

AGENDA
OLIVIA CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
MONDAY, AUGUST 5 at 5:30 PM



PLEDGE OF ALLEGIANCE

1) CALL TO ORDER AND DETERMINATION OF A QUORUM

Councilors: ___Baumgartner ___Ebberts ___Ferguson ___Mayor Hawkinson ___Padrnos

2) PUBLIC FORUM

- A) When addressing the Council, please provide your name for the meeting record
- B) Speaking times will be limited to 3-minutes

3) AGENDA APPROVAL

4) CONSENT AGENDA

- A) Regular Meeting Minutes of July 15, 2024
- B) Resolution 2024-82, Amending City's Schedule of Regular Meetings to be Kept on File
- C) Resolution 2024-83, Authorizing the City of Olivia to Submit a Point Source Implementation Grant Application
- D) Resolution, 2024-84, Approving City Administrator as the Olivia-designated MMPA representative
- E) Resolution 2024-85, Accepting Donation from FM Bank
- F) Resolution 2024-86, Renville County VOTER Agreement
- G) Ordinance 2024-08, Amending Chapter 92 of the Olivia City Code Regarding Assessable Current Services
- H) Public Works Purchase Order – Crack Sealing
- I) Utility Accounts Coordinator Position Description
- J) Purchasing Agent Agreement with Marcus Construction
- K) MARCO Relocation Quote
- L) July Disbursements

5) DISCUSSION / BUSINESS ITEMS

- A) Amendment to the RO Softening Final Design project, Justin Black, City Engineer
- B) Olivia Public Library Roof Replacement

6) REPORTS

- A) Reports of Council / Staff
- B) Pool Report

7) NOTICES AND COMMUNICATIONS

8) ADJORNMENT

REGULAR MEETING MINUTES

Monday, July 15, 2024

CALL TO ORDER AND DETERMINATION OF A QUORUM

The Regular Meeting of the City Council of the City of Olivia, Minnesota, was called to order by Mayor Hawkinson at 5:30 P.M.

Council Members Present: Matt Baumgartner, Blanca Ferguson, Mayor Jon Hawkinson and Landon Padrnos.

Others present: Elizabeth Torkelson, City Administrator; Pamela Whitmore, City Attorney (zoom); Jared Lund, Police Officer; Darrin Lee, Flaherty & Hood; Owen Baumgartner, City Intern; Ross Okins, Renville County Register; Guest (zoom), Jasmine Miller, Deputy Clerk.

PUBLIC FORUM

Mayor Hawkinson temporarily suspended the regular meeting and opened the public forum at 5:30 P.M.

No public comments were offered so Mayor Hawkinson reopened the regular meeting at 5:31 P.M.

AGENDA

Motion by Baumgartner, second by Padrnos: to approve the agenda with the amendment of moving consent agenda item F.) Resolution 2024-78, Application to the Public Facilities Authority Clean Water Revolving Fund to Discussion Item D. Motion passed unanimously.

CONSENT AGENDA

Motion by Ferguson, second by Padrnos: to approve the consent agenda. Motion passed unanimously.

- A) Regular Meeting Minutes of July 1, 2024
- B) Resolution 2024-74, Accepting Donation HomeTown Bank and Health Partners
- C) Resolution 2024-75, Step Movement for Marcus Jakes
- D) Resolution 2024-76, Step Movement for Scott Forsman
- E) Resolution 2024-77, Step Movement for Colby Schroeder
- F) Item moved to discussion
- G) Resolution 2024-79, Authorizing the Electronic Storage of Government Records, Electronic Transactions and Electronic Signatures
- H) Resolution 2024-80, Authorizing Title and Summary Publication of Ordinance 2024-06
- I) Resolution 2024-81, Authorizing Title and Summary Publication of Ordinance 2024-07
- J) Ordinance 2024-06, Amending Chapter 116 of the Olivia City Code Regarding Liquor Licenses
- K) Ordinance 2024-07, Amending Chapter 116 of the Olivia City Code Regarding Municipal Liquor Stores
- L) First Reading of Ordinance 2024-08, Amending Chapter 92 of the Olivia City Code Regarding Assessable Current Services
- M) Updated Personnel Policy
- N) June Disbursements

DISCUSSION / BUSINESS ITEMS

Coalition of Greater Minnesota Cities Update – Darrin Lee, Flaherty & Hood

Lee provided the Council with an updated and provided documents covering the 2024 legislative session report. Lee reviewed key points about the CGMC 2024 Legislative Agenda to include EMS aid for struggling rural ambulance service providers, bonding bill and new policy/mandates.

Park Board Recommendation: Pickleball Fencing

Motion by Baumgartner, second by Padrnos: to approve the pickleball fence recommendation from the Park Board. Motion passed unanimously.

Torkelson shared that the Park and Recreation Board recommends the addition of a fence around the pickleball court to improve the pickleball playing experience. It was mentioned that the park board had considered spending a portion of their budget on a dog park, but have decided to make a pickleball fence a priority for 2024.

Olivia Public Library Roof

Torkelson shared that there are a number of leaks reported in the library's roof. Torkelson is inquiring with the City's insurance agent and is getting a second quote for roof replacement.

Resolution 2024-78, Application to Public Facilities Authority Clean Water Revolving Fund

Motion by Ferguson, second by Baumgartner: to approve Resolution 2024-78, Application to Public Facilities Authority Clean Water Revolving Fund. Motion passed unanimously.

Torkelson clarified that the City staff is seeking approval of this resolution in order to remain on the PFA project priority list. The City is pursuing a PSIG grant for the project, and does not intend to use a PFA loan. It is important to stay on the PFA project priority list as it is a requirement of our wastewater distribution permit. Remaining on this list give the City a better position to receive the PSIG grant. A loan is not being executed; the resolution is not an official request for a PFA loan but the City will simply remain on the list.

No additional items or new business items were presented.

REPORTS

Reports of Council / Staff

Torkelson included the completed, signed contract with West Central Sanitation for Council to review. Torkelson also reported that Corn Capital Days is still looking for volunteers and encouraged anyone interested to sign up to volunteer.

Ferguson shared that the Tourism Board met and approved applications for the Corn Capital Days Street Dance and the Ambulance's Family Fun Night.

No additional reports were presented.

NOTICES AND COMMUNICATIONS

Torkelson shared that filing for City Council opens on July 30th and closes on August 13th. Torkelson encouraged anyone who is interested to file.

ADJOURNMENT

Motion by Baumgartner, second by Padrnos: to adjourn the meeting at 6:23 P.M. Motion passed unanimously.

Jon Hawkinson, Mayor

Attest: _____
Jasmine Miller, City Clerk

**CITY OF OLIVIA
RESOLUTION NO. 2024-82**

Resolution Amending the City’s Schedule of Regular Meetings to be Kept on File

WHEREAS, Minn. Stat. 13D.04, subd 1 requires the City keep a schedule of the regular meetings of a public body shall be kept on file at its primary offices; and

WHEREAS, starting on August 14TH the City’s primary office will be located at 802 East Lincoln Avenue, Olivia, MN 56277 because the current City Hall will be unavailable and not accessible as a result of City Council approved improvements to City Hall (“City Hall Improvement”); and

WHEREAS, because of the City Hall improvements, the City Council of the City of Olivia must hold its regular meetings at the Olivia Public Library, 405 10 Street South, Olivia, MN 56277, until completion of the City Hall Improvements; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Olivia, that its regular meetings shall be held at the Olivia Public Library, 405 10th Street South, Olivia, MN 56277, until completion of the City Hall Improvement.

BE IT FURTHER RESOLVED, that staff shall amend the schedule of Regular Meetings kept on file at its primary office to reflect the change of location for Council’s regular meeting and shall include on the agenda for all regular meetings the date, time and new regular location of the City of Olivia City Council regular meetings.

Adopted by the City Council of the City of Olivia this 5th day of August 2024

Jon Hawkinson, Mayor

ATTEST: _____
Jasmine Miller, City Clerk

**CITY OF OLIVIA
RESOLUTION NO. 2024-83**

Resolution Authorizing the City of Olivia to Submit a Point Source Implementation Grant Application to the Minnesota Public Facilities Authority (PFA) and to authorize City Officials to execute a grant agreement on behalf of the City of Olivia for the Water Treatment Plant Centralized Softening

WHEREAS, the Point Source Implementation Program, established in Minnesota Statutes 446A.073, as amended provides funds for construction projects; and

WHEREAS, the City of Olivia is hereby applying to the Minnesota Public Facilities Authority for a funds to be used for eligible costs for the Water Treatment Plant Centralized Softening.

BE IT RESOLVED that the City of Olivia has the legal authority to apply for the grant, and the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED, that upon approval of its application by the PFA, the City of Olivia may enter into an agreement with the PFA for the above referenced project, and that the City of Olivia certifies that it will comply with all applicable laws and regulations as stated in all contract agreements described in the Compliance listing of the grant application.

NOW, THEREFORE, BE IT RESOLVED, that Jon Hawkinson, Mayor, and Elizabeth Torkelson, City Administrator, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the above project on behalf of the City of Olivia.

Adopted by the City Council of the City of Olivia this 5th day of August 2024.

Jon Hawkinson, Mayor

ATTEST: _____
Jasmine Miller, City Clerk

**CITY OF OLIVIA
RESOLUTION NO. 2024-84**

Resolution Approving City Administrator as the Olivia-designated MMPA representative

WHEREAS, The MMPA Board of Directors is responsible for setting policy, for approving investments in new plants, and for overseeing management. Each MMPA member has a representative on MMPA’s Board and an alternate representative; and

WHEREAS, the City of Olivia (the “City”) is allocated one seat and one alternate on the Minnesota Municipal Power Agency Board; and

WHEREAS, The current Board seat is vacant, and should be filled by the City Administrator, Elizabeth Torkelson; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Olivia, Minnesota, hereby approves City Administrator, Elizabeth Torkelson, serving as the Olivia-designated representative for the MMPA Board.

Adopted by the City Council of the City of Olivia this 5th day of August 2024

Jon Hawkinson, Mayor

ATTEST: _____
Jasmine Miller, City Clerk

**CITY OF OLIVIA
RESOLUTION NO. 2024-85**

Approval of Donations / Contributions

It is hereby resolved by the City of Olivia, Minnesota that:

WHEREAS, Minnesota State Statute 465.03 requires that governing bodies must formally accept donations and contributions and that every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full; and

WHEREAS, The City seeks to properly accept and record donations and contributions in accordance with all state statutes and state auditor requirements;

THEREFORE: The Olivia City Council formally accepts the following donations / contributions given to the city and agrees to their associated stipulations:

	<u>Donation Value:</u>
Donor: FM Bank	\$500.00
<i>Donation to The City of Olivia Parks Board</i>	

Adopted by the City Council of the City of Olivia on this 5th day of August, 2024.

Jon Hawkinson, Mayor

ATTEST:

Jasmine Miller, City Clerk

**CITY OF OLIVIA
RESOLUTION NO. 2024-86**

**AUTHORIZATION TO EXECUTE RENVILLE COUNTY VOTING OPERATIONS,
TECHNOLOGY & ELECTION RESOURCES (VOTER) ACCOUNT AGREEMENT**

This Agreement (hereinafter “Agreement”) is made between Renville County ("County"), and the City of Olivia (“Municipality”).

Recitals

1. Under Minnesota Laws 2023, Chapter 62, Article 4, section 6, the Voting Operations, Technology, and Election Resources (VOTER) Account was established requiring the Office of the Secretary of State, hereinafter the OSS, to distribute funds to each county as prescribed.
2. Total allocation to County is approximately \$5,373.93 annually.
3. Upon receipt of funds, County and Municipality must agree on a distribution plan for allocating funds from the account which must be used for expenditures directly related to election administration.
4. County is responsible for elections within its county and Municipality operates polling places within its jurisdiction.

Agreement

1. *Effectiveness of Agreement*

- 1.1. ***Effective date.*** October 31, 2023, or the date all required signatures have been affixed to the agreement by County and Municipality, whichever is later.
- 1.2. ***Annual Renewal.*** This agreement shall remain in effect and renew annually until such time that the County or the Municipality notifies the other party in writing of its desire to terminate the Agreement. The termination will be effective December 31 of the year of notice, for the following year’s allocation.
- 1.3. ***Application of terms.*** Municipality agrees to be subject to the obligations applicable to County in the Agreement set forth in said agreement.

2. *Allocation of VOTER Account Funds*

- 2.1. ***Allocation determination.*** The Municipality agrees to receive no direct allocation under this agreement. The Municipality’s default allocation amount as provided by the OSS will instead be retained by the County for qualifying expenditures of the County and the Municipality as referenced in this Agreement.
- 2.2. ***Allocation methodology.*** The County will utilize the provided OSS default allocation as a consistent and equitable distribution of VOTER account funds for qualifying expenditures for all municipalities.
- 2.3. ***Maximum available amount.*** Based on the OSS default allocation, Municipality is allocated no more than \$215.83 for qualifying expenditures described in the Agreement and in accordance with all federal and state laws authorizing these expenditures.

3. *Use and Maintenance of VOTER Account Funds*

- 3.1. ***Municipality authorization.*** Municipality agrees to authorize County to expend the allocated amount for authorized purposes on behalf of Municipality.
- 3.2. ***Segregation of funds.*** County must segregate all funds in an election funding account.
- 3.3. ***Maintenance of funds.*** County must maintain the funds in the segregated account until spent for any authorized purposes described in the Agreement.
- 3.4. ***Authorized purposes.*** County may use the funds provided under the Agreement for expenditures directly

related to election administration as defined in Minnesota Statutes section 5.305.

3.5. **Reporting requirements.** County agrees to provide any required information to OSS to meet reporting requirements outlined in statute for all funds expended for each calendar year by December 31 annually.

4. Authorized Representatives

County’s Authorized Representative is:

Heather Weis
County Auditor-Treasurer
500 E Depue Ave Ste # 202
320-523-3621
Heather.weis@renvillecountymn.gov

Municipality’s Authorized Representative is:

Elizabeth Torkelson
City Administrator
1009 W Lincoln Avenue
320-523-2361
etorkelson@olivia.mn.us

If either Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, parties must notify each other of the change.

5. Signatures and Certification

County and Municipality certify that the appropriate person(s) have executed the Agreement on behalf of County and Municipality as required by applicable resolutions or ordinances.

RENILLE COUNTY

CITY OF OLIVIA

By: _____

By: _____

Signed: _____

Signed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Adopted by the City Council of the City of Olivia this 5th day of August 2024.

Jon Hawkinson, Mayor

ATTEST: _____
Jasmine Miller, City Clerk

ORDINANCE NO. 2024-08

**CITY OF OLIVIA
COUNTY OF RENVILLE
STATE OF MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 92 OF THE OLIVIA CITY CODE
REGARDING ASSESSABLE CURRENT SERVICES**

The City Council of the City of Olivia does ordain:

SECTION 1. Section 92.01 of Chapter 92 of the City of Olivia Code is amended to delete the stricken-out text and add the additional underscored text to read as follows:

CURRENT SERVICE. Shall mean 1 or more of the following: snow, ice, or rubbish removal from sidewalks; weed elimination from street grass plots adjacent to sidewalks or from private property; removal or elimination of public health or safety hazards from private property, excluding any hazardous building included in M.S. " 463.15 through 463.26, as they may amended from time to time; installation or repair of water service lines; street sprinkling, street flushing, light street oiling, or other dust treatment of streets; repair of sidewalks and alleys; trimming and care of trees and removal of unsound and insect-infected trees from the public streets or private property, operation of a street lighting system; and any special charges established in the fine and fee schedule. Unpaid fees are subject to a finance charge as established in City Code §35.04.

(H) Unpaid Special Service Charges. the recovery of any disbursements under section 504B.445, subdivision 4, clause (5), including disbursements for payment of utility bills and other services, even if provided by a third party, necessary to remedy violations as described in section 504B.445, subdivision 4,

(I) False Alarm Charges. False alarm is defined as the unintended activation of an alarm system through mechanical or electronic failure, malfunction, improper installation, or the negligence of the alarm user, his employees or agents that. An alarm is a false alarm within the meaning of this definition when, upon inspection by the Police Chief, evidence indicates that no unauthorized entry, robbery, or other such crime was committed or attempted in or on the premises which would have activated a properly functioning alarm system. Any unpaid service charge against a property or individual for a false alarm not paid in full within sixty (60) days of the date of billing shall be placed as a special assessment against the property pursuant to Minnesota Statutes section 429.101, after proper notice and hearing.

~~(H)~~ (J) *Assessment.* On or before September 1 of each year, the City Clerk shall list the total unpaid charges for each type of current service and charges under this section against each separate lot or parcel to which they are attributable under this section. The City Council may then spread the charges against property benefited as a special assessment under the authority of M.S. ' 429.101, as it may be amended from time to time, and other pertinent statutes for certification to

the County Auditor and collection along with current taxes the following year or in annual installments, not exceeding 10, as the City Council may determine in each case.
Penalty, see ' 10.99

SECTION 2. EFFECTIVE DATE. This ordinance shall take effect following its passage and publication in accordance with state law.

Passed this 5th day of August, 2024.

Jon Hawkinson, Mayor

ATTEST _____

Jasmine Miller, City Clerk



AGENDA ITEM REQUEST

Meeting Date Requested: 7-15-24

Agenda Item Request: Crack Sealing from Bagen Inc.

Department: Public Works

Name & Signature: Craig Magee Craig Magee

#	Item	Purpose	Amount
1	<u>Crack sealing</u>	<u>seal up cracks in Streets</u>	<u>upto \$15000</u>
2	<u>see estimate.</u>		
3			
4			
5			

Budget Impact: No impact money is set aside in professional services with seal coating.

Action Requested / Recommended:

BARGEN INCORPORATED

606 County Road 1
Phone (507) 427-2924
Mountain Lake, MN 56159

July 1, 2024

City of Olivia
Attn: Craig
1009 W. Lincoln Ave.
Olivia, MN 56277

Craig,

Thank you for the opportunity to explain the pavement maintenance services our firm offers and to provide you with a quote. I am confident that you will find the services beneficial for your roads. I would like to explain the procedures our service crew uses.

Asphalt Rubber Crack Repair

Our service crew will:

- A. rout out cracks 1" wide by 1" deep for cracks that are 40 feet apart and closer
- B. rout out cracks 1 ¼" wide by 1" deep for cracks that are 45 – 80 feet apart
- C. if the cracks are wider, they will be routed accordingly
- D. the cracks will then be cleaned with high volume blowers
- E. as a second cleaning procedure, a heat lance will be used to clean out any remaining debris and/or moisture
- F. cracks will be filled three-quarters to full
- G. after a cooling period, the cracks are filled a second time using a banding applicator
- H. this does not include any allegated areas
- I. the debris will be blown to the side of the curb/road, where it will be the Customers' responsibility to sweep up

Sealant Material

The sealant that we will use meets and exceeds the Minnesota State Spec. #3723.2 and Iowa ASTM-D6690 type II & III Spec. with the following modifications:

- 100% elongation at -20°F

Recently OSHA implemented new exposure levels for the Respirable Crystalline Silica law. We as a company are taking this serious and we want to protect our workers as well as avoid any fines that might be incurred by not following OSHA regulations.

The OSHA standard (29 CFR 1926.1153) requires employers to limit worker exposures to respirable crystalline silica and to take other steps to protect workers. In keeping with the spirit of the law, we are doing everything we can to reduce our employee's exposure to Silica. This includes working towards a solution to suppress the dust at the point of creation, as well as using a Vacuum sweeper truck with a water system in the holding tank to suck the debris from the cracks.

Project Prices - Our price includes all materials, applicable taxes and labor to complete the project as explained.

Please note: The Customer is responsible for notifying the public that we will be working in your area. Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep their personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 – 150 feet away from the work zone. An Insurance Certificate is available upon request.

The price for Crack Repair will be \$3.99 per pound of sealant installed. The total price will not exceed \$15,000.00. An example price is 3,759lbs. @ \$3.99/lbs. = \$14,998.41.

Keep in mind that the total price is subject to the total pounds installed.

The price stated above is what we need to complete the project. If there are any Permits/Fees, Bid Bonds, or Payment and/or Performance Bonds needed for this project that cost will need to be ADDED to the prices listed above.

TERMS: Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Bargaen Inc. may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Bargaen Inc. reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Bargaen Inc. when due.

This Proposal/Contract may be withdrawn by Bargaen Inc. if not accepted within 20 days, or at anytime, subject to increases related to material prices as noted above.

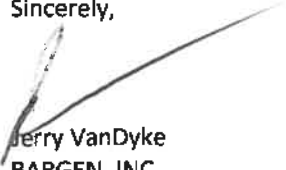
Acceptance of proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **This proposal may be withdrawn if not accepted within 20 days.**

Date of acceptance _____ PO # _____ (if applicable)

Signature _____ Signature _____

Thank you for the opportunity to provide you with information on the pavement maintenance needs in your community. I am confident that you will find the products used and the workmanship of our crew of the highest quality. I look forward to working with you in the near future.

Sincerely,



Jerry VanDyke
BARGEN, INC.

JVD/mq

Project for City of Olivia – Crack repair

Our Mission

Bargen, Inc. is committed to excellence and, because of this, we take pride in our team of professional craftsmen. Our primary purpose is to provide knowledgeable recommendations, quality workmanship and exceptional service. Our goal is satisfied customers who have received the most value for their investment.

Website: www.bargeninc.com
Email: bargen@bargeninc.com

**CITY OF OLIVIA
UTILITY ACCOUNTS COORDINATOR
JOB DESCRIPTION**

JOB TITLE: Utility Accounts Coordinator
SUPERVISION: Reports to City Administrator
EFFECTIVE DATE: August 2024
FLSA STATUS: Non-Exempt
PAY GRADE / RANGE (2019): Grade 8
HOURS WORKED: 40 hours / week

SUMMARY OF POSITION:

Responsible to generate revenue through sales of safe, reliable, and economical utility services by performing clerical and technical work involving utility billing, accounts payable and receivable, serving as Public Utilities Commission Staff Liaison, and customer services. This position maintains accurate records of utility occupancy, consumption, bills, and receipts and works to assist customers.

SUPERVISION RECEIVED:

Works under the general supervision and direction of the City Administrator

SUPERVISORY FUNCTIONS:

No direct supervision of others.

EQUIPMENT/JOB LOCATION:

The primary work location for this position is Olivia City Hall. Typical equipment used includes items customary with an office environment: computer, telephone, fax machine, printer, copier, adding machine, file cabinets, digital document scanner, etc.

PRIMARY / ESSENTIAL FUNCTIONS OF THE JOB:

- Creates and maintains utility accounts and utility billing system.
- Processes new customer applications and account changes.
- Creates monthly bills through automated system; makes manual changes to billing calculations for various credits and issues.
- Adjusts rate categories and applies or deducts tax to appropriate rate classes; implements rate changes in software and tests for accuracy.
- Work with City Administrator and Finance Director to analyzes rate structure.
- Initiates service calls for disconnect, reconnect, meter rereads, etc. with water and electric departments.
- Facilitate effective communication and outreach to utility customers, addressing inquiries, resolving issues and providing timely updates.
- Responsible for keeping utility customers updated across various platforms, including informational mailers, social media, and website, to ensure timely dissemination of important information and enhance customer awareness.
- Uses discretion to develop payment plans within established policies, and ensures that they are being met.

- Generates lists of delinquent customers, applies penalties, prepares and distributes notices of service termination, and makes referrals to the County Energy Assistance Program or Human Services.
- Prepares Council resolutions for utility related matters including bad debts, assessments, rate changes, and annual reporting.
- Import monthly meter readings into system, analyzes data for any unusual results and contacts customers to set up service calls when appropriate.
- Prepares data requests including histories of accounts and credit references upon customer request.
- Completes monthly and annual reports required by local, state and federal agencies.
- Processes and approves Right-of-Way permit applications and issue permits as appropriate.
- Maintains Load Management system, determines and adjusts monthly high and low set-points, adds and removes accounts.
- Retrieves and posts electronic ACH payments to appropriate utility accounts including energy assistance and automatic draft payments.
- Serves as staff liaison and attends Public Utilities Commission meetings and provides staff support including providing recommendations, presenting reports on ongoing utility operations, taking minutes, preparing agendas and informational packets, drafting resolutions, operating video system and carrying out Commission assignments.
- Address West Central Sanitation inquiries regarding account changes by proving timely and accurate information, ensuring smooth and efficient updates.
- Calculates annual electrical usage for repayment to Renville Sibley on territorial buyout.
- Takes daily deposits to bank to keep separation of duties per auditor recommendations.
- Manages insufficient fund checks including correspondence, system adjustments and documentation.
- Responsible for the monitoring and assurance of compliance with all state and federal regulations governing utility billing and interpreting City Ordinances and Minnesota Statutes related to utility services.
- Acts as Distributed Energy Resource Interconnection Coordinator.
- Assists Finance Director with the interdepartmental utility and bulk water sales.
- Prepare yearly utility assessments and create bad debt accounts.
- Apply tax settlement payments to bad debt accounts.
- Administer Conservation Improvement Program (CIP) locally in conjunction with MMPA.
- Monitors Advanced Metering Infrastructure data collected by Tantalus system with utility departments to detect potential issues.
- Cross trains to serve as backup to other office personnel including, but not limited to, greeting customers, answering phones, and processing utility payments.
- Performs related duties as assigned or apparent.

REQUIRED SKILLS / ABILITIES:

- Considerable knowledge of the standards and methods of customer account maintenance using an automated system.
- Knowledge of utility billing, bookkeeping, and licensing practices and procedures.
- Working knowledge of City Services, operations and procedures.
- Working knowledge of City ordinances and generally accepted standards related to financial reporting and record keeping.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to create and prepare resolutions.

- Considerable skill in operating office equipment including operation of automated accounting and utility billing systems, word processing and Microsoft Office Suite.
- Ability to determine appropriate resolution to utility billing complaints including problem analysis and mathematical calculations.
- Ability to be friendly, professional, polite and helpful in dealing with customers and employees.
- Ability to prioritize work, multi-task and problem-solve.
- Ability to perform mathematical calculations and maintain accurate records.
- Effective communication skills, both oral and written.
- Considerable ability to research and analyze data, determine alternatives and make recommendations.
- Knowledge of utility laws and regulations.
- Ability to maintain effective working relationships with a wide variety of internal and external contacts to achieve organizational objectives in matters requiring cooperation, explanation and persuasion.
- Ability to develop and implement utility related procedures and policies by integrating best practices, leveraging comprehensive knowledge and ensuring compliance with state and federal regulations governing public utilities

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Must be able to frequently sit, stand, and walk; talk and hear; use hands and fingers, handle or feel objects, tools or controls; reach with hands and arms in an office environment.
- Considerable ability to hear and speak when conversing in person or by phone.
- Considerable ability to read reports, correspondence, computer screens and other documents.
- Ability to use large motor skills which include standing, walking, opening doors and cabinets.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- Ability to bend, twist and stretch in an office environment.
- Ability to interact with a computer (monitor, keyboard and other input and output devices) for extended periods of time.
- Requires regular exposure to indoor office conditions.

MINIMUM QUALIFICATIONS:

- Associate degree or related professional experience in finance, accounting, business administration or related field.
- Two years of relevant experience.

NON-DISCRIMINATION STATEMENT

The City of Olivia will not discriminate against any employee or applicant for employment because of any legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)

Purchasing Agent Agreement

THIS AGREEMENT is made by and between Marcus Construction Co., Inc. ("Agent") and City of Olivia ("Owner"), a Minnesota city generally exempt from paying state sales and use tax under Minn. Stat. 297A.70; and

WHEREAS, Owner is undertaking the construction on its property of certain improvements generally described as the Olivia City Hall, Police, and Fire ("the Project"); and

WHEREAS, Owner wishes to purchase on its own account materials, supplies and equipment for the Project (collectively "Tax-Exempt Materials") as described in Exhibit M, attached hereto; and

WHEREAS, Owner through Agent has solicited separate bids for the Sales Tax-Exempt Materials, the award of which was not contingent upon the successful award of any other part of the Project; and

WHEREAS, Agent desires to act as Owner's purchasing agent for purposes of acquiring the Tax-Exempt Materials for use exclusively in the Project

IT IS THEREFORE AGREED between the parties hereto that:

1. This Agreement is made with reference to, and where applicable shall be governed by, the specifications and provisions set forth in the Contract Documents as such are defined therein, for the Project, as attached as Exhibit M .
2. Owner appoints Agent to act as its purchasing agent for purchasing the Tax-Exempt Materials, and further authorizes Agent to appoint such subagents as Agent deems appropriate for carrying out the purposes of this Agreement, which subagents shall have similar powers of appointment.
3. It is understood and agreed that: (a) Owner takes title to the Tax-Exempt Materials at the point of delivery; (b) Owner assumes the risk of loss for all Tax-Exempt Materials; and (c) Owner bears all risk for defects in the Tax-Exempt Materials, including Tax- Exempt Materials incorporated into the real estate; provided, however, that to the extent Owner is prejudiced by lack of timely notice as provided herein, Agent shall be responsible for any resulting loss or damages incurred by Owner. Warranties against inherent defects in the Sales Tax-Exempt Materials run from the vendor and not the Agent. Prior to acceptance and payment, Agent shall determine on Owner's behalf that all such materials conform to the plans and specifications for the Project and are free from obvious or apparent defects. Agent shall promptly notify the Owner of any and all defects of which Agent becomes or reasonably should become aware. As Owner's agent, Agent shall contact the vendor for immediate replacement or correction of defective Sales Tax-Exempt Materials, and to obtain all other remedial action for breaches of warranty. Nothing in this Agreement shall be deemed to preclude Owner from proceeding against Agent if a loss of any Sales Tax-Exempt Materials occurs as a consequence of Agent's fault or negligence or that of Agent's employees or representatives, including the failure of Agent to notify Owner in accordance with this Section.
4. Agent (and any subagents) shall include the following Notice to Vendors/Suppliers in all purchase orders and other documents furnished to a vendor or supplier in connection with the purchase of any Tax-Exempt Materials: NOTICE TO VENDORS/SUPPLIERS The

materials to which this document relates are being purchased by Marcus Construction Co., Inc. as the purchasing agent of City of Olivia ("the Owner"). It is the Owner's obligation, not the purchasing agent's, to pay for the materials. Because the Owner is a tax-exempt entity, this purchase is exempt from sales tax under Minn. Stat. §297A.70. Agent shall exercise reasonable care in performance of its duties as purchasing agent, including the inspection of the Tax-Exempt Materials for obvious or apparent defects or the failure of such materials to conform to the plans, specifications and all Contract Documents relating to the Project.

5. Owner shall pay the cost plus a 10% fee or all Tax-Exempt Materials purchased by Agent under this Agreement. Agent shall direct vendors and suppliers to deliver invoices for the Sales Tax-Exempt Materials to the Agent, at 2580 Highway 12 East, Willmar, MN 56201, with clear project designation on the invoice. Agent shall submit invoices for payment to Owner as part of their Contractual Pay Application Process. Upon payment by the Owner to the Agent, the Agent will pay vendors and suppliers. Agent will provide Owner with lien waivers for the Sales Tax-Exempt Materials, all in the manner required by the Contract Documents.
6. Agent shall promptly notify Owner of any sales and use tax audit by the Minnesota commissioner of Revenue or of the threatened imposition or assessment of any sales or use taxes. Owner may, at its sole option and cost, dispute, contest or otherwise resist the imposition or assessment of any such taxes. Upon reasonable notice to Owner, Agent may (but is not obligated to) take such actions as it deems reasonable in response to the threatened imposition or assessment of taxes, which actions shall be deemed to have been taken on Owner's behalf. If any Minnesota sales or use taxes are imposed or assessed with respect to any Tax- Exempt Materials purchased pursuant to this Agreement, Owner shall be solely responsible for the payment of such taxes, including any related penalties and interest, and shall hold Agent harmless and indemnify Agent from any such cost or expense related thereto, including any legal fees and costs incurred by Agent in connection therewith or in connection with the enforcement of this paragraph. Notwithstanding the foregoing, Owner shall have no obligation to pay, and Agent shall be solely liable, for any tax resulting from Agent's failure to comply with the terms of this Agreement.
7. The agency relationship created by this Agreement is intended to be in compliance with Minnesota Rule 8130.1200 and its current interpretation by the Minnesota Department of Revenue.
8. The alternative dispute resolution provisions (if any) in the Owner/Construction Manager agreement are incorporated herein by reference and are applicable to any dispute between the parties hereto arising out of this agreement.
9. Owner may terminate this Agreement at any time and for any reason. Upon receiving notice of termination, Agent shall cease making any purchases and shall promptly notify any subagents it has appointed that such appointment has likewise been terminated, that they are to cease initiating any new purchases, and that they are to likewise notify any subagents they have appointed that they are to cease initiating any new purchases. Any purchases that were initiated by Agent or subagent prior to its receiving notice of termination and that cannot be reasonably reversed after it received notice of termination shall be deemed to have been made with authority.
10. The provisions of this Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, legal representatives, assigns, and any subagents appointed pursuant to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 5th day of August, 2024.

CITY OF OLIVIA a Minnesota municipality
("Owner")

Date: _____

By: _____

Its: _____

Date: _____

By: _____

Its: _____

_____, a Minnesota corporation
("Agent")

Date: _____

By: _____

Its: _____

Approved Alternates	Material	Labor
Instead of phasing areas of construction, work on all 3 areas at same time (City would have to relocate operations)		\$ 81,000.00
Remove 27 Bollards (at O/H doors & some at equipment pads). Also removal of floor drains, that was included in plumbing package.	\$ 13,713.00	
Seal concrete floor in lieu of epoxy coating	\$ 11,559.00	
Remove lockers in PD Dept. (6)	\$ 15,796.00	
Remove Interior Signage	\$ 7,295.00	
Remove Window Shades	\$ 5,013.00	
Remove Fire Extinguishers	\$ 266.00	
Remove Shower Curtain Rods & Curtains	\$ 593.00	
Remove Shared Evidence Lockers	\$ 12,254.00	
Less expensive Hardware	\$ 16,035.00	
Less expensive Doors	\$ 15,000.00	
Blown insulation in attic vs. Batts.	\$ 5,720.00	\$ 11,519.00
EPDM installation procedure(use industry standard method)		\$ 7,854.00
Remove Seeding/Landscaping	\$ 2,331.00	\$ 1,886.00
Total	\$ 105,575.00	\$ 102,259.00
Total Deduct if above options are approved		\$ 207,834.00
Project Total with Deducts		\$ 3,310,512.15
	Material	Labor
Project Total with Approved Alternates	\$1,663,172.20	\$1,647,339.95

Olivia City Hall Remodel and Addition Project

GMP Pricing Clarifications & Inclusions

6.12.2024

Olivia City Hall Remodel and Addition:

1. Based on IFC drawings dated 5.24.2024 & Specifications dated 5.03.2024.
2. Contractors recommended in GMP, Purchasing Agent Cost and Bidsheet are lowest combined material and labor combinations to mitigate warranty, schedule durations and liability for overall project cost and efficiency.
3. City Cost items not included in GMP are – SAC & WAC, Special Inspections, Architectural Fees, Geotechnical Engineering, Site Surveying & City Contingency.
4. Builders Risk insurance and requirements are not included, owner to provide.
5. Performance and payment bond included.
6. No building permit included.
7. No Temp fencing for security has been included, security camera is included.
8. Marcus has included the cost for abatement per MAAC's abatement report & proposal.
9. Marcus has a final cleaning cost included in the GMP.
10. Marcus has construction staking included in the GMP.
11. Marcus has warning signs, barricades & temp fencing for open holes included in the GMP.
12. If alternate 2 is NOT approved, Marcus Construction suggests using lowest Electrical Contractor as shown on BIDSHEET. If alternate 2 is approved, second lowest contractor will need to be used due to no alternate cost listed for the lowest bidder.



Marcus Construction Co., Inc.

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Job #: 2410 Olivia City Hall, Police, and Fire @ Olivia, MN
 1009 W Lincoln Ave
 Olivia, Minnesota 56277

Current Specifications

Number	Description	Revision	Issued Date	Received Date	Set
00 - Procurement and Contracting Requirements					
00 0100	Title Page	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
00 0101	Project Title Page	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
00 0105	Certifications Page	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
00 0110	Table of Contents	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
00 0400	Contract Terms & Conditions	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
00 1113	Advertisement for Bids	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
00 2113	Instructions to Bidders	1	05/24/24	05/24/24	Addenda B
00 4325	Substitution Request Form - During Procurement	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
00 4330	Contractor Information Form	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
00 7200	General Conditions	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
00 7300	Supplementary Conditions	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
00 9110	Addenda	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
00 9110 A	Addenda A	A	05/16/24	05/16/24	City Hall 2024 Addition & Remodel
00 9110B	Addenda B	B	05/24/24	05/24/24	Addenda B
0 - Unknown					
01 6000	Product Requirements	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
01 - General Requirements					
01 0100	Division 1	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
01 1000	Summary	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
01 2300	Alternates	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
01 3000	Administrative Requirements	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
01 4000	Quality Requirements	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
01 4533	Code-Required Special Inspections	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
01 5000	Temporary Facilities and Controls	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
01 5713	Temporary Erosion and Sediment Control	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
01 7000	Execution and Closeout Requirements	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
01 7800	Closeout Submittals	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
01 7900	Demonstration and Training	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
02 - Existing Conditions					
02 4100	Demolition	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
03 - Concrete					
04 - Masonry					



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Number	Description	Revision	Issued Date	Received Date	Set
04 2000	Unit Masonry	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
05 - Metals					
05 5000	Metal Fabrications	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
06 - Wood, Plastics, and Composites					
06 1000	Rough Carpentry	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
06 1753	Shop-Fabricated Wood Trusses	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
06 4100	Architectural Wood Casework	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
06 8316	Fiberglass Reinforced Paneling	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
07 - Thermal and Moisture Protection					
07 2100	Thermal Insulation	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
07 4113	Metal Roof Panels	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
07 4213	Metal Wall Panels	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
07 6200	Sheet Metal Flashing and Trim	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
07 9200	Joint Sealants	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
08 - Openings					
08 1113	Hollow Metal Doors and Frames	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
08 1416	Flush Wood Doors	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
08 3100	Access Doors and Panels	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
08 3613	Sectional Doors	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
08 4313	Aluminum-Framed Storefronts	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
08 7100	Door Hardware	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
08 8000	Glazing	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
09 - Finishes					
09 2116	Gypsum Board Assemblies	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
09 3000	Tiling	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
09 5100	Acoustical Ceilings	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
09 6500	Resilient Flooring	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
09 6723	Resinous Flooring	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
09 6813	Tile Carpeting	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
09 9000	Painting and Coating	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
10 - Specialties					
10 0000	Division 10	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
10 1419	Dimensional Letter Signage	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
10 1423	Panel Signage	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
10 2600	Wall and Door Protection	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
10 2800	Toilet, Bath, and Laundry Accessories	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
10 4400	Fire Protection Specialties	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel



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Number	Description	Revision	Issued Date	Received Date	Set
10 5113	Metal Lockers	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
12 - Furnishings					
12 2400	Window Shades	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
21 - Fire Suppression					
21 0500	Common Work Results for Fire Suppression	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
21 0553	Identification for Fire Suppression Piping and Equipment	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
21 1300	Fire-Suppression Sprinkler Systems	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
22 - Plumbing					
22 0553	Identification for Plumbing Piping and Equipment	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
22 0719	Plumbing Piping Insulation	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
22 1005	Plumbing Piping	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
22 1006	Plumbing Piping Specialties	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
22 3000	Plumbing Equipment	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
22 4000	Plumbing Fixtures	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 - Heating, Ventilating, and Air Conditioning (HVAC)					
23 0000	Division 23	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 0553	Identification for HVAC Piping and Equipment	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 0593	Testing, Adjusting, and Balancing for HVAC	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 0713	Duct Insulation	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 0719	HVAC Piping Insulation	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 0912	CO/NO Gas Detection	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 0913	Instrumentation and Control Devices for HVAC	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 0993	Sequence of Operations for HVAC Controls	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 3100	HVAC Ducts and Casings	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 3300	Air Duct Accessories	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 3423	HVAC Power Ventilators	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 3439	High-Volume, Low-Speed Propeller Fans	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 3700	Air Outlets and Inlets	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 5400	Furnaces and Condensing Units	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 5533	Fuel-Fired Unit Heaters	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
23 8200	Convection Heating and Cooling Units	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 - Electrical					
26 0505	Selective Demolition for Electrical	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 0519	Low-Voltage Electrical Power Conductors and Cables	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 0526	Grounding and Bonding for Electrical Systems	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 0529	Hangers and Supports for Electrical Systems	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 0533	Raceway and Boxes for Electrical Systems	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel



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Number	Description	Revision	Issued Date	Received Date	Set
26 0553	Identification for Electrical Systems	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 0583	Wiring Connections	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 0923	Lighting Control Devices	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 2100	Low-Voltage Electrical Service Entrance	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 2413	Switchboards	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 2416	Panelboards	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 2723	Indoor Service Poles	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 2726	Wiring Devices	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 2813	Fuses	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 2913	Enclosed Controllers	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 2923	Variable-Frequency Motor Controllers	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 3213	Engine Generators	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 3600	Transfer Switches	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 4300	Surge Protective Devices	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
26 5100	Interior Lighting	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
27 - Communications					
27 1000	Structured Cabling	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
28 - Electronic Safety and Security					
28 0000	Division 28	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
28 1000	Access Control	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
28 2000	Video Surveillance	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
28 4600	Fire Detection and Alarm	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
31 - Earthwork					
31 1000	Site Clearing	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
31 2200	Grading	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
31 2316	Excavation	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
32 - Exterior Improvements					
32 0000	Division 32	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
32 1123	Aggregate Base Courses	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
32 1216	Bituminous Paving	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
32 1600	Concrete Curb, Sidewalk & Driveways	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
32 1723	Pavement Markings	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
32 9219	Seeding	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
33 - Utilities					
33 3113	Site Sanitary Sewerage Gravity Piping	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
33 4100	Storm Utility Drainage Piping	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel
33 4211	Stormwater Gravity Piping	0	05/10/24	05/10/24	City Hall 2024 Addition & Remodel



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Job #: 2410 Olivia City Hall, Police, and Fire @ Olivia, MN
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IFC - Current Drawings

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
Architectural					
A0.10	ARCHITECTURAL SITE PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
A1.10	FLOOR PLAN	1	05/24/2024		Addenda B (05/24/24)
A2.10	REFLECTED CEILING PLAN	1	05/24/2024		Addenda B (05/24/24)
A3.10	ROOF PLAN	1	05/24/2024		Addenda B (05/24/24)
A4.10	EXTERIOR ELEVATIONS	1	05/24/2024		Addenda B (05/24/24)
A5.10	BUILDING SECTIONS	1	05/24/2024		Addenda B (05/24/24)
A5.20	BUILDING SECTIONS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
A6.10	ENLARGED PLAN - RENNOVATION	1	05/24/2024		Addenda B (05/24/24)
A6.20	ENLARGED PLAN - NEW ENGINE	1	05/24/2024		Addenda B (05/24/24)
A6.30	ENLARGED PLAN - POLICE	1	05/24/2024		Addenda B (05/24/24)
A7.10	INTERIOR ELEVATIONS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
A7.20	INTERIOR ELEVATIONS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
A8.10	ARCHITECTURAL DETAILS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
A8.20	ARCHITECTURAL DETAILS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
A9.10	OPENING SCHEDULES & DETAILS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
A10.10	FINISH PLAN	1	05/24/2024		Addenda B (05/24/24)
AD1.10	DEMO PLAN	1	05/24/2024		Addenda B (05/24/24)
Civil					
C1.10	Legend	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
C2.10	Sanitary Sewer Details	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
C2.20	Sanitary Sewer Details	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
C2.30	STORM SEWER DETAILS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
C2.40	SURFACE DETAILS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
C2.50	ADA PARKING DETAILS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)



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Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
C3.10	REMOVAL PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
C4.10	EROSION DETAILS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
C4.20	EROSION DETAILS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
C4.30	EROSION DETAILS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
C4.40	EROSION CONTROL PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
C5.10	SITE PLAN & UTILITY PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
C5.20	GRADING PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
Electrical					
E1.10	SITE PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
E2.10	LIGHTING PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
E3.10	POWER PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
E4.10	COMMUNICATIONS PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
E5.10	SCHEDULES AND DETAILS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
E5.11	ELECTRICAL DETAILS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
E6.10	EXISTING PANEL SCHEDULES	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
E6.11	NEW AND REVISED PANEL SCHEDULES	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
ED1.10	DEMOLITION PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
General					
G1.10	Cover Page	1	05/24/2024		Addenda B (05/24/24)
G1.20	CODE INFO - DOOR CLEARANCES & ACCESSIBLE ROUTES	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
G1.30	CODE INFO - TOILET ROOMS & MISCELLANEOUS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
Life Safety					
LS1.10	LIFE SAFETY	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
Mechanical					
M1.10	HVAC PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel



Marcus Construction Co., Inc.

Printed on Wed Jun 12, 2024 at 10:06 am CDT

Job #: 2410 Olivia City Hall, Police, and Fire @ Olivia, MN
 1009 W Lincoln Ave
 Olivia, Minnesota 56277

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
					(05/03/24)
M2.00	DETAILS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
M3.00	GAS RISER DIAGRAMS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
MD1.00	HVAC DEMOLITION PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
ME4.00	HVAC SCHEDULES	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
MT0.00	MECHANICAL TITLE SHEET	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
Plumbing					
P1.10	UNDERFLOOR PLUMBING PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
P2.00	PLUMBING PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
P3.00	WASTE & VENT RISER DIAGRAMS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
P4.00	DOMESTIC WATER RISER DIAGRAM	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
PD1.00	PLUMBING DEMOLITION PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
Structural					
S1.10	FOOTING AND FOUNDATION PLAN	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
S2.10	ROOF FRAMING PLAN	1	05/24/2024		Addenda B (05/24/24)
S3.10	FOUNDATION DETAILS AND NOTES	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
S3.20	FOUNDATION DETAILS	0	05/03/2024	05/09/2024	City Hall 2024 Addition & Remodel (05/03/24)
S4.10	ROOF FRAMING DETAILS	1	05/24/2024		Addenda B (05/24/24)



Memorandum

To: City Council

From: Elizabeth Torkelson, City Administrator

RE: MARCO Relocation Quote

The quote from MARCO IT for relocation of City Offices from 1009 West Lincoln Avenue to 802 East Lincoln, is for 40 hours of labor, which is a worst-case scenario. The hope is to have one MARCO tech come out prior to relocation to inventory the equipment needed to move and mark and label all cords to make it an easy transition. The second day the tech would be onsite on August 14th to help facilitate the moving of equipment and reinstallation. The hope is that the whole process could be done in 20 hours or less.



July 31, 2024

PROPOSAL FOR

CITY OF OLIVIA

ELIZABETH TORKEKELSON

Prepared By:

Dan Kellerman

Technology Advisor

320-224-2318

dan.kellerman@marconet.com

Quote Number: 185117



Managed Services



Copiers & Printers



Audio Visual



Business IT Services



IT - Temporary relocation -- CITY OF OLIVIA



Prepared by:
Marco - St. Cloud
Dan Kellerman
320-224-2318
dan.kellerman@marconet.com

Prepared for:
CITY OF OLIVIA
1009 W LINCOLN AVE
OLIVIA, MN 56277-1250
Elizabeth Torkelson
320.523.2361
etorkelson@olivia.mn.us

Quote Information:
Quote #: 185117
Version: 1
Date Issued: 07/31/2024
Expiration Date: 08/29/2024
Special Pricing Program:
PLEASE SELECT

Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - T&M - Estimate - Progress Billed Monthly	\$10,400.00	1	\$10,400.00
Marco Professional Services - Fixed Fee - Milestone 1 - Progress Billed Monthly	\$207.00	1	\$207.00

Subtotal: **\$10,607.00**

Professional Services Engagement

ABOUT THIS PROFESSIONAL SERVICES ENGAGEMENT

In addition to the Professional Service Engagement Agreement located at www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement, the following applies to this Professional Service Engagement:

ENGAGEMENT OVERVIEW - DESIRED GOALS AND OUTCOMES - CURRENT SITUATION

CITY OF OLIVIA is relocating their main office (1009 W Lincoln Ave, Olivia, MN 56277) to a temporary location (802 E Lincoln Ave, Olivia, MN 56277) while remodeling is completed. All equipment, circuits and services will be moved to the new location on Wednesday, August 14th.

ENGINEERING - DESCRIPTION OF SERVICES AND DELIVERABLES

The following solution will be considered "in-scope" for the purposes of this engagement:

Phase 1 - Planning

- Phases will be developed that outline timelines for each task.
- Contact information for all parties involved will be gathered and attached to the project.
- The move is scheduled for Wednesday, August 14th 2024.
- A vendor list will be created for the following, name, phone number, account number, support agreement and email addresses will be needed.
 - Current circuit provider is migrating service from old location to new location so that Static IP's will remain the same.
 - Software vendors

- Hardware vendors
- An application list will be created with contact numbers, account numbers, contract numbers, and email addresses.
- CITY OF OLIVIA will assign a resource to test and validate application functionality on cut over day.
- An inventory of equipment will be created and put into an Excel spreadsheet, pictures will be taken to show existing equipment.
- A Visio diagram will be created to show how equipment is connected and to which ports.
- Cables will be labeled depicting device and ports they are connecting.
- Network devices will have running configurations backed up and saved outside of the environment to allow access when system is powered off.
- CITY OF OLIVIA has hired an electrical contractor to ensure power requirements are met and cable runs for stations and access points are in place.
- Existing internet, data and voice circuits will be documented and analyzed to ensure they meet the requirements needed. Future circuits will be procured as needed.
- Space requirements will be assessed for future data center.
- Engineer will determine if any additional equipment is needed for testing of new circuits previous to move date to ensure proper functionality.
- A power down and power up process will be created for the virtual servers and hardware.
- Engineer will visit new location and determine the following:
 - Power, internet, data and voice circuits
 - Access to carts
 - Map of location
 - Emergency contact information
 - Assess needs of additional cables needed to perform the move
- Backups will be performed prior to the move, the backup data will be stored and transported separately from the main storage for fault tolerance.

Phase 2 – Move/Migration

Current Location: 1009 W Lincoln Ave, Olivia, MN 56277

Temporary Move to Location: 802 E Lincoln Ave, Olivia, MN 56277

Equipment to be moved on Wednesday, August 14th:

COO-MO-MX64-254 Meraki MX64 - 192.168.250.254

HP 1410-24G

COO-MO-FTD1010-253 Cisco Firepower 1010 - 192.168.250.253

COO-MO-GS752TP-250 Netgear GS752TPv2 - 192.168.1.250

Meraki MR18 AP Boardroom

Meraki MR18 AP Office

HP Server VM Host 192.168.1.6

VM - COODC1 - 192.168.1.7

VM - COOEXCH - 192.168.1.9

VM - COOMFILES - 192.168.1.8

VM - ACCESS - 192.168.1.10

APC Smart UPS 1500

Load Management Server 172.16.2.10 (Elizabeth with the City of Olivia is in communication with the vendor on this)

Barracuda 290 - 192.168.1.104

Konica Minolta bizhub C360i - 192.168.1.99 (Customer will move the printer but need Marco to ensure it is operational at new location)

- All equipment will be removed from the cabinets and racks.
- Equipment will be handed over to bonded movers to transport equipment from the existing location to the new location. As equipment is handed to movers will be marked off the inventory list.

- Equipment will be collected from movers and Marco Engineer will install equipment at the new location. Equipment will be marked off the inventory list as it is installed.
- Equipment will be reconnected as per the diagram, pictures and cabling documentation created.
- Equipment will be powered up based on the process created.

Phase 3 – Post Migration/Testing

- CITY OF OLIVIA will validate proper operation of all applications on the applications list.
- Engineer will be available for first day of support to provide any troubleshooting and reconfiguration as needed to ensure employee productivity.

■ COORDINATION - DESCRIPTION OF SERVICES AND DELIVERABLES

The following tasks and deliverables for our Coordination Team will be considered “in-scope” for the purposes of this engagement:

Level 3

- Ordering/tracking of product (if applicable)
- Technical resource assignment
- Technical resource scheduling
- Scheduling of internal kick off & customer kick off meetings
- Project plan / project task list build
- Project communication / project status updates
- Facilitation of change orders (if applicable)
- Project closure

■ CLIENT RESPONSIBILITIES

- Assist and sign off on system testing.
- Abide by mutual agreed upon timeline for project phases

■ SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

- Replacement of equipment will be handled during normal business hours or coordination around an after-hours window.
- This is a time and material engagement. If services efforts exceed the efforts estimated on this quote, CITY OF OLIVIA will be charged for those additional efforts.
- Marco will not be responsible for any low voltage cabling
- Marco will not be responsible for removing or hanging the Access Points or Antennas
- Marco will not be responsible for transporting the equipment between the existing and new location.
- Client to provide adequate power to the network closet(s) for the UPS and equipment.



Quote Summary - One-Time Expenses

Description	Amount
Professional Services Labor	\$10,607.00
Total:	\$10,607.00

Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
One-Time Payment	1	One-Time	\$10,607.00

Summary of Selected Payment Options

Description	Amount
One-Time Payment: One-Time Payment	



Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) (“Terms and Conditions”) which are located at www.marconet.com/legal for the Products it is obtaining as identified in this Schedule of Products.
- If the parties have negotiated changes to the Terms and Conditions that have been reduced to writing and signed by both parties, the modified version(s) of such Terms and Conditions, that have not expired or been terminated, shall replace the online version(s).
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.
- Payments made via credit card are subject to a 3% surcharge.
- A \$30 fee will be assessed for any returned payment

Marco Technologies, LLC

CITY OF OLIVIA

Signature: _____
 Name: _____
 Title: _____
 Date: _____

Prepared for: Elizabeth Torkelson
 Signature: _____
 Signed by: _____
 Title: _____
 Date: _____
 PO Number: _____
 Email Address: _____

COMPANY: 999 - Pooled Cash Fund
 ACCOUNT: 10100 Pooled Cash
 TYPE: Bank Draft, Check, EFT
 STATUS: All
 FOLIO: All

CHECK DATE: 7/01/2024 THRU 7/31/2024
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
10100	7/05/2024	BANK-DRAFT	001840	American Bank	15,065.40CR	OUTSTND	A	0/00/0000
10100	7/05/2024	BANK-DRAFT	001841	MN Department of Revenue	3,344.67CR	OUTSTND	A	0/00/0000
10100	7/05/2024	BANK-DRAFT	001842	Public Employees Retirement As	13,467.50CR	OUTSTND	A	0/00/0000
10100	7/05/2024	BANK-DRAFT	001843	Olivia, City of	447.45CR	OUTSTND	A	0/00/0000
10100	7/05/2024	BANK-DRAFT	001844	HealthEquity, Inc.	3,924.57CR	OUTSTND	A	0/00/0000
10100	7/05/2024	BANK-DRAFT	001845	MassMutual Retirement Services	225.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	BANK-DRAFT	001846	CardConnect	2,104.60CR	OUTSTND	A	0/00/0000
10100	7/10/2024	BANK-DRAFT	001847	City Hive Inc	49.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	BANK-DRAFT	001848	Global Payments/OpenEdge	2,561.66CR	OUTSTND	A	0/00/0000
10100	7/17/2024	BANK-DRAFT	071724	June 24 General Sales Tax	13,346.00CR	OUTSTND	G	0/00/0000
10100	7/17/2024	BANK-DRAFT	071725	June 24 Liquor Sales Tax	9,712.00CR	OUTSTND	G	0/00/0000
10100	7/19/2024	BANK-DRAFT	001849	American Bank	13,897.66CR	OUTSTND	A	0/00/0000
10100	7/19/2024	BANK-DRAFT	001850	MN Department of Revenue	2,837.79CR	OUTSTND	A	0/00/0000
10100	7/19/2024	BANK-DRAFT	001851	Public Employees Retirement As	11,940.23CR	OUTSTND	A	0/00/0000
10100	7/19/2024	BANK-DRAFT	001852	Olivia, City of	447.45CR	OUTSTND	A	0/00/0000
10100	7/19/2024	BANK-DRAFT	001853	HealthEquity, Inc.	3,924.57CR	OUTSTND	A	0/00/0000
10100	7/19/2024	BANK-DRAFT	001854	MassMutual Retirement Services	225.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	BANK-DRAFT	001855	Casey's Business MasterCard	4,319.96CR	OUTSTND	A	0/00/0000
10100	7/24/2024	BANK-DRAFT	001856	CenterPoint Energy	658.79CR	OUTSTND	A	0/00/0000
10100	7/24/2024	BANK-DRAFT	001857	HealthEquity, Inc.	47.20CR	OUTSTND	A	0/00/0000
10100	7/24/2024	BANK-DRAFT	001858	Missouri River Energy Services	45,958.17CR	OUTSTND	A	0/00/0000
10100	7/24/2024	BANK-DRAFT	001859	Renville Sibley Coop Pow.	56.70CR	OUTSTND	A	0/00/0000
10100	7/24/2024	BANK-DRAFT	001860	US Bank Purchasing Card Progra	6,844.06CR	OUTSTND	A	0/00/0000
10100	7/30/2024	BANK-DRAFT	001861	AFLAC	125.94CR	OUTSTND	A	0/00/0000
10100	7/30/2024	BANK-DRAFT	001862	Colonial Life Insurance	649.84CR	OUTSTND	A	0/00/0000

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
10100	7/03/2024	CHECK	067989	Ren Co Recorder's Office	184.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	067990	Active911, Inc.	19.50CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	067991	Adult Client Training Services	1,155.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	067992	Amaril Uniform Company	229.20CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	067993	Amazon Capital Services, Inc.	274.60CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	067994	Anderson,Larson,Klaassen,Dahla	5,556.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	067995	Beverage Wholesalers Inc.	243.85CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	067996	Border States Electric Supply	866.80CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	067997	BreakThru Beverage MN Wine & S	2,554.62CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	067998	Brooks Home Repair Inc	5,167.75CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	067999	CenturyLink Business Service	57.74CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068000	Chappell Central, Inc.	230.10CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068001	Cintas Corporation	217.22CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068002	Creative Details	432.16CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068003	Dakota Supply Group	756.52CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068004	Electric Motor Co Inc.	345.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068005	Farmers Coop Oil Company	553.28CR	OUTSTND	A	0/00/0000

COMPANY: 999 - Pooled Cash Fund
 ACCOUNT: 10100 Pooled Cash
 TYPE: Bank Draft, Check, EFT
 STATUS: All
 FOLIO: All

CHECK DATE: 7/01/2024 THRU 7/31/2024
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
10100	7/10/2024	CHECK	068006	Farmers Coop Oil Company	163.77CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068007	Ferguson Waterworks, Inc.	22.33CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068008	Forum Communications Company	330.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068009	Galls, LLC	195.90CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068010	Hawkins Inc.	3,825.53CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068011	Hjerpe Contracting, Inc.	857,981.51CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068012	Jahnke Water Inc.	183.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068013	John Deere Financial	112.48CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068014	JT Services	179.10CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068015	Kandiyohi Power Cooperative	4,411.89CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068016	League of MN Cities Ins Trust	84.32CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068017	Mac's Inc (BlueTarp Financial,	1,485.78CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068018	Madison National Life	828.11CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068019	Marco, Inc.	40.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068020	Marco, Inc.	809.13CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068021	Molly Krakowski Inc	715.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068022	Motorola	2,705.94CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068023	NAPA Auto Parts	469.39CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068024	Oddson Underground Inc	8,320.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068025	Olivia Tire & Service Inc.	201.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068026	Pro Equipment Sales Inc	124.66CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068027	PT Mac, Inc.	643.06CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068028	Redwood Valley Technical Solut	80.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068029	Renco Publishing Inc.	730.81CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068030	Running's Supply Inc.	41.98CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068031	Sheldon's Pit Stop	58.42CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068032	Sigurdson, Richard	543.20CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068033	Southern Glazer's of MN	1,408.09CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068034	Staples Business Advantage	302.82CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068035	The Home City Ice Company	101.01CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068036	Tyler Technologies, Inc.	2,322.65CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068037	Uncommon USA Inc.	650.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068038	Utility Consultants, Inc.	1,086.47CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068039	Valley Elec of Olivia Inc	3,855.83CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068040	Viking Beverages	8,427.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068041	Viking Coca-Cola Bottling	590.40CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068042	Vivid Image, Inc.	600.00CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068043	Voss Plumbing & Heating of Pay	431.25CR	OUTSTND	A	0/00/0000
10100	7/10/2024	CHECK	068044	WESCO Distribution Inc.	641.21CR	OUTSTND	A	0/00/0000
10100	7/17/2024	CHECK	068045	Olivia Chrysler Center, VOIDED	41,096.00CR	VOIDED	A	7/17/2024
10100	7/24/2024	CHECK	068046	Allstates Pavement Recycling	15,767.50CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068047	Amazon Capital Services, Inc.	1,208.81CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068048	Artisan Beer Company	400.75CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068049	Beverage Wholesalers Inc.	269.25CR	OUTSTND	A	0/00/0000

COMPANY: 999 - Pooled Cash Fund
 ACCOUNT: 10100 Pooled Cash
 TYPE: Bank Draft, Check, EFT
 STATUS: All
 FOLIO: All

CHECK DATE: 7/01/2024 THRU 7/31/2024
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
10100	7/24/2024	CHECK	068050	Bird Island Baseball Associati	350.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068051	BreakThru Beverage MN Wine & S	2,081.15CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068052	CenturyLink Business Service	462.97CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068053	Chappell Central, Inc.	520.56CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068054	Cintas Corporation	204.14CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068055	Country Wide Lumber	158.32CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068056	David Drown Assoc, Inc.	4,500.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068057	First Security Bank - Hendrick	4,262.50CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068058	Gordy Serbus & Sons LLC	633.72CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068059	Haney Construction, LLC	7.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068060	Hawkins Inc.	40.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068061	Hubin Publishing Inc.	22.95CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068062	Jahnke Water Inc.	22.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068063	Johnson Bros-St. Paul	4,417.68CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068064	JT Services	210.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068065	Kennedy & Graven, Chartered	9,711.30CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068066	Lee's Plumbing & Heating LLC	138.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068067	Marco Inc.	352.08CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068068	Marco, Inc.	142.50CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068069	Marco, Inc.	2,981.73CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068070	Midstates Equipment & Supply	87.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068071	Minnesota UI Fund	784.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068072	MN Municipal Bev Assoc	1,200.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068073	MN Valley Testing Lab Inc	378.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068074	Motorola	749.13CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068075	Nissen Slabjacking Inc.	1,750.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068076	Olivia Chrysler Center, Inc.	41,203.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068077	Olivia Machine Shop Inc.	286.95CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068078	Olivia Tire & Service InVOIDED	62.00CR	VOIDED	A	7/24/2024
10100	7/24/2024	CHECK	068079	Phillips St. Paul	7,481.51CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068080	Ren Co Administration	324.52CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068081	Ruffridge Johnson Equipment Co	486.62CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068082	Security Bank and Trust CO.	49,027.75CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068083	Southern Glazer's of MN	7,870.77CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068084	Stan Morgan & Assoc, Inc.	4,456.06CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068085	Uncommon USA Inc.	42.07CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068086	US Postal Service	4.80CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068087	VANDIEST Supply Company	2,394.00CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068088	Verizon Wireless	1,227.76CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068089	WESCO Distribution Inc.	8,046.80CR	OUTSTND	A	0/00/0000
10100	7/24/2024	CHECK	068090	West Central Comm. Inc.	35.00CR	OUTSTND	A	0/00/0000
10100	7/30/2024	CHECK	068091	Blue Cross Blue Shield of Minn	28.18CR	OUTSTND	A	0/00/0000
10100	7/30/2024	CHECK	068092	BlueCross BlueShield of MN - H	24,504.15CR	OUTSTND	A	0/00/0000
10100	7/30/2024	CHECK	068093	VOID CHECK	0.00	OUTSTND	A	0/00/0000

COMPANY: 999 - Pooled Cash Fund
 ACCOUNT: 10100 Pooled Cash
 TYPE: Bank Draft, Check, EFT
 STATUS: All
 FOLIO: All

CHECK DATE: 7/01/2024 THRU 7/31/2024
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
10100	7/30/2024	CHECK	068094	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	7/30/2024	CHECK	068095	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	7/30/2024	CHECK	068096	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	7/30/2024	CHECK	068097	Law Enforcement Labor Services	282.00CR	OUTSTND	A	0/00/0000
10100	7/30/2024	CHECK	068098	Madison National Life Ins Co,	867.35CR	OUTSTND	A	0/00/0000
10100	7/30/2024	CHECK	068099	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	7/30/2024	CHECK	068100	MN Life Insurance Company	324.90CR	OUTSTND	A	0/00/0000
10100	7/30/2024	CHECK	068101	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	7/31/2024	CHECK	068102	US Postal Service	926.67CR	OUTSTND	A	0/00/0000

EFT:								
10100	7/11/2024	EFT	000795	Gopher State One-Call	149.85CR	OUTSTND	A	0/00/0000
10100	7/11/2024	EFT	000796	MN Municipal Power Agency	64,656.64CR	OUTSTND	A	0/00/0000
10100	7/11/2024	EFT	000797	TOW Dist Corp	5,523.95CR	OUTSTND	A	0/00/0000
10100	7/11/2024	EFT	000798	Department of Energy	56,561.92CR	OUTSTND	A	0/00/0000
10100	7/11/2024	EFT	000799	Bellboy Corporation	694.88CR	OUTSTND	A	0/00/0000
10100	7/11/2024	EFT	000800	Power System Eng., Inc.	480.90CR	OUTSTND	A	0/00/0000
10100	7/11/2024	EFT	000801	Dahlheimer Beverage LLC	17,824.00CR	OUTSTND	A	0/00/0000
10100	7/25/2024	EFT	000802	TOW Dist Corp	10,606.57CR	OUTSTND	A	0/00/0000
10100	7/25/2024	EFT	000803	Power System Eng., Inc.	820.00CR	OUTSTND	A	0/00/0000
10100	7/25/2024	EFT	000804	Northland Trust Services, Inc.	30,692.50CR	OUTSTND	A	0/00/0000
10100	7/25/2024	EFT	000805	CenturyLink	1,000.95CR	OUTSTND	A	0/00/0000

TOTALS FOR ACCOUNT 10100	CHECK	TOTAL:	1,169,338.28CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	189,012.16CR
	BANK-DRAFT	TOTAL:	156,181.21CR

TOTALS FOR Pooled Cash Fund	CHECK	TOTAL:	1,169,338.28CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	189,012.16CR
	BANK-DRAFT	TOTAL:	156,181.21CR

Supplemental Letter Agreement – Amendment #1

In accordance with the Master Agreement for Professional Services between City of Olivia, Minnesota (“Client”), and Short Elliott Hendrickson Inc. (“Consultant”), effective January 1, 2020, and the Supplemental Letter Agreement dated February 28, 2023 for the Project described as: **Reverse Osmosis (RO) Softening Final Design**, this **Amendment #1** authorizes and describes additional scope, schedule, and payment conditions for design services related to the addition of Ozone Pretreatment at the Water Treatment Plant (WTP) to improve efficiency of the proposed RO system.

Client’s Authorized Representative: Elizabeth Torkelson, City Administrator
Address: 1009 Lincoln Avenue W
Olivia, MN 56277
Telephone: 320.523.2361 **email:** etorkelson@olivia.mn.us

Project Manager: Richard Parr
Address: 3535 Vadnais Center Dr
Saint Paul, MN 55110
Telephone: 651.368.3460 **email:** rparr@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Scope includes engineering and professional services for the Reverse Osmosis (RO) Final Design Amendment #1 as indicated in the attached letter proposal and Task Hour Budget dated August 1, 2024.

Schedule: We will begin our services upon receipt of a signed copy of this Agreement and complete the work as indicated in the attached letter proposal dated August 1, 2024.

Payment: The fee is hourly estimated to be \$115,096 including expenses and equipment. The estimated fee for each Task is as indicated in the attached letter proposal and Task Hour Budget dated August 1, 2024.

The payment method, basis, frequency and other special conditions are set forth in the Supplemental Letter Agreement dated February 28, 2023 for the Project described as: **Reverse Osmosis (RO) Softening Final Design**.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

x:\ko\oliva\165411\1-gen\10-setup-cont\03-proposal\ro final design proposal\oliva ro final design - suppl ltr agreement.docx

Short Elliott Hendrickson Inc.

City of Olivia, Minnesota

By: 
Justin Black
Title: Principal/Client Service Manager

By: _____
Title: _____



Building a Better World
for All of Us®

August 1, 2024

RE: City of Olivia, Minnesota
Reverse Osmosis (RO) Softening
Final Design – Amendment #1
SEH No. OLIVA 172532

Elizabeth Torkelson, City Administrator
City of Olivia
1009 W Lincoln Avenue
Olivia, MN 56277

Dear Ms. Torkelson:

This letter outlines SEH's proposed services for Amendment #1 (Amendment) for the Reverse Osmosis (RO) Softening Final Design Project (Project). This Amendment includes final design services for the addition of Ozone as a pretreatment process for the recently designed RO softening addition to the City of Olivia's water treatment plant (WTP).

PROJECT UNDERSTANDING/SCOPE OF SERVICES

During the RO pilot study performed in spring of 2022, it was found that the RO membranes fouled more quickly than expected with the feedwater water from the WTP clearwell. The water from the WTP clearwell was found to have a Silt Density Index (SDI) in the range of 4.5 to 5, higher than the target SDI for a full-scale continuous operation RO system. SDI is a measure of water fouling capacity for RO systems, and higher SDI values are indicative of faster membrane fouling requiring more frequent membrane cleaning.

Concurrently with the RO pilot, SEH performed a filtration pilot study which showed that with filter media replacement the SDI can be reduced significantly, but not necessarily consistently down to the down to the desired target level.

An autopsy performed on the membranes following the RO pilot study confirmed that the majority of the foulant was organic in nature. SEH then performed an ozone pilot study to evaluate use of ozone as a pretreatment step at the WTP to evaluate the potential to reduce the organics (and SDI) in the water to produce a feedwater more amenable for RO treatment. The ozone pilot showed addition of ozone as a pretreatment step can more consistently lower the water SDI to target levels, making the RO treatment system more efficient and less costly to operate.

This Project includes additional preliminary design efforts and final design services to add Ozone pretreatment equipment to the bid documents prepared for the RO addition at the WTP. Specific tasks of this Amendment include the following:

Task 1 – Project Management

This task includes additional general project coordination, monitoring of project status and monthly invoicing during completion of the project Amendment work.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1390 Highway 15 South, Suite 200, P.O. Box 308, Hutchinson, MN 55350-0308

320.587.7341 | 800.838.8666 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Deliverables:

1. Monthly invoices.

Task 2 – Geotechnical Evaluation

This task has been completed. No additional fee is requested for this task as part of this Amendment.

Task 3 – RO Preliminary Design Report (30% Design)

This task has been completed. No additional fee is requested for this task as part of this Amendment.

Task 4 – RO Final Design

This task has been completed. No additional fee is requested for this task as part of this Amendment.

Task 5 – Ozone Preliminary Design Report (30% Design)

This task includes coordination with MDH and responding to questions and additional data requests pertaining to the Ozone Pilot Study, as well as preparation of a Preliminary Design Report summarizing the proposed improvements and showing preliminary layouts of the new Ozone pretreatment system based on results and recommendations of the previously completed ozone pilot study. SEH will perform the following activities:

- Coordinate with MDH and respond to MDH questions and requests for additional data pertaining to the Ozone Pilot Study.
- Review and document system and equipment requirements.
- Perform architectural code review specific to addition of ozone at the WTP.
- Develop conceptual drawing layouts.
- Develop the technical specifications list.
- Prepare and submit PDR.
- Provide updated estimate of probable construction costs.
- Meet with City (virtual Microsoft Teams Meeting) to review draft PDR and solicit feedback and comments. City comments will be incorporated into final PDR

Task 6 – Ozone Final Layout Design (60% Design)

This task includes preparation of final layout (60% Design) plans and specifications based on information detailed in the PDR prepared under Task 5. The Final PDR will be used as the basis for the design services of adding ozone pretreatment to the City's WTP treatment process. SEH will perform the following design services:

- Schedule and facilitate Project meetings, including design review meetings and client meetings as needed to manage the Project.
- Final Layout Design Submittal (60%)
 - Prepare detailed design drawings.
 - Prepare draft technical specifications.
 - Provide updated estimate of probable construction costs
 - Meet with City to review and receive comments on the 60% Design Submittal.
 - Written response letter to City review comments.

Deliverables:

1. 60% Design Submittal, including the following:

- a. 60% Drawings
- b. 60% Technical Specifications
- c. Estimate of Probable Construction Costs

Task 7 – Ozone Final Design (100% Design)

This task includes preparation of final plans and specifications. SEH will perform the following design services:

- Schedule and facilitate Project meetings, including design review meetings and client meetings as needed to manage the Project.
- Final Design Submittal (100%)
 - Incorporate City’s comments into the 100% design.
 - Finalize system and equipment design requirements.
 - Finalize detailed design drawings.
 - Finalize technical specifications.
 - Provide updated estimate of probable construction costs.
 - Meet with City to present final design and discuss next steps to bring Project through bidding and construction (engineering services for Project bidding and construction will be provided to the City under a separate proposal).
- Submit Plans and Specifications to MDH for review and Approval.
 - Respond to MDH review comments and questions.

Deliverables:

- 2. 100% Design Submittal including the following:
 - a. 100% Drawings
 - b. 100% Technical Specifications
 - c. Estimate of Probable Construction Costs

SCHEDULE

SEH will commence work upon approval and receipt of a signed Amendment by the City. The following schedule identifies anticipated schedule for completion of major milestones of the work:

Task	Target Completion Date
Task 1 - Project Management	N/A
Task 2 - Geotechnical Evaluation	N/A <i>(Not included in Amendment)</i>
Task 3 - RO Preliminary Design Report	N/A <i>(Not included in Amendment)</i>
Task 4 - RO Final Design	N/A <i>(Not included in Amendment)</i>
Task 5 - Ozone Preliminary Design Report	September 10, 2024
Task 6 - Ozone Final Layout (60%) Design	October 29, 2024
Task 7 - Ozone Final Design	December 17, 2024

FEE

Based on our understanding of the project and the scope of services described above, SEH proposes to complete this work for a not-to-exceed price of \$115,096. SEH will not exceed this cost without prior authorization from the City. Our fee is based on the proposed scope in the attached Task Hour Budget.

Task	Total Fee
Task 1 - Project Management	\$7,746
Task 2 - Geotechnical Evaluation	N/A
Task 3 - RO Preliminary Design Report	N/A
Task 4 - RO Final Design	N/A
Task 5 - Ozone Preliminary Design Report	\$21,816
Task 6 - Ozone Final Layout (60%) Design	\$43,724
Task 7 - Ozone Final Design	\$41,809
TOTAL	\$115,096

ASSUMPTIONS

- Project bidding and construction is not included in this Project.
- Front-End Specifications (Division 00, Procurement and Contracting Requirements) are not included in this Project. Front-End Specifications will be provided to the City under a separate proposal once project funding is secured
- Submittals for City review will be submitted electronically. One (1) hardcopy of each can be provided upon City request.
- Based on preliminary evaluations and discussions during the ozone piloting, no major structural or architectural changes are assumed necessary to the WTP pertaining to the addition of ozone treatment.

If these proposed services are acceptable to you, please sign the enclosed Amendment Agreement, return a copy, and keep a copy for your files. We look forward to working with you on this project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Richard Parr, PE
Project Manager
(Lic. IL, MN, VA)



Justin Black, PE
Principal/Client Service Manager
(Lic. MN)

rp
Enclosure



Client: City of Olivia
 Project Name: RO Final Design - Amendment #1 - Ozone Design

	Labor Hours															Total				
	Water Engineering	Water Engineering	Water Engineering	Water Engineering	Water Engineering	Water Engineering	Structural Engineering	Structural Engineering	Architecture	Mechanical/Electrical Engineering	Mechanical/Electrical Engineering	Mechanical/Electrical Engineering	Mechanical/Electrical Engineering	Administrative	Wastewater Engineering	Accounting	Hours	Labor	Expenses / OCD's / Sub- Consult	\$
	Parr, Richard	Young, Kevin B	Knapp, Andrew	Nguyen, Matthew	Karns, Kurt	Thom, John M	Rector, Joel	Murphy, Paula A	Schuetz, Thomas D (Tom)	Anderson, Colin	Jensen, Owen	Carlson, John P	Brummel, James R	Brinkman, Julie M	Lor, See	Oelschlager, Justin T				
	PM	QA/QC	Project Engineer	Project Engineer	Lead Tech	Operations Specialist	Lead Structural	Structural Tech	Code Review/ Architectural Tech	Lead Mechanical	Mechanical tech	Lead Electrical	Electrical Tech	Administrative	PMA	Accounting				
Task 1	Project Management																			
Coordination/Project Status Monitoring	18						2		2	2		2					26	\$ 6,396	\$ 151	\$ 6,546
Project Accounting and Invoicing															3	5	8	\$ 1,154	\$ 46	\$ 1,200
																	0	\$ -	\$ -	\$ -
Subtotal	18	0	0	0	0	0	2	0	2	2	0	2	0	0	3	5	34	\$ 7,549	\$ 197	\$ 7,746
Task 5	Ozone Preliminary Design Report																			
Ozone Pilot Report Submittal/MDH Coordination	3		4	4													11	\$ 2,020	\$ 64	\$ 2,083
System and Equipment Requirements Evaluation	4	1	8	8		2											23	\$ 4,183	\$ 133	\$ 4,316
Conceptual Layout	1		2	2	8		4	4	2	4	4	4	4				37	\$ 6,852	\$ 215	\$ 7,066
Specifications List	1		2	2			1	4	1	1	1	1	1				6	\$ 1,273	\$ 35	\$ 1,308
Cost Estimate	1		2	2			1		1			2					7	\$ 1,560	\$ 41	\$ 1,601
PDR Preparation	2		4	4			2		2	2	2			2			20	\$ 3,711	\$ 116	\$ 3,827
QA/QC		2															2	\$ 428	\$ 12	\$ 439
PDR Review Meeting (Virtual)	2		2	2													6	\$ 1,140	\$ 35	\$ 1,175
																	0	\$ -	\$ -	\$ -
Subtotal	14	3	18	24	8	2	8	4	4	8	4	9	4	2	0	0	112	\$ 21,166	\$ 650	\$ 21,816
Task 6	Ozone Final Layout Design (60%)																			
Final Design Layout (60%) - Process (Water)	18	4	16	28	48												117	\$ 20,726	\$ 679	\$ 21,404
Final Design Layout (60%) - Structural							8	16									24	\$ 4,119	\$ 139	\$ 4,258
Final Design Layout (60%) - Architectural									4								4	\$ 583	\$ 23	\$ 606
Final Design Layout (60%) - Mechanical										10	16						26	\$ 4,122	\$ 151	\$ 4,273
Final Design Layout (60%) - Electrical												16	24				40	\$ 8,778	\$ 232	\$ 9,010
QA/QC		2					2		2	2		2					10	\$ 2,133	\$ 58	\$ 2,191
Final Design Layout (60%) Review Meeting	2						2		2			2					8	\$ 1,935	\$ 46	\$ 1,981
																	0	\$ -	\$ -	\$ -
Subtotal	20	6	16	28	48	0	12	16	6	14	16	20	24	3	0	0	229	\$ 42,396	\$ 1,328	\$ 43,724
Task 7	Ozone Final Design (100%)																			
Final Design (100%) - Process (Water)	18	4	16	24	40												105	\$ 18,777	\$ 609	\$ 19,386
Final Design (100%) - Structural							8	8									16	\$ 3,027	\$ 93	\$ 3,119
Final Design (100%) - Architectural									2								2	\$ 292	\$ 12	\$ 303
Final Design (100%) - Mechanical										8	12						20	\$ 3,181	\$ 116	\$ 3,297
Final Design (100%) - Electrical												16	32				48	\$ 10,175	\$ 278	\$ 10,454
QA/QC		2					2		2	2		2					10	\$ 2,133	\$ 58	\$ 2,191
Final Design (100%) Review Meeting	2						2		2	2		2					8	\$ 1,935	\$ 46	\$ 1,981
MDH Submittal					2			1			1		1	2			7	\$ 1,038	\$ 41	\$ 1,079
																	0	\$ -	\$ -	\$ -
Subtotal	20	6	16	24	42	0	12	9	4	12	13	20	33	5	0	0	216	\$ 40,557	\$ 1,253	\$ 41,809
TOTAL	72	15	50	76	98	2	34	29	16	36	33	51	61	10	3	5	591	\$ 111,668	\$ 3,428	\$ 115,096

Kal Torkelson

West Central Roofing

6/28/2024 | 30 Photos

Olivia City Library



Section 1

SW Roof should be replaced now if possible or major repairs done. Some repairs should be made to the upper roof also

1



Project: Olivia Public Library
Date: 6/27/2024, 2:11pm
Creator: Jeremy Frank

2



Project: Olivia Public Library
Date: 6/27/2024, 2:11pm
Creator: Jeremy Frank

3



Project: Olivia Public Library
Date: 6/27/2024, 2:11pm
Creator: Jeremy Frank

4



Project: Olivia Public Library
Date: 6/27/2024, 2:11pm
Creator: Jeremy Frank

5



Project: Olivia Public Library
Date: 6/27/2024, 2:11pm
Creator: Jeremy Frank

6



Project: Olivia Public Library
Date: 6/27/2024, 2:12pm
Creator: Jeremy Frank

7



Project: Olivia Public Library
Date: 6/27/2024, 2:12pm
Creator: Jeremy Frank

8



Project: Olivia Public Library
Date: 6/27/2024, 2:12pm
Creator: Jeremy Frank

9



Project: Olivia Public Library
Date: 6/27/2024, 2:12pm
Creator: Jeremy Frank

10



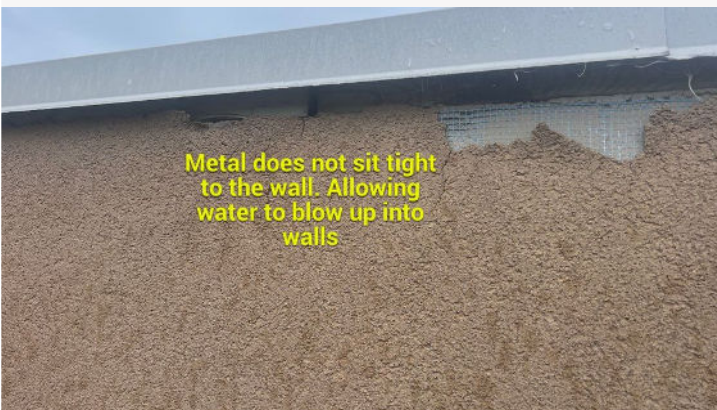
Project: Olivia Public Library
Date: 6/27/2024, 2:13pm
Creator: Jeremy Frank

11



Project: Olivia Public Library
Date: 6/27/2024, 2:13pm
Creator: Jeremy Frank

12



Project: Olivia Public Library
Date: 6/27/2024, 2:14pm
Creator: Jeremy Frank

13



Project: Olivia Public Library
Date: 6/27/2024, 2:17pm
Creator: Jeremy Frank

14



Project: Olivia Public Library
Date: 6/27/2024, 2:18pm
Creator: Jeremy Frank

15

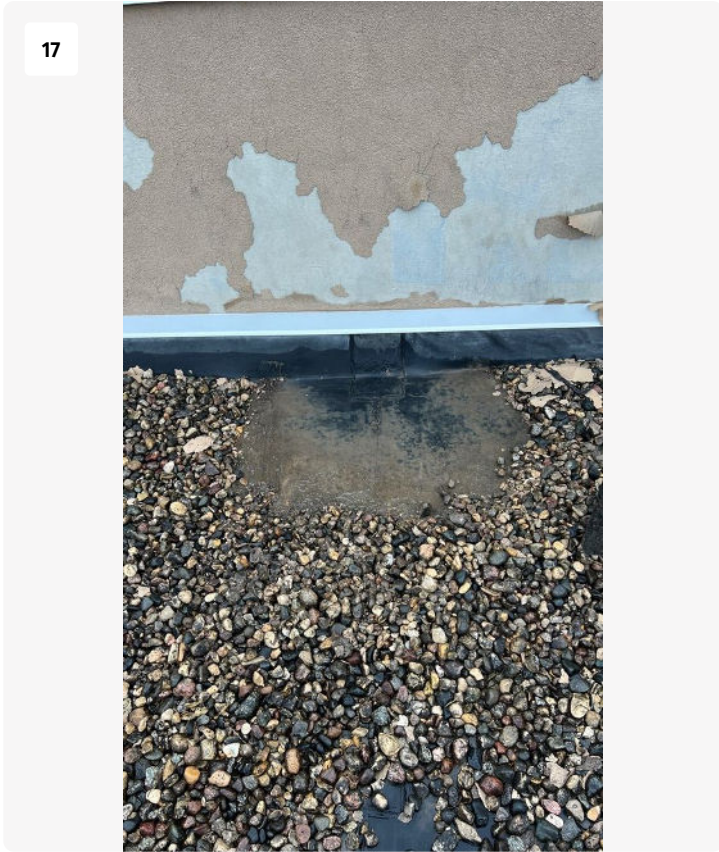


Project: Olivia Public Library
Date: 6/27/2024, 2:30pm
Creator: Jeremy Frank

16



Project: Olivia Public Library
Date: 6/27/2024, 2:30pm
Creator: Jeremy Frank



Project: Olivia Public Library
Date: 6/27/2024, 2:54pm
Creator: Jeremy Frank



Project: Olivia Public Library
Date: 6/27/2024, 2:57pm
Creator: Jeremy Frank

19



Project: Olivia Public Library
Date: 6/27/2024, 2:57pm
Creator: Jeremy Frank

20



Project: Olivia Public Library
Date: 6/27/2024, 2:57pm
Creator: Jeremy Frank

21



Project: Olivia Public Library
Date: 6/27/2024, 2:57pm
Creator: Jeremy Frank

22



Project: Olivia Public Library
Date: 6/27/2024, 3:19pm
Creator: Jeremy Frank

23



Project: Olivia Public Library
Date: 6/27/2024, 3:19pm
Creator: Jeremy Frank

24



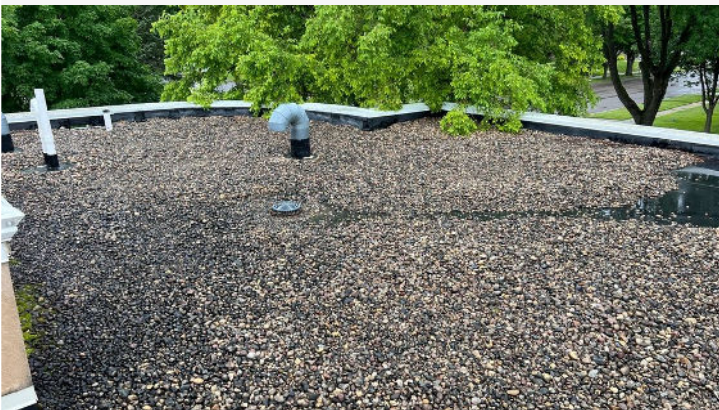
Project: Olivia Public Library
Date: 6/27/2024, 3:19pm
Creator: Jeremy Frank

25



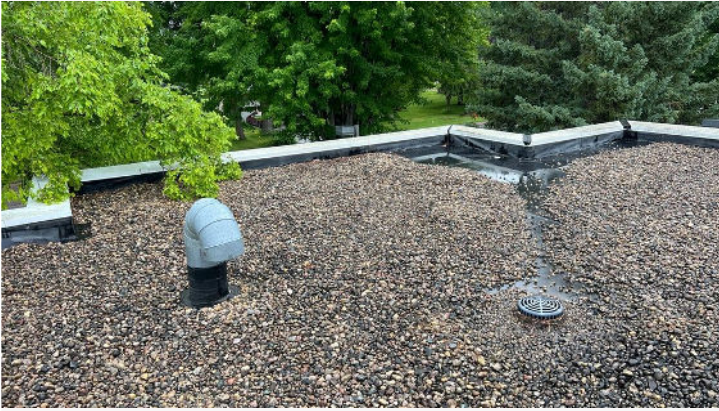
Project: Olivia Public Library
Date: 6/27/2024, 3:19pm
Creator: Jeremy Frank

26



Project: Olivia Public Library
Date: 6/27/2024, 3:19pm
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27



Project: Olivia Public Library
Date: 6/27/2024, 3:20pm
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Project: Olivia Public Library
Date: 6/27/2024, 3:20pm
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29



Project: Olivia Public Library
Date: 6/27/2024, 3:20pm
Creator: Jeremy Frank

30



Project: Olivia Public Library
Date: 6/27/2024, 3:20pm
Creator: Jeremy Frank



Contractor: City of Olivia

Contact: Elizabeth Torkelson

Address:

Phone: (320)444-7032

Email: etorkelson@olivia.mn.us

Project: Olivia Public Library

Scope: Reroof as per proposal

Project Location: 405 South 10th St Olivia, MN 56277

Bid Date: 07/28/24

Sq.Ft.

Phone: (320)219-5421 Email: aaron@ashroofingcladding.com Address: 1567 Trousil Dr. SW Alexandria, MN 56308 BC#776271

Proposal

Remove existing rock ballast from roof and store on ground for reuse.

Remove the existing metal coping and metal accessories related to the roofing system.

Remove the existing EPDM Rubber membrane.

At this time we will inspect the existing insulation, wood blocking, sheathing. Any wet or deteriorated material insulation will be replace at a cost of \$1.80 per board foot after notifying the owner, Any wood blocking or sheathing will be replaced on a time and material basis after notifying the owner.

Next we will lay a new layer of Wood fiber board over the existing insulation to create a new stable surface (this can be removed to lessen the cost but is a good practice for quality).

A new Carlisle 60 mil EPDM roofing system will be installed as per a ballasted application.

Rock ballast will be sifted clean and reinstalled.

New prefinished metal coping, scupper and accessories will be installed to complete the roofing system.

A 15 year warranty will be issued after final inspection.

Total to complete the roofing system:

Eighty Six Thousand Eight Hundred Seventy Nine Dollars \$86,879.00

Option:

Add layer of 2 inch ISO insulation over the existing in lieu of Wood Fiber Board to increase R value 11.4

Four Thousand Three Hundred Fifty Dollars \$4,350.00

Job Notes:

Any and all permits required for this project will be purchased and paid for by others.

Snow and ice removal will be completed on a time and material basis.

It is the owners responsibility to ensure the structural integrity of the building can support the roofing system.

Additional mechanical, electrical, plumbing, carpentry work required for the completion of the roofing system will be an extra to the base price.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and becomes an extra charge over and above the estimate. Agreements are contingent upon strikes, accidents or delays beyond our control. The owner is to carry fire, tornado and other necessary insurance. I the worker am fully covered by insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover it's reasonable attorney's fees and costs of litigation relating to said legal actions, as determined by a court of competent jurisdiction.

Payment is due immediately following the completion of work. Finance charges of 1.5% applied on balances over 30 days.

Proposal Valid for 30 Days

**Authorized
Signature:**

**Acceptance
Signature:**



West Central Roofing Contractors, Inc.

PO Box 1292 ~ 4030 Hwy 71 NE
Willmar MN 56201

Telephone (320) 235-8748 Fax (320) 214-7334

License# RR627812

CONTRACT# 7362

PROPOSAL SUBMITTED TO: City of Olivia 405 S 10th St Olivia, MN 56277		WORK TO BE PERFORMED AT: Upper main roof, 4529 SqF, DL Olivia, MN 56277	
HOME PHONE:	WORK PHONE: (320) 523-1738	ESTIMATOR: Kal Torkelson	DATE: 7/1/2024

We hereby submit specifications and estimates for:

1. Tear off old membrane to insulation and dispose of
2. Remove loose rock from the roof
3. Sweep and clean debris from the roof
4. Installation of Slip Sheet
5. Insulation fastened with screws and plates
6. Duro-Last Roofing System, White, Tan or, Gray
7. Flash up the wall and bar
8. Flash up the wall and Counterflash
9. Secure edges and flash walls
10. Flash in curbs
11. Boots at vents
12. Flash in drains
13. Flash Scuppers
14. Tie in as needed
15. Install new colored metal copings
16. Installation of new scuppers
17. Owner to provide plumber (if needed)
18. Owner to provide mechanical contractor (if needed)
19. 20 year Labor and Materials Warranty by Manufacturer
20. Building permit included

NOTE: Due to volatility of the roofing market, prices are subject to change without notice.
Lead times and changes to deliveries are dictated by the manufacturer

This is the Best Roofing System on the Market!!

All seams are heat welded (fused) together – not glued or taped

WE PROPOSE hereby to furnish material and labor for the sum of:

Sixty Eight Thousand One Hundred Dollars And Seventy Three Cents

dollars (**\$68,100.73**).

Payable as follows:

50% down payment is required, balance due upon completion, if down payment is not received with signed contract, we cannot guarantee material pricing and may change due to the volatile material prices

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be secured only upon written orders, and will become an extra charge over and above the estimate. Replacement of damaged decking or insulation to be completed on a labor and materials basis. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized Signature Kal Torkelson

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

CONTRACT TERMS AND CONDITIONS OF SALE:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. A 1 1/2% (18% APR) late fee will be charged on all unpaid balances over 60 days. In event of default by buyer, buyer agrees to pay all costs of collection including reasonable attorneys fees in addition to other damages incurred by seller.

ACCEPTANCE OF PROPOSAL: The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____

PROPOSAL SUBMITTED TO: City of Olivia 405 S 10th St Olivia, MN 56277		WORK TO BE PERFORMED AT: Upper main roof, 4529 SqF, DL Olivia, MN 56277	
HOME PHONE:	WORK PHONE: (320) 523-1738	ESTIMATOR: Kal Torkelson	DATE: 7/1/2024

We hereby submit specifications and estimates for:

A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

WE PROPOSE hereby to furnish material and labor for the sum of:

Sixty Eight Thousand One Hundred Dollars And Seventy Three Cents

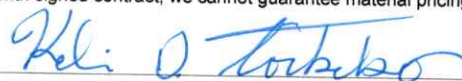
dollars (**\$68,100.73**).

Payable as follows:

50% down payment is required, balance due upon completion, if down payment is not received with signed contract, we cannot guarantee material pricing and may change due to the volatile material prices

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be secured only upon written orders, and will become an extra charge over and above the estimate. Replacement of damaged decking or insulation to be completed on a labor and materials basis. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized
Signature



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Signature _____

Date _____



West Central Roofing Contractors, Inc.

PO Box 1292 ~ 4030 Hwy 71 NE
Willmar MN 56201

Telephone (320) 235-8748 Fax (320) 214-7334

License# RR627812

CONTRACT# 7363

PROPOSAL SUBMITTED TO: City of Olivia 405 S 10th St Olivia, MN 56277		WORK TO BE PERFORMED AT: Lower SW section, 2052 SqF, DL Olivia, MN 56277	
HOME PHONE:	WORK PHONE: (320) 523-1738	ESTIMATOR: Kal Torkelson	DATE: 7/1/2024

We hereby submit specifications and estimates for:

1. Tear off old membrane to insulation and dispose of
2. Remove loose rock from the roof
3. Sweep and clean debris from the roof
4. Installation of Slip Sheet
5. Insulation fastened with screws and plates
6. Duro-Last Roofing System, White, Tan or, Gray
7. Flash up the wall and bar
8. Flash up the wall and Counterflash
9. Secure edges and flash walls
10. Flash in curbs
11. Boots at vents
12. Flash in drains
13. Flash Scuppers
14. Tie in as needed
15. Install new colored metal copings
16. Installation of new scuppers
17. Owner to provide plumber (if needed)
18. Owner to provide mechanical contractor (if needed)
19. 20 year Labor and Materials Warranty by Manufacturer
20. Building permit included

NOTE: Due to volatility of the roofing market, prices are subject to change without notice.
Lead times and changes to deliveries are dictated by the manufacturer

This is the Best Roofing System on the Market!!
All seams are heat welded (fused) together – not glued or taped

WE PROPOSE hereby to furnish material and labor for the sum of:

Thirty Six Thousand Five Hundred Thirty Six Dollars And Forty Six Cents dollars (**\$36,536.46**).

Payable as follows:

50% down payment is required, balance due upon completion, if down payment is not received with signed contract, we cannot guarantee material pricing and may change due to the volatile material prices

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be seecuted only upon written orders, and will become an extra charge over and above the estimate. Replacement of damaged decking or insulation to be completed on a labor and materials basis. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized Signature *Kal Torkelson*

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CONTRACT TERMS AND CONDITIONS OF SALE:

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ACCEPTANCE OF PROPOSAL: The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____

PROPOSAL SUBMITTED TO: City of Olivia 405 S 10th St Olivia, MN 56277		WORK TO BE PERFORMED AT: Lower SW section, 2052 SqF, DL Olivia, MN 56277	
HOME PHONE:	WORK PHONE: (320) 523-1738	ESTIMATOR: Kal Torkelson	DATE: 7/1/2024

We hereby submit specifications and estimates for:

A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

WE PROPOSE hereby to furnish material and labor for the sum of: **Thirty Six Thousand Five Hundred Thirty Six Dollars And Forty Six Cents** dollars (**\$36,536.46**).

Payable as follows:

50% down payment is required, balance due upon completion, if down payment is not received with signed contract, we cannot guarantee material pricing and may change due to the volatile material prices

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be secuted only upon written orders, and will become an extra charge over and above the estimate. Replacement of damaged decking or insulation to be completed on a labor and materials basis. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized Signature Kal D. Torkelson

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

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Signature _____ Date _____



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Willmar MN 56201

Telephone (320) 235-8748 Fax (320) 214-7334

License# RR627812

CONTRACT# 7364

PROPOSAL SUBMITTED TO: City of Olivia 405 S 10th St Olivia, MN 56277		WORK TO BE PERFORMED AT: Skylight and SW roof, remove stucco/ efis 274' Olivia, MN 56277	
HOME PHONE:	WORK PHONE: (320) 523-1738	ESTIMATOR: Kal Torkelson	DATE: 7/1/2024

We hereby submit specifications and estimates for:

1. Remove stucco/efis from walls, Southwest section and skylight
2. Replace insulation if needed
3. Install membrane on walls, EPDM
4. Cut back top of wall flush
5. Seal area with membrane EPDM
6. Secure as needed
7. Detail as needed
8. Caulk as needed
9. Clean up

WE PROPOSE hereby to furnish material and labor for the sum of:

Twelve Thousand Three Hundred Sixty Six Dollars And Twenty Nine Cents

dollars (**\$12,366.29**).

Payable as follows:

50% down payment is required, balance due upon completion, if down payment is not received with signed contract, we cannot guarantee material pricing and may change due to the volatile material prices

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be secured only upon written orders, and will become an extra charge over and above the estimate. Replacement of damaged decking or insulation to be completed on a labor and materials basis. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized
Signature

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ACCEPTANCE OF PROPOSAL: The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date

PROPOSAL SUBMITTED TO: City of Olivia 405 S 10th St Olivia, MN 56277		WORK TO BE PERFORMED AT: Skylight and SW roof, remove stucco/ efis 274' Olivia, MN 56277	
HOME PHONE:	WORK PHONE: (320) 523-1738	ESTIMATOR: Kal Torkelson	DATE: 7/1/2024

We hereby submit specifications and estimates for:

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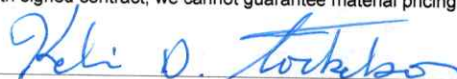
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ACCEPTANCE OF PROPOSAL:

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Signature _____

Date _____

BOLD Community Pool – Report 7-2024

The Water Safety Instructor class that was in early July resulted in 2 new instructors for the Bold Pool and one new employee.

The summer schedule has started and we have had several great comments on our lessons and our staff. As well as having lessons again at the pool. .

The adjuster's accountant and the adjuster are still working on our case. The accountant has changed within the same organization and we were emailed in early June about getting some more information that Amy is providing.

We continue to offer AM lap swim and PM lap swim with Water Ex. We have had Open Swim and Family Swim as well in June and July.

Our summer swimming program started Monday, June 3rd for day time Session One and our evening session in June started on Tuesday, June 4th. Day time session two started on Monday June 17th. Day time session three started after the holiday on Monday, July 8th and the evening session started on Tuesday, July 9th.

We have had the YMCA kids here many times in June and a few in July so far. In addition to the Y kids we have had the Migrant Program here once in June and they were here on the 15th of July.

We attempt to make water safety and swimming skills an integral part of our lessons but, we try to do a safety lesson with the migrant program before they enjoy the water to increase their comfort level and help make good decisions in, on and around water. With all the drowning here and around the states we are trying to help swimmers make good decisions.

We have an inservice scheduled for July on the 17th with EMS.

We have had some construction and maintenance issues that we are working through but, so far it has been a good summer.

Thank you

Please let me know if you have any questions
Tracey Johnson, Pool Coordinator BOLD Community Pool
Tracey.johnson@bold.k12.mn.us 320-523-1031 ext3152