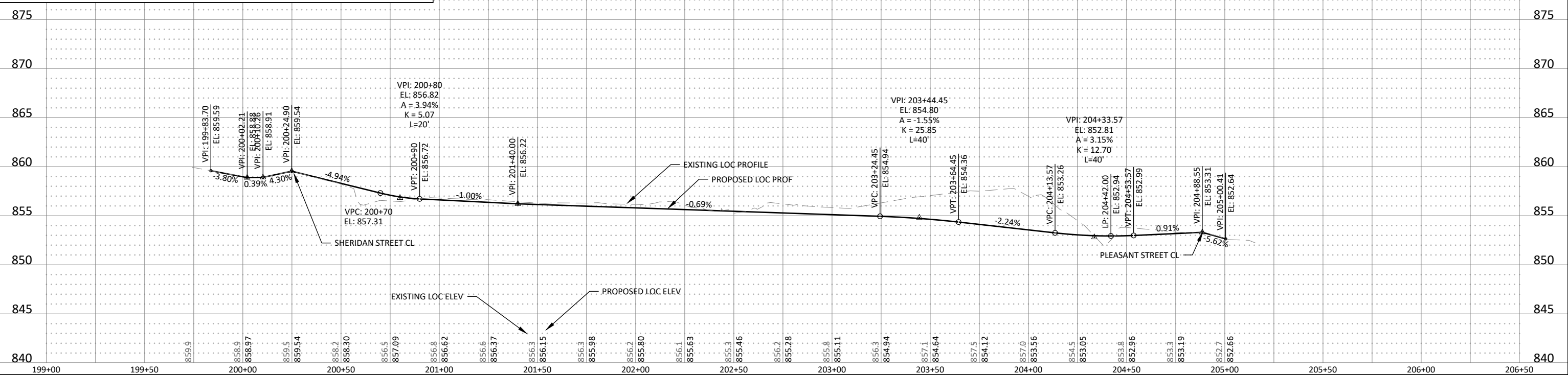




LEGEND

- | | | | |
|--|--|--|--|
| | BITUMINOUS PAVEMENT | | BITUMINOUS DRIVEWAY |
| | CONCRETE PAVEMENT
(6" UNLESS OTHERWISE NOTED) | | CONCRETE SIDEWALK
(4" UNLESS OTHERWISE NOTED) |
| NOTE: LANDINGS REQUIRED AT
PRIVATE OUTWALKS (<2.0%) | | | |
| | | | GRAVEL SURFACE |

- | | |
|--|-----------------------------|
| | CONSTRUCTION LIMITS |
| | EXISTING RIGHT-OF-WAY |
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2022 STREET & UTILITY IMPROVEMENTS (SAP 023-597-009)
STREET PLAN & PROFILE
PLEASANT STREET & SHERIDAN STREET ALLEY

SHEET
C6.10

MEMORANDUM

Date: February 27, 2023
To: Michele Peterson, City Administrator
From: Brian P. Malm, P.E., Principal Engineer 
Subject: Fee Amendment – 2022 Street & Utility Improvement Project
City of Lanesboro, MN
Project No.: OH1.123756

Based on current status of the project, and engineering fees expended to date, we expect to exceed the estimated engineering costs for construction services included in the City's PFA financing package for this project.

The City's PFA financing package included a total of \$730,000 in design and construction engineering fees, with \$299,300 set aside for construction services. This amount was an estimate based on an assumed construction period of 5 months. Based on current progress, we estimate construction will actually take a total of 8 months to complete. To date, we have incurred \$274,100 in construction related engineering fees.

Therefore, we are requesting a fee amendment in the amount of \$174,000, bringing the total amount of engineering services for this project to \$904,000.

The City's PFA financing package includes contingencies in the amount of \$164,302, and the City's local financing for the project includes an additional contingency of \$26,294, for a total of \$190,596 in contingency funding. In addition, the construction contract includes a construction allowance amount of \$60,000 that has not been utilized yet, along with several other contingency bid items to cover unforeseen conditions. Based on current construction status, we do not expect construction costs to exceed the bid amount, leaving financing contingencies available to cover the additional engineering fees.

We request Council consideration and approval of the attached work order, authorizing an additional \$174,000 in engineering fees for construction services.

Please let me know if you have any questions or would like any additional information to support this request.

WORK ORDER

Project: 2022 Street & Utility Improvements – Plans and Specifications, Bidding, and Construction

Revised 3-6-23

Lanesboro, Minnesota

This Work Order is entered into this 6th day of March, 2023 by and between the CITY OF LANESBORO, Minnesota, 202 Parkway Avenue South, Lanesboro, MN 55949, hereinafter referred to as CITY, and BOLTON & MENK, INC., 2900 43rd Street NW, Suite 100, Rochester, MN 55901, hereinafter referred to as CONSULTANT.

RECITALS

WHEREAS, the City and the Consultant entered into a Professional Services Agreement on the 7th day of November, 2016; and

WHEREAS, the Professional Services Agreement allows the City to authorize the Consultant to perform Additional Services; and

WHEREAS, this Work Order outlines the Additional Services to be performed by the Consultant for the Project; the approved compensation for the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

ARTICLE ONE

SERVICES TO BE PERFORMED BY THE CONSULTANT

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described on Exhibit A attached hereto and made a part hereof.

ARTICLE TWO

CONSULTANT'S COMPENSATION

The City agrees to compensate the Consultant for services furnished according to Exhibit B attached hereto and made a part hereof.

ARTICLE THREE


SCHEDULE OF PERFORMANCE

The Consultant shall perform the services for the Project on a schedule as indicated in the scope of work.

Subject to the terms and conditions of this Work Order, all of the terms and conditions of the Professional Services Agreement dated the 7th day of November, 2016 will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first above written.

BOLTON & MENK, INC.

By: 

Brian Malm, P.E., Principal Engineer

Date 2/27/23_____

CITY OF LANESBORO

By: _____
Jason Resseman, Mayor

By: _____
Michele Peterson, City Administrator

Date _____

EXHIBIT A

SERVICES TO BE PERFORMED BY CONSULTANT

Project Limits:

2022 Street & Utility Improvements

- Coffee Street W from Parkway Ave N to Rochelle Ave N
- Rochelle Ave N from Coffee Street W to Beacon St W
- Beacon Street W from Rochelle Ave N to Parkway Ave N
- Alley between Rochelle Ave N and Parkway Ave N
- Alley south of Coffee Street W and west of Parkway Avenue N
- Kirkwood Street E between Parkway Ave S and Ridgeview Lane S
- Alley between Sheridan Street W and Pleasant Street W west of Parkway Avenue S

as shown on Figure 1.

Project Scope:

- ☒ Preliminary Engineering Report
- ☒ Topographic and Boundary Survey
- ☒ Detailed Design, Plan and Specification Preparation
- ☒ Bidding Services
- ☒ Construction Staking, Engineering, Observation, and Contract Management
- ☒ Geotechnical Engineering (Sub-Consultant – Soil Borings, Geotechnical Report, Construction Materials Testing)
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

EXHIBIT B

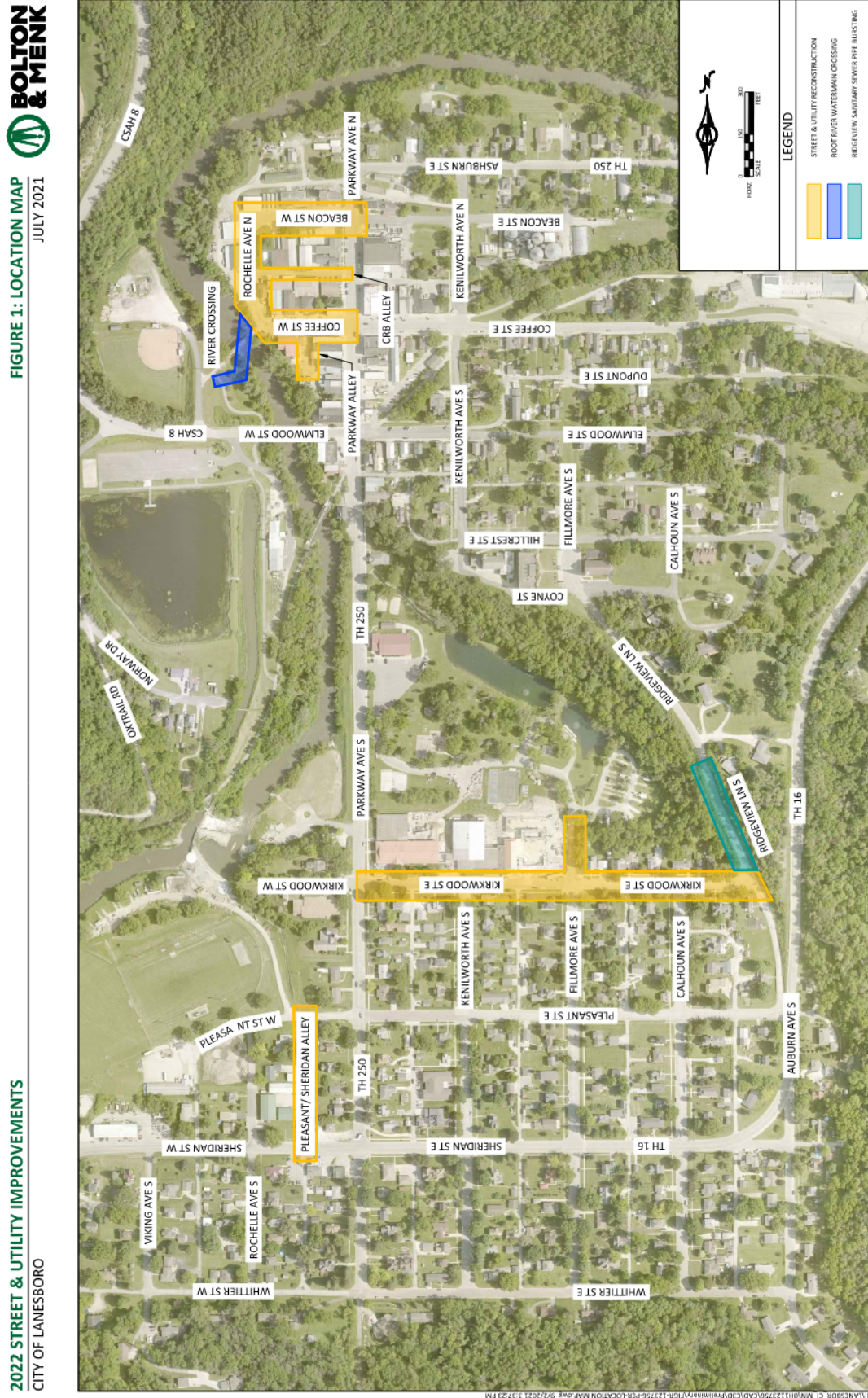
CONSULTANT'S COMPENSATION FOR PROJECT

TASK	DESCRIPTION	Total Cost
1	Topographic Survey, Preliminary Engineering Report, Plans and Specifications, Bidding Services*	\$430,700
2	Construction Services*	\$448,300
3	Geotechnical Engineering-Subconsultant	\$25,000
TOTALS		\$904,000

*Note that Tasks 1 & 2 are revised from the prior approved Work Order dated 10/4/21. The amount listed are the revised total amounts for Tasks 1&2 and are not in addition to the amounts listed in the prior work order.

Task 1 shall be Hourly Not to Exceed, subject only to adjustments for a change in scope of services performed, agreed upon in writing by the City and the Consultant. Task 2 is an Hourly Estimated amount, to be billed on an hourly basis for work performed. Task 3 is an estimated amount to be billed based on actual costs from the Geotechnical Engineering subconsultant.

Figure 1





CITY OF LANESBORO

202 Parkway Ave. S • P.O. Box 333 • Lanesboro, MN 55949 • (507) 467-3722 Fax (507) 467-2557 • lanesboro@acegroup.cc

www.lanesboro-mn.gov

February 15, 2023

Dear Little Norway Resident,

The Lanesboro City Council has recently been considering options for the small walking bridge that connects Little Norway to the bike trail. We would like to gather as much information as possible before considering the best route of action. Please answer the following questions and return your response to Lanesboro City Office 202 Parkway Ave S, or email to mpeterson@lanesboro-mn.gov prior to Friday March 3rd.

1. Do you use the walking bridge? *yes*
2. How often do you use the bridge? *often*
3. How often do you see others using the bridge? *often Even tourists walking around*
4. Would you support the removal of the walking bridge? *No!*
5. Do you feel money should be spent to improve the bridge? *yes!*
6. Do you have any additional comments or information that you would like to share about the walking bridge? *yes, the bridge is a part of Little Norway and has been since the 1950's or maybe even longer. It would be a total shame to remove the bridge! We*

We greatly appreciate you taking the time to answer these questions. *Love our bridge!*

We have 7 children, ten grand-children and five great grandchildren. The Danielson's
 Thank You, *we also use that bridge. It's*
 City of Lanesboro *been very meaningful to have our bridge for*
 Lanesboro City Council *57 years! We would really appreciate fixing*
our bridge, as it's been really helpful and
enjoyable for all of us in Little Norway!



City Council

We definitely do not want to lose our Walk Bridge!

We use this daily. Kids use it to and from school.

People use it for their walks and runs. Others walk their dogs. It is our connection to town.

I have talked to many people over the years and they love that little bridge along with the rest of us. The last time it was redecked was over 25 years ago. (Andy Drake)

It has always been here since I was a child. It just needs some help. Duane Hanson



CITY OF LANESBORO

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Dear Little Norway Resident,

The Lanesboro City Council has recently been considering options for the small walking bridge that connects Little Norway to the bike trail. We would like to gather as much information as possible before considering the best route of action. Please answer the following questions and return your response to Lanesboro City Office 202 Parkway Ave S, or email to mpeterson@lanesboro-mn.gov prior to Friday March 3rd.

1. Do you use the walking bridge? *ALL year round*
2. How often do you use the bridge? *Summer Daily. Winter every other*
3. How often do you see others using the bridge? *a lot of people use this*
4. Would you support the removal of the walking bridge? *NO!*
5. Do you feel money should be spent to improve the bridge? *YES!!!*
6. Do you have any additional comments or information that you would like to share about the walking bridge?

Save The Bridge! This is a part of our town!

We greatly appreciate you taking the time to answer these questions.

Thank You,

City of Lanesboro

Lanesboro City Council



CITY OF LANESBORO

202 Parkway Ave. S • P.O. Box 333 • Lanesboro, MN 55949 • (507) 467-3722 Fax (507) 467-2557 • lanesboro@acegroup.cc

www.lanesboro-mn.gov

February 15, 2023

Dear Little Norway Resident,

The Lanesboro City Council has recently been considering options for the small walking bridge that connects Little Norway to the bike trail. We would like to gather as much information as possible before considering the best route of action. Please answer the following questions and return your response to Lanesboro City Office 202 Parkway Ave S, or email to mpeterson@lanesboro-mn.gov prior to Friday March 3rd.

1. Do you use the walking bridge? *yes*
2. How often do you use the bridge? *weekly in the warmer months,*
3. How often do you see others using the bridge? *frequently*
4. Would you support the removal of the walking bridge? *No*
5. Do you feel money should be spent to improve the bridge? *yes*
6. Do you have any additional comments or information that you would like to share about the walking bridge? *"It is good to have more than one way out of Norway."*

We greatly appreciate you taking the time to answer these questions.

Thank You,

City of Lanesboro

Lanesboro City Council



Michele Peterson <mpeterson@lanesboro-mn.gov>

Walking Bridge

1 message

Melissa Johnson <melissajohnson@lanesboroschools.com>

Fri, Feb 17, 2023 at 12:28 PM

To: "mpeterson@lanesboro-mn.gov" <mpeterson@lanesboro-mn.gov>

1. Yes, we use the walking bridge daily.
2. We use the bridge multiple times a day.
3. We see others using the bridge daily. Lots of people in town walk their dogs in a loop and use the bridge.
4. NO. We would be devastated if the bridge was removed.
5. Absolutely, we feel money should be spent to improve the bridge!!!!
6. We LOVE the walking bridge, along with several other locals in town.

Thank You! Missy, Sam and Ben

31.60 ESTABLISHMENT OF ECONOMIC DEVELOPMENT AUTHORITY

Provision of State Law Adopted: The provisions of Minnesota Statutes, Chapter ~~340.090~~ 469, et.seq., relating to the definition of terms, procedural requirements, designation of powers, and all other matters pertaining to the Economic Development Commission for the City of Lanesboro, and to the extent they are not limited by this Ordinance, are adopted and made a part of this Ordinance as if set out in full.

Establishment of Economic Development Authority: The City Council has, by enabling resolution adopting this Ordinance, and pursuant to MSA Section. 469.089 et.seq., established an Economic Development Authority for the City of Lanesboro. Modification of Resolution Establishing the Economic Development Authority: The resolution establishing the Economic Development Authority, and this Ordinance, may be modified at any time, subject to MSA Section 469.092 Subd. 5, as long as any modification is made in accordance with MSA Section 469.092.

Authority: Pursuant to MSA Section 469.094, the City Council does hereby give the Economic Development Authority the power for economic development, housing, or redevelopment as provided in MSA Section 469.094, 469.001 to 469.047, and 469.090 to 469.108. At the time of the establishment of this Economic Development Authority, the City of Lanesboro does not have, in existence, any housing or redevelopment authority or commission as allowed under Minnesota law. However, in the event any such commissions or authorities are established, the City Council does reserve the right to divide the economic development, housing and redevelopment powers between any of those future entities, by ordinance, in accordance with MSA Section 469.094 and other applicable statutes.

Powers: The City Council does impose the following limits upon the actions of the Economic Development Authority hereby established:

- (a) The Economic Development Authority must not exercise any powers contained in sections 469.001 to 469.047, 469.090 to 469.108 and 469.124 to 469.134, or any other powers that the Economic Development Authority may exercise pursuant to statute, without the prior approval of the City Council.
- (b) Except when previously pledged by the Economic Development Authority, the Economic Development Authority may be required to transfer any portion of the reserves generated by activities of the Authority that the City Council determines is not necessary for the successful operation of the Authority to the debt service fund of the city, to be used solely to reduce tax levies for bonded indebtedness of the City.
- (c) The sale of all bonds or obligations issued by the Authority must be approved by the City Council before issuance.
- (d) The Authority shall follow the budget process for city departments as provided by the City and as implemented by the City Council and Mayor.
- (e) The official actions of the Authority must be consistent with the adopted comprehensive plan of the City, and any official controls implementing the comprehensive plan.

(f) The Authority must submit all planned activities for influencing the action of any other governmental agency, subdivision, or body to the City Council for approval.

Commissioners(Appointment, Terms, Vacancies. Pay, Removal):

The Economic Development Authority shall consist of a ~~three commissioners, one of whom must be a member of the City Council. All commissioners shall be appointed by the Mayor with the approval of the City Council. One initial City Council member shall be appointed for a term of three years. The remaining two Commissioners shall be appointed for terms of four, and six years respectively. Thereafter, all Commissioners shall be appointed for six year terms. five-~~ member authority, two of whom must be members of the city council, shall be appointed by the mayor with the approval of the city council. Those initially appointed shall be appointed for terms of two, three, four, five, and six years respectively. Thereafter all commissioners shall be appointed for six-year terms.

Compensation and Reimbursement:

A Commissioner, including the President, shall be paid for attending each regular or special meeting of the Authority in an amount to be determined by the City Council. In addition to receiving pay for meetings, the Commissioners may be reimbursed for actual expenses incurred in doing official business of the Authority. All money paid for compensation or reimbursement must be paid out of the Authority's budget.

Removal for Cause:

A Commissioner may be removed by the City Council for inefficiency, neglect of duty, or misconduct in office. A Commissioner shall be removed only after a hearing. A copy of the charges must be given to the Commissioner at least ten days before the hearing. The Commissioner must be given an opportunity to be heard in person or by counsel at the hearing. When written charges have been submitted against a Commissioner, the City Council may temporarily suspend the Commissioner. If the City Council finds that those charges have not been substantiated, the Commissioner shall be immediately reinstated. If a Commissioner is removed, a record of the proceedings, together with the charges and findings, shall be filed in the Office of the City Clerk.

Officer: Duties: Organizational Matters. The Authority may adopt by-laws and rules of procedure, and shall adopt an official seal.

Officers: The Authority shall elect a President, a Vice-President, a Treasurer, a Secretary, and as Assistant Treasurer. The Authority shall elect a President, Treasurer, and Secretary annually. A Commissioner must not serve as President and Vice-President at the same time. The other offices may be held by the same Commissioner. The offices of Secretary and Assistant Treasurer need not be held by a Commissioner.

Duties and Powers: The officers have the usual duties and powers of their offices. They may be given other duties and powers by the Authority.

Treasurer's Duties:

- (a) Shall receive and is responsible for Authority money:
- (b) Is responsible for the acts of the Assistant Treasurer:
- (c) Shall disburse Authority money by check only:
- (d) Shall keep an account of the source of all receipts, and the nature, purpose and authority of all disbursements: and
- (e) Shall file the Authority's detailed Financial Statement with the Secretary at least once a year at times set by the Authority.

Assistant Treasurer: The Assistant Treasurer has the powers and duties of the Treasurer if the Treasurer is absent or disabled.

Treasurer's Bond: The Treasurer shall give Bond to the State conditioned for the faithful discharge of official duties. The Bond must be approved as to form and surety by the Authority and filed with the Secretary. The Bond must be for twice the amount of money likely to be on hand at any one time, as determined at least annually by the Authority provided that the Bond must not exceed \$300,000.00.

Public Money: Authority money is public money.

Checks: An Authority check must be signed by the Treasurer and one other officer named by the Authority in a resolution. The check must state the name of the payee and the nature of the claim that the check is issued for.

Financial Statement: The Authority's detailed Financial Statement must show all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the Authority's credits and assets, and its outstanding liabilities in a form required for the City's financial statements. The Authority shall examine the statement together with the Treasurer's vouchers. If the Authority finds that the statement and vouchers are correct, it shall approve them by resolution and enter the resolution in its records.

Powers: The Economic Development Authority shall have all powers under MSA Sections 469.101, §469.102, §469.103, §469.105, and §469.106.

CITY OF LANESBORO

REMOTE WORK MODEL POLICY

Prepared 2023

Purpose

Lanesboro is committed to providing excellent customer service for our residents, as well as attracting and retaining critical employee talent, increasing productivity and efficiency and saving on workspace and costs. A remote work policy provides these benefits to the city and is hereby adopted according to the guidelines below.

This policy governs the practice of working remotely from locations other than a city facility, including an employee's home. Remote work should not adversely affect other operational needs of the City. It is voluntary for the employee and at the sole discretion of the City Council.

General Guidelines

Remote work as defined for this policy includes:

- Working all scheduled hours off-site, or
- Working some scheduled hours off-site and some on city premises.

Regardless of location, a remote worker remains responsible for all job duties, responsibilities and obligations associated with their position, even if such duties require the employee to come into a city facility while performing work remotely. Employees and supervisors should seek to find solutions to maximize benefit to the city and to the employee.

All City employees who meet the eligibility criteria will be considered for remote work on a case-by-case basis, where creative work arrangements have been shown to accomplish both work and personal goals, and meet the criteria and guidelines set forth below. Remote schedules may need to change to accommodate the needs of the city or when employee job duties change.

When making the decision to approve remote work, the City Council will consider the following guidelines:

- The remote work arrangement must be set in advance and approved by the City Council
- Remote work requires the same focus on job duties as if the employee were in the office; constant interruptions from household members, pets or other distractions may disqualify an employee from remote work.
- There must be adequate department coverage during all standard hours.
- There must be no adverse impact on internal or external customers.
- There must be no known safety issues associated with working remotely.
- There must not be any known security issues with technology or otherwise, in order to protect nonpublic government data.
- Employees working under a Performance Improvement Plan are not eligible for remote work.
- Internal and external customers must be given direction on whom to contact in the employee's absence if the employee is not available during all business hours. The City of Lanesboro uses Zoom to facilitate communication with both internal and external customers as necessary.
- The schedule must not result in additional overtime for the employee or co-workers.
- The employee will receive no more than eight hours of holiday pay for each city holiday.

- The employee may be allowed to work outside the State of Minnesota.
- The City Council or City Administrator may end the remote work arrangement at any time, with at least 30 days notice to the employee.

Remote work arrangements may vary depending on the position and department. Supervisors are responsible for determining the work schedules within their departments, subject to the approval of the City Administrator. Because the primary focus is serving the needs of the customers, it is important to realize remote work arrangements may not be possible for some positions.

Employees and supervisors should also consider various types of scheduling options for efficiency and productivity, including:

- Entire weeks in the office or working remotely
- Certain days in the office; remaining days working remotely
- Whether to have entire teams of employees in the office on the same day each week or at the beginning of each month

It's also important for the supervisor to consider perceptions of fairness among team members. For example, allowing one employee to work remotely every Friday may be perceived as unfair by other members of the team.

A remote work agreement is included in this policy as Appendix B. It is to be completed and signed by the City Council and the employee prior to beginning the remote work.

Eligibility for Flexibility in the Place of Work

Individuals requesting remote work arrangements must be employed with the City for a minimum of 3 months of continuous, regular employment and be successfully performing their job duties, as determined with supervisor input.

There may be additional considerations when an employee requests remote work as a reasonable accommodation and the city will consider those requests on a case by case basis.

Supervision and Performance Evaluation

For employees who are working remotely at least half of their schedule, supervisors must hold regular meetings to discuss work progress and issues for the first three months. These meetings can be conducted by phone, virtual computer technology or in person. Evaluation of remote worker performance beyond the initial three months will be consistent with that received by employees working at the office.

If work performance declines or becomes unsatisfactory, the remote work arrangement may be terminated at the discretion of the city.

Work Hours, Calendars and Meetings

The employee and supervisor will agree on the number of days of remote work that will be allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone, virtual computer software or email within a reasonable time period during the agreed upon work schedule. Depending on the employee's position and the needs of the City, the work schedule may include core hours during which the employee must be available or the schedule can include greater flexibility for the employee to work outside the city's normal business hours.

Remote workers who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in a manner designated by the City. Such employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of 40 hours per week, will require advance approval of the supervisor. Failure to comply with this requirement may result in termination of the remote work arrangement.

Remote workers who are exempt from the overtime requirements of the FLSA must follow the City's normal payroll and timekeeping policies and are generally accountable for their normal work week hours.

All remote workers must use sick, vacation or compensatory time off as needed to cover periods of time off, following the city's normal paid leave policies.

Remote workers must attend all required meetings, including those which normally would be held on a remote workday, and are also responsible for obtaining information from optional meetings when such meetings impact their work with the city. Supervisors are responsible for setting expectations for their work teams regarding whether meeting attendance will be in-person, remote or a combination, considering these guidelines:

- Meetings of a sensitive, highly interactive, or complex nature are best held entirely in-person (e.g., brainstorming, troubleshooting, project "kick-off" meetings, performance reviews, disciplinary meetings).
- Allowing some workers to attend remotely and others to attend in-person could result in perceptions of unfairness or in some employees missing out on key information (such as when the in-person staff continue to discuss the topic after remote workers log off). Supervisors need to be prepared to address these issues.
- In-person business meetings with others cannot be held at an employee's home.

Work Environment and Technology

For employees working remotely on a routine basis, the employee must establish an appropriate work environment to avoid problems associated with safety or poor ergonomics (see Appendix A for a diagram of an ergonomic workstation). The City will not be responsible for costs associated with initial setup of the employee's remote office such as remodeling, furniture, lighting, repairs, or modifications to the office space. Employees will be offered appropriate guidance in setting up a workstation designed for safe, comfortable work.

The City will supply the employee with the appropriate office supplies (pens, paper, etc.) for their assigned job responsibilities. The organization will also reimburse the employee for all appropriate business-related expenses such as phone calls, shipping costs, etc. reasonably incurred in accordance with job responsibilities.

The City will provide reserved office space for remote workers who are remote entirely from home but need to come into the office on an occasional basis.

City Employment Policy and Benefits Coverage

The City's normal policies and procedures (for example, computer use, data practices, respectful workplace, outside employment, etc.) apply to employees working remotely. Employees should ask their supervisors if they have any questions about whether or how a particular city policy applies to a remote work environment.

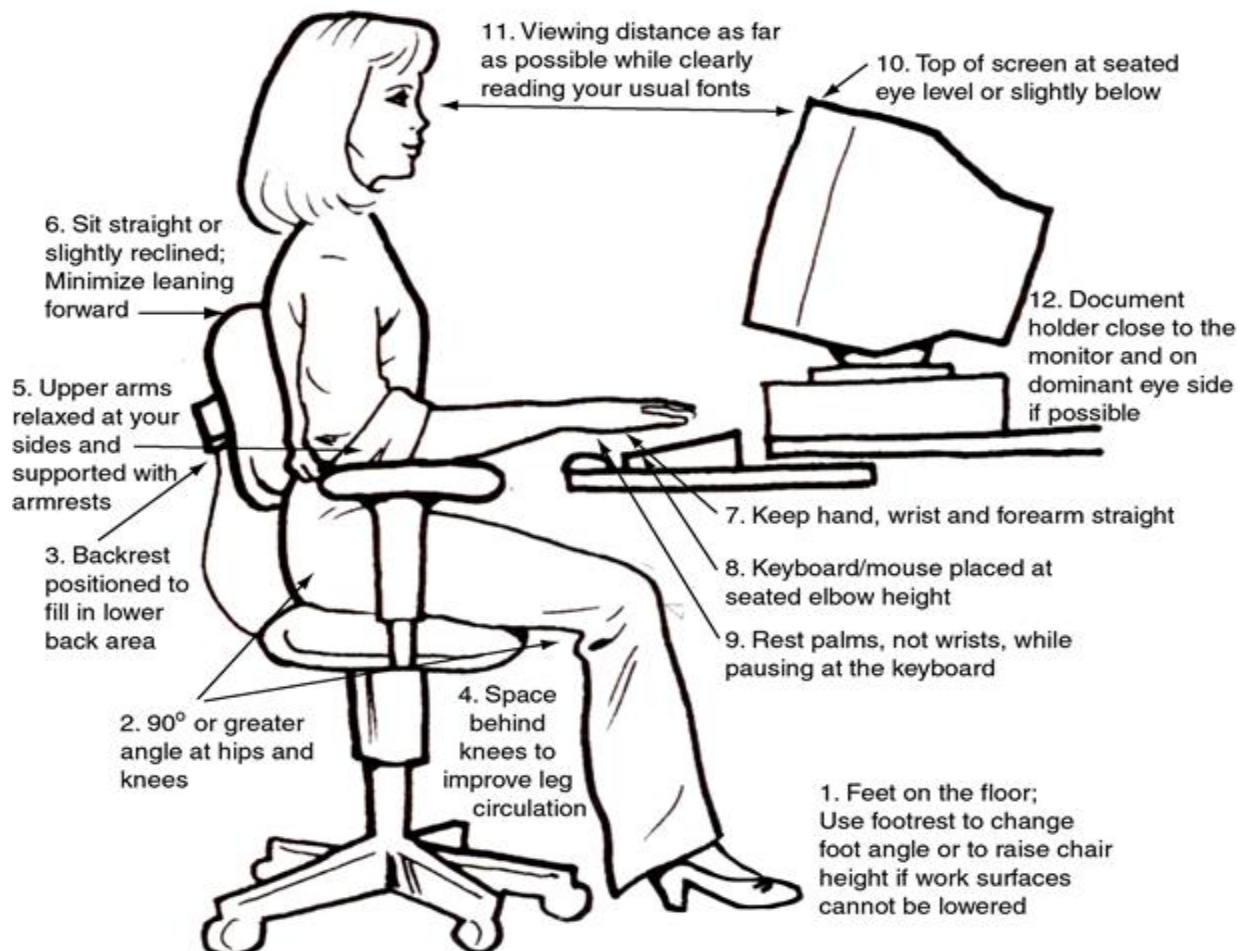
An employee working remotely is generally covered by the City's Workers' Compensation insurance while acting in the course and scope of employment and must report any injury to their supervisor as soon as possible.

LMC Remote Work Model Policy
Appendix A

Office Ergonomics Guide Sheet

You may not be aware of it, but over time, working at your computer may be needlessly overstressing parts of your body. Sore muscles, eyestrain, tension and fatigue could be reduced by modifying your workstation.

The diagram below is an overview of an ergonomic workstation for a computer user. Ideally you should position your work surfaces and computer accessories to fit you after you are first sitting properly in your ergonomically adjusted chair.



City of Lanesboro

Remote Work Agreement

Employee Name:		Date:	
Department:			

This Agreement is not a contract and can be changed or canceled by the City at any time, at the sole discretion of the City.

REMOTE WORK SCHEDULE		
Effective date of remote work schedule (mm/dd/yyyy):	<small>enter remote work beginning date</small>	
<p>The following will be your normal remote work schedule. All overtime work must be pre-approved by your supervisor.</p>		
<i>Day of the Week</i>	<i>Work Hours</i> <small>Example: 8:00 AM – 4:30 PM</small>	<i>Location</i> <small>R = Remote work O = City Office</small>
Monday		
Tuesday	<small>Enter Tuesday work hours here.</small>	<small>Enter T or O to indicate remote work location on Tuesdays.</small>
Wednesday		
Thursday	<small>Enter Thursday work hours here.</small>	<small>Enter T or O to indicate remote work location on Thursdays.</small>
Friday		

EQUIPMENT/SUPPLIES

Item Type	Serial Number (if applicable)	Description of Item
Enter type	Enter Serial Number	Enter Yes or No
Enter type	Enter Serial Number	Enter Yes or No

COMMUNICATION/AVAILABILITY

List communication expectations of remote workers, including expected response time, etc.

PERFORMANCE EXPECTATIONS

List how employee's work will be monitored or evaluated, including any details on measuring performance.

CANCELLATION

This Remote work Agreement can be canceled at any time by either party. If you wish to cancel this Remote work Agreement, you must provide sufficient advance notice to your supervisor.

SPECIAL CONDITIONS

List any additional instructions, conditions, restrictions, or exceptions relating to this Remote work Agreement.

CITY REMOTE WORK TERMS AND CONDITIONS

I agree to perform services for the City of Lanesboro as a remote worker. I understand and agree that remote work is a management tool to be used at the sole discretion of the City and is voluntary. As such, I understand and agree that my remote work arrangement may be changed or canceled at any time, at the City's sole discretion.

I have read, understood, and agreed to the Remote Work policy and the terms and conditions specified in this agreement, including the requirement to set up an appropriate remote workstation as shown in Appendix A to the policy.

I understand that I am expected to comply with all City policies, guidelines, rules, regulations, and state and federal laws while I am remote working in the same manner as if I was not remote working.

I have read and agreed to the terms and conditions of this Agreement.

Supervisor Signature:		Date:	
City Administrator Signature:		Date:	
Mayor Signature:		Date:	
Employee Signature:		Date:	

Original to Personnel File

Copy to Employee

Copy to Supervisor

Capital Improvement Plan as of 01/01/2023							
<u>Timeline</u>	<u>Anticipated Project Year</u>	<u>Item</u>	<u>Detail</u>	<u>Comments</u>	<u>Estimated Cost</u>	<u>Annual Budget Amount</u>	<u>Accumulated Budget Balance as of 01/01/2023</u>
Administration							
5 Year	On going	Technology - Computers			\$3,000.00	\$1,000.00	\$1,000.00
5 Year	2024	Right of way Engineering	Alley between Ridgeview and Calhoun		\$5,000.00	\$0.00	\$0.00
Total						\$1,000.00	\$1,000.00
Street							
5 Year	On going	Building Repairs and Maintenance					
5 Year	On going	Street Repair (Seal Coating, Cut-outs, Etc)	Replace Cement Floor Seal Coating, Cut-outs, Patches. See Street Rating Map		\$22,376.00	\$5,000.00	\$31,948.00
5 Year	On going	Sidewalk Repairs					
10 Year		Street and Alley / Utility Improvement Projects	Per Replacement Plan			\$7,500.00	\$9,000.00
10 Year	On Going	Curb Repair	Curbs being filled in as needed to maintain until larger improvement project can be completed.	Alley Base is not adequate, many areas are 2" thick where it should be 3-4". Sewer lines run within most alley ways. Once alleys are improved, garbage trucks should not utilize alleys to maintain conditions. Consider an option to mill the alley's in most sever conditions and return to a gravel base.	\$16,039,850.00		
Miscellaneous		Christmas Tree					
		Demo Recycling Site	Area to dispose of concrete, spoils, etc.	Need to find an alternate location, as current site is nearing full.			
		Brush Dump	Need to solidify location for long term purposes				
		Tree Inventory					
		Survey work for encroachment concerns					
Total						\$43,100.00	\$71,548.00
Park							
5 Year	2023	Gazebo Roof				\$2,000.00	\$5,000.00
5 Year	2023	Powerwash and paint Gazebo	Staff will power wash, and volunteers will paint.				
5 Year	2023	Gazebo Landscaping	Plants being donated, staff will install				
		Bathhouse Sidewalk installation and drinking fountain installation					
		Electric Upgrade to Riverview Campground		Consider placing infrastructure underground		\$1,000.00	\$1,000.00
		Electric Upgrade to Sylvan Campground		Consider placing infrastructure underground		\$1,000.00	\$1,000.00

Capital Improvement Plan as of 01/01/2023

<u>Timeline</u>	<u>Anticipated Project Year</u>	<u>Item</u>	<u>Detail</u>	<u>Comments</u>	<u>Estimated Cost</u>	<u>Annual Budget Amount</u>	<u>Accumulated Budget Balance as of 01/01/2023</u>
		Electric Upgrade to Sylvan Park	Install Electric Car Charging Stations (currently have units), and upgrade electric surrounding gazebo.	Consider placing infrastructure underground		\$2,500.00	\$2,500.00
		Tennis Courts				\$2,000.00	\$2,000.00
		Sewer Upgrade to Sylvan Park				\$0.00	\$0.00
5 Year		Ponds Shoreline Restoration		Staff have considered attempting this as an in house project as time allows, Admin will apply for MN DNR Legacy Funds to fund project.		\$0.00	\$0.00
		Bathhouse Renovation	Update and Install Accessible bathroom facilities			\$0.00	\$26,654.00
		Dining Room Flooring				\$0.00	\$0.00
5 Year		Bass Pond Trail resurfacing and shoreline restoration		Staff have considered attempting to restore the shoreline in house as time allows, Admin will apply for MN DNR Legacy funds to fund project.		\$0.00	\$0.00
		Dredge Basspond		MNDNR is looking into possible grants to complete the necessary work.			
		Previous Skate Park Location - Utilization		Possible pavilion with tables		\$0.00	\$0.00
		Ampitheater in Gateway Park		Consider working Lanesboro Arts			
		Baseball field	Bleachers, landscaping, fencing, awnings				
		Humidity Control System				\$0.00	\$0.00
		Pavilion Replacement in Sylvan Park	Rebuild on existing cement	Partner with School class to rebuild one each year.			
		Cabin in Sylvan Park	Replace roofing				
		Community Center Heating & Cooling			\$55,000.00		
		Bothun Family land acquisition				\$4,500.00	\$4,500.00
		Walking Bridge to Little Norway					
		Museum Flowerbeds and Landscaping		Idea is to have a retaining wall installed to level off the ground for a seating area or bike racks.			
		Museum Deck	Powerwash, Stain, and trim trees	Staff can powerwash the deck, trim the trees and volunteers could stain the deck.			
		Holiday Lights in Sylvan Park					
		Maintenance of Bunny Trail		STS crew has been coming once a year to rake and weed eat the path. Our staff is spraying path to control weeds as well.			
		Dam Parking Area	Install of ramp entrance	Partnership with the MN DNR, staff will work with DNR staff to complete installation. Ramps were funded by the DNR. Riprap will be purchased using grant funds the the DNR.			
		Remodel Kitchenette in Gym					

Capital Improvement Plan as of 01/01/2023

<u>Timeline</u>	<u>Anticipated Project Year</u>	<u>Item</u>	<u>Detail</u>	<u>Comments</u>	<u>Estimated Cost</u>	<u>Annual Budget Amount</u>	<u>Accumulated Budget Balance as of 01/01/2023</u>
5 Year	On Going	Videoing and Cleaning Sewer Mains	Contractor to complete work			\$8,000.00	\$15,866.84
5 Year		Repair of sewer lines	Consider cost to line the existing piping from Dupont to Coffee Street, and Hillcrest going north in alley way.	These areas showed the worst conditions in the most recent inspections.			
10 Year	On Going	Rehabilitation of Manholes	Contractor to complete work	A mininum of 6 need to be completed at once		\$6,000.00	\$26,000.00
5 Year	On Going	Storm Water Runoff Inspection		Consideration to complete any inspections if building permits are applied for.			
		Miscellaneous		Funds previously set aside for items completed		\$14,000.00	\$14,000.00
Total						\$28,000.00	\$55,866.84
Electric							
5 Year	2023/2024	Meter Replacement			\$158,275.00	\$12,500.00	\$131,500.00
5 Year	2025	Replace Power Plant Relays		Switchgear installed in 2005	\$30,992.00	\$5,000.00	\$30,000.00
		Testing Breakers		Pause Funding		\$4,000.00	\$9,000.00
		Underground power along river			\$55,000.00		
10 Year		Electrical System Growth Fund		Need 6 transformers at an estimated \$4300, plus line costs and installation. Funds includes work for Southern Hills Electrical Expansion, Lamon Subdivision, and Griffin Subdivision.			
		Carbon Nutrality - Battery Storage				\$2,000.00	\$2,000.00
		Paint Light Poles and Fuel Tank				\$2,000.00	\$2,000.00
		Building Maintenance				\$5,000.00	\$5,000.00
Total						\$30,500.00	\$179,500.00



Michele Peterson <mpeterson@lanesboro-mn.gov>

City

1 message

Jason Resseman <jresseman@lanesboro-mn.gov>
To: Michele Peterson <mpeterson@lanesboro-mn.gov>

Thu, Feb 2, 2023 at 2:08 PM

- River restoration/flood mitigation (bonding bill)
 - habitat focus flora and fauna
 - river walk
 - handicap access
 - redevelopment of old lumber yard area, river area, ball field, housing/commercial, acquire Township building (share community center)
- housing increase
 - resident amenities
 - school benefits
 - tax base
 - utility rate payers increase
 - diversity
 - Accessory dwellings
 - Marketing
- empty lots on parkway
- new City shop
- increase CEDA time
- tourism rebranding
 - winter
 - younger demographic
 - air bnb
 - regional collaboration
 - Stronger social media campaigns
 - Arts and agriculture
- infrastructure improvements
 - parkway project
 - roads etc
- renewable energy solar, energy storage, wind.
- better tree management (arborist training for staff), more diverse planting.
- less dependence on chemicals municipal and residential
- native plantings to better habitat and decrease maintenance (no mow options).
- bury powerlines
- old tennis court redevelopment
- city wide wifi LPU
- County provided EMS
- recreational cannabis
- Historic district expansion, include residential homes of importance.
- Blue hotel redevelopment



Michele Peterson <mpeterson@lanesboro-mn.gov>

Re: Ambulance Remaining Fund Balance

1 message

Michele Peterson <mpeterson@lanesboro-mn.gov>

Fri, Feb 10, 2023 at 9:05 AM

To: "Andrew R. Forliti" <a.forliti@smithschafer.com>

Cc: "mike@daviddrown.com" <mike@daviddrown.com>, Krista Heim <k.heim@smithschafer.com>

Thank you for the information. The Council had previously approved transferring \$50,000 to the City of Preston for the vehicle replacement funds. As well they approved transferring \$39,500 from fund 230 to 220 for building improvements for the new Emergency Services Building project. According to Banyon the fund balance is currently \$237,603.14, however there are \$57,979 in receivables. So the current cash balance is coming in at \$179,257.14 (therefore I rounded down to \$170,000 - just for discussion purposes).

I really appreciate everyone's input.

Thank you,

Michele Peterson, MCMC

City Administrator/Clerk

City of Lanesboro

On Thu, Feb 9, 2023 at 10:13 AM Andrew R. Forliti <a.forliti@smithschafer.com> wrote:

Looking back at the audit last year. The Ambulance fund had approx. \$270K of fund balance and the vehicle replacement had an additional \$50,000 set aside for the ambulance. There should not be any restrictions on those dollars to transfer the funds out to another fund. The revenue coming in would have been from property taxes, charges for services, and grants. The grants are a small portion and usually for reimbursements so I would not think amounts would have a restricted purpose unless some of those funds had not been spent, none of the revenues as of 12/31/2021 had restrictions that we noted during the audit. City's are pretty limited in what they can invest in but would be able to do it themselves. Are those funds not going to be transferred to Preston for future ambulance needs?

Andrew

Andrew Forliti, CPA

Principal



507-288-3277

a.forliti@smithschafer.com

www.smithschafer.com



From: Michele Peterson <mpeterson@lanesboro-mn.gov>
Sent: Wednesday, February 8, 2023 10:47 AM
To: Andrew R. Forliti <a.forliti@smithschafer.com>; mike@daviddrown.com
Subject: Ambulance Remaining Fund Balance

This message originated from an external source. Verify the legitimacy before clicking links or opening attachments.

Good morning - Last year we discussed waiting a year to close out fund 230 from the ambulance. Well it's that time to start discussions about where and how that money is to be used. There is roughly \$170,000 in the fund currently. The Council would like to know if there are any limitations we should consider in transferring those funds and closing out fund 230? Additionally, it was asked if those funds could be invested, and if so would it need to be under the EDA or LPU hat, or could the City invest themselves?

So if you could please share any thoughts or insights into options the Council should consider, I would appreciate it.

Thank you,

Michele Peterson, MCMC

City Administrator/Clerk

City of Lanesboro



Michele Peterson <mpeterson@lanesboro-mn.gov>

RE: Ambulance Remaining Fund Balance

1 message

Mike Bubany <Mike@daviddrown.com>

Thu, Feb 9, 2023 at 10:26 AM

To: "Andrew R. Forliti" <a.forliti@smithschafer.com>, Michele Peterson <mpeterson@lanesboro-mn.gov>

Cc: Krista Heim <k.heim@smithschafer.com>

All,

I've advised Michele to actually hold onto those funds. Ambulances everywhere are struggling. It is quite possible Preston comes back requesting more assistance in the future just for operational needs. My thought is to keep these funds and invest them to protect against that eventuality. If it is turned over now for future equipment, the City won't have those dollars to lean on if add'l operating money is requested later on. Better to dole this out over time slowly.

Further, lobbying continues at the State level to assist ambulance services. Should the State ever come through on those efforts, it would be nice to still have hold of those dollars. At that point, the City could perhaps use them for some other governmental purpose. If we hand it over all at once today, we lose out on that (admittedly low) possibility.

<https://www.mnems.org/news/13064896>

The only thing I suggested was to change the name of the fund to something like Public Safety Operational Emergency Fund or some such thing....

Just my two cents.

Mike

From: Andrew R. Forliti <a.forliti@smithschafer.com>**Sent:** Thursday, February 9, 2023 10:13 AM**To:** Michele Peterson <mpeterson@lanesboro-mn.gov>; Mike Bubany <Mike@daviddrown.com>**Cc:** Krista Heim <k.heim@smithschafer.com>**Subject:** RE: Ambulance Remaining Fund Balance

Looking back at the audit last year. The Ambulance fund had approx. \$270K of fund balance and the vehicle replacement had an additional \$50,000 set aside for the ambulance. There should not be any restrictions on those dollars to transfer the funds out to another fund. The revenue coming in would have been from property taxes, charges for services, and grants. The grants are a small portion and usually for reimbursements so I would not think amounts would have a restricted purpose unless some of those funds had not been spent, none of the revenues as of 12/31/2021 had restrictions that we noted during the audit. City's are pretty limited in what they can invest in but would be able to do it themselves. Are those funds not going to be transferred to Preston for future ambulance needs?

Andrew

Andrew Forliti, CPA

Principal



507-288-3277

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So if you could please share any thoughts or insights into options the Council should consider, I would appreciate it.

Thank you,

Michele Peterson, MCMC

City Administrator/Clerk

City of Lanesboro

**CITY OF LANESBORO
RESOLUTION NO. 2023-11**

**RESOLUTION AUTHORIZING THE SUBMITTAL OF THE USDA RURAL BUSINESS
ENTERPRISE GRANT ON BEHALF OF THE LANESBORO ECONOMIC DEVELOPMENT
AUTHORITY**

WHEREAS, the Lanesboro Economic Development Authority (EDA) is duly organized under Minnesota Statute S469; and

WHEREAS, the Lanesboro Economic Development Authority wishes to further support and grow the business community within the City of Lanesboro; and

WHEREAS, the United States Department of Agriculture (USDA) has made available funds through the Rural Development Rural Business Enterprise Grant (RBEG) program, for which the Lanesboro EDA is eligible to apply for and to receive; and

WHEREAS, the USDA RBEG program will assist Lanesboro's EDA in accomplishing said goals of supporting, retaining, and growing the business community within the City of Lanesboro through the capitalization of an economic development revolving loan fund.

BE IT RESOLVED, that the Lanesboro City Council support the Lanesboro Economic Development Authority by authorizing the submittal of an application for the United States Department of Agriculture (USDA) Rural Development Rural Business Enterprise Grant program during the 2023-2024 application cycle; and

BE IT FURTHER RESOLVED; the Lanesboro City Council appoints the Lanesboro EDA Chair, as the authorized representative to sign, and otherwise approve application documents on behalf of the City of Lanesboro and Lanesboro EDA, with intention of securing funding through the USDA, RBEG program.

Jason Resseman
Mayor, City of Lanesboro

Date

Phil Dybing
Lanesboro EDA Chair

Date

What committee are you interested in being a member of?

Economic Development Authority (EDA)

Why do you feel that you would be a valuable committee member for the committee you have selected?

As a new business owner in Lanesboro, I would like to see our city flourish so that my business can have the opportunity to grow. I have a responsibility to myself, my family, my employees, and the community I work within to drive new business and opportunities to Hero Insurance and Planning and the business surrounding me. My background and my business requires a vast amount of analysis, financial planning, developing solutions that do not exist. I do this working in partnership with the IRS, the governmental agencies, and insurance and financial companies/industries. For this reason, I felt the Economic Development Authority committee would be the committee where I would be able to bring my strengths to bear. The EDA was established in 1992, and has focus and responsibilities to:

- *To confer with and advise the City Council and Planning Commission on all matters concerning the industrial and commercial development of the City.*
- *To publicize, with the consent of the Council, the industrial and commercial advantages, and opportunities of the City.*
- *To collect data and information as to the type of industries and commerce best suited for the City.*
- *To periodically survey the overall condition of the City from the standpoint of determining whether the City is a healthy environment for industry and to determine the general receptiveness of the city, or any portion thereof, to a particular type of industry.*
- *To publicize information as to the general advantages of industrial and commercial development in the community.*
- *To cooperate with all industries and businesses in the City and in the solution of any City related problems which they may have, and to encourage the expansion, development and management of such industries and business so as to promote the general welfare of the City.*
- *To coordinate city-wide in the undertaking of necessary surveys and studies in the furtherance of commercial and industrial development.*
- *To aid the City Council and Planning Commission in the proper zoning and orderly development of areas suitable for industrial and commercial development.*

While there are more criteria, I believe the above represents a fun challenge and one I would feel I could bring my knowledge and experience and feel confident/comfortable taking on the challenge.

How would your background, or Knowledge positively reflect on the committee?

Education:

- **Northwestern University,**
 - BS - Applied Mathematics
 - Master's - Actuary Science
- **St. Mary's University of Minnesota:**
 - Masters - Project Management
- **Licenses:**
 - Life & Health Insurance License
 - Series 7 Securities License (FINRA)
 - Series 63 (Uniform Securities State Laws)
- **In addition, I hold many professional designations:**
 - CSA, LTCP, CLTC, ChFC, CLU, ChFC, etc.

Current Board of Directors member of:

- MNsure (State of MN Insurance)
- M Financial (Investment and Actuarial Services)
- Lion Street (Property Purchase and development)
- The Rock Church (New property search team)

Experience:

- Lead search team for a new church location, negotiate building pricing, arrange financing, develop facility to meet the needs of the church and the surrounding community, etc.
- Purchased a 65,000 sq ft. building in Eden Prairie in 2021, redeveloped building, currently renting over 80% of the building.
- Raised 10 million dollars for the U of M diabetes institute.
- Raised \$25 million dollars for SynerFuse through private funds (No VC or Equity Partners) – developed a spinal stimulator device (Medical Device). Currently have 6 successful surgical implementations. Raising another \$16m currently, and management the investment side.
- *More examples available upon request*

My experience is in raising and obtaining capital, and business development for myself, my clients, and charitable organizations will be an invaluable asset to the City of Lanesboro and the EDA committee.

My education and licensing reflects my unique ability to analyze financial matters of investments, feasibility, statistics, and probability.

What are your strengths and weakness and how do you feel the will reflect on the issues for which the committee will deal with?

Strengths:

I believe my strengths lie in my education, experience, entrepreneurship, ability to analyze financial endeavors, care for the surrounding communities I work within.

Weaknesses:

I am not a people pleaser, I am direct.

Please share any thoughts or ideas that you have for the committee you are applying for?

- I am very interest in exploring the feasibility of doing an investment cooperative / coop fund here in Lanesboro.
- Exploring Venture Capital dollars into the city to build businesses, housing, employment opportunities.
- Year-round viability for businesses in Lanesboro
- Infrastructure projects that improve the city and protect and respect the heritage of the city.

Most terms on committees are for 2-years, would you be able to fulfill your full-term and consistently attend meetings for your committee?

I am 100% in control over my schedule. Once I make a commitment, I follow-through. If selected for the board, I will be present for all monthly meeting and important events unless I am medically unable to attend, or an emergency prevents my attendance.

Thanks for your consideration!

Michael Boho