



MEMORANDUM

Date: March 3, 2021
To: Mayor & City Council Members
Elizabeth Mursko, City Administrator
From: Kevin F. Bittner, City Engineer *KFB*
Subject: 2017 Building Permit Follow-Up
Garage Construction and Drainage - 5137 190th Ln NE
BMI Project No.: 0R1.123508

In accord with the December 10, 2020 letter from City Administrator Elizabeth Mursko to Mr. Todd Mercil at 5137 190th Ln NE, which stipulated requirements to address drainage deficiencies related to his 2017 building permit for a garage addition, Mr. Mercil has submitted the attached drainage plan via email dated January 28, 2021.

Based on the review of the plan by Water Resource Engineer Tim Olson and me, we find that the plan satisfactorily addresses the drainage deficiencies associated with the 2017 building permit and recommend that Mr. Mercil move forward with the improvement. The improvement consists primarily of installing the existing flexible drainage pipe on the north side of the garage below ground and connecting to his existing tile system which runs along the west side of the house.

We further recommend that Mr. Mercil perform annual maintenance on his entire drainage system and on the swales on the north side of the house and the south side of the garage so that drainage makes it all the way to the lake and to the existing catch basin without spilling on to neighboring property.

Upon completion of the work, Mr. Mercil should notify me so that a final inspection can be performed to determine compliance with the submitted plan and final close-out of the issues associated with the building permit.

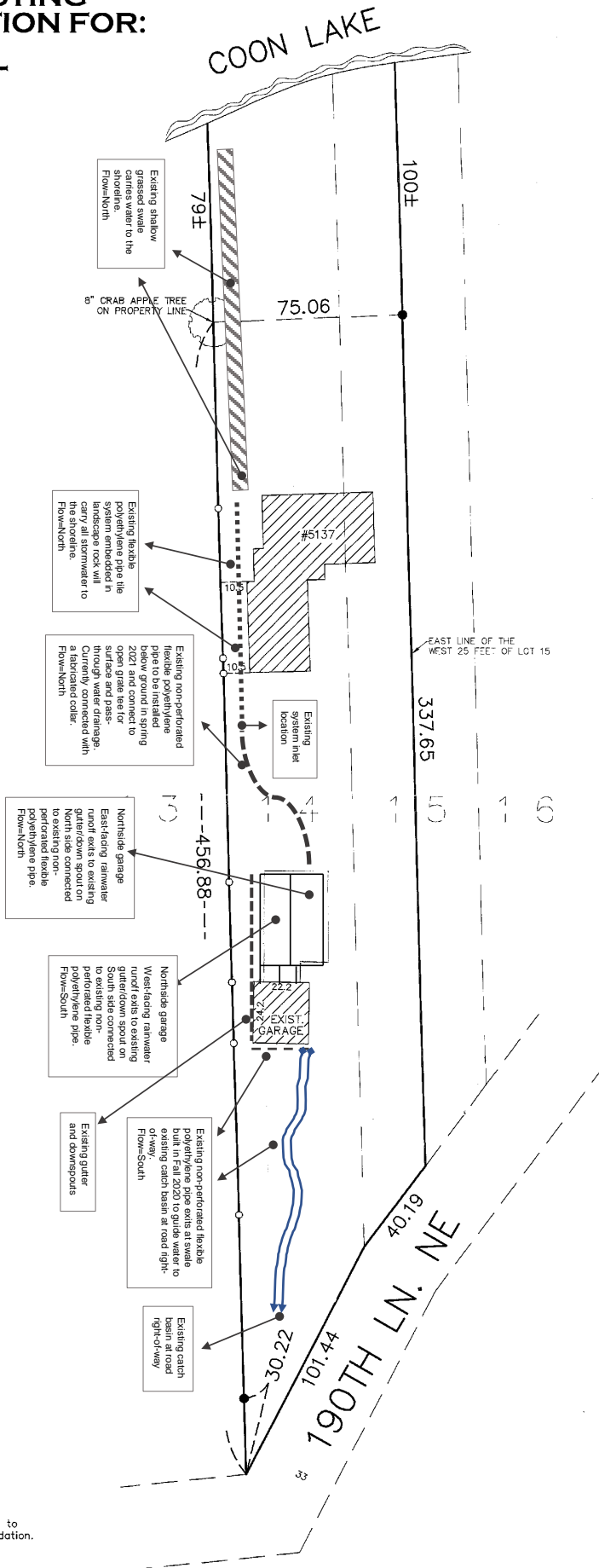
SKETCH OF EXISTING GARAGE LOCATION FOR: TODD MERCIL



SCALE: 1 INCH = 40 FEET

LEGEND

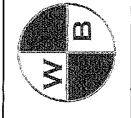
- Found Iron Monument
- Set Spike w/ Ribbon



NOTES:

- Base survey provided by others.
- All existing building dimensions are measured to the finished siding and not the building foundation.
- No search was made for any easements.

W. BROWN LAND SURVEYING, INC.
8030 CEDAR AVENUE SO., SUITE 228.
BLOOMINGTON, MN 55425
BUS: (952) 854-4055
FAX: (952) 854-4268



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly registered Land Surveyor under the laws of the State of Minnesota.
W. BROWN LAND SURVEYING, INC.
WOODROW A. BROWN, R.L.S. MN REG 15230
DATED: 11-16-2016

SITE ADDRESS:
337.65th St.
Columbia, MN 55729

PROPERTY DESCRIPTION:
Lot 14 and the West 25 Feet of Lot 15, GEORGE'S REARRANGEMENT, Andra County, Minnesota.

JOB NO.	276-16
BOOK/PAGE	152/19
SHEET	1 of 1
SCALE	1" = 40'
DRAWN	CMS
REFERENCE	

**City of Columbus
County of Anoka
State of Minnesota**

Re: Order for Correction and Maintenance






To: Todd Mercil
5137 190th Lane NE,
Columbus, Minnesota 55092

Please take notice that the City Council has adopted this order to ensure the completion and maintenance of corrective measures required to direct stormwater on your property and avoid inundating adjacent property.

The corrective measures are more fully described in the attached correspondence from the City Engineer, dated March 3, 2021. At least annually, the owner of the property addressed above shall review, maintain, and repair the stormwater system to ensure it works as intended and does not create a nuisance to adjacent property.

This corrective order is authorized pursuant to Minnesota Statutes, Section 326B.121, Subd. 2. Please note that a violation of the City Code is a misdemeanor and may be prosecuted in accordance with state law and in accordance with the provisions of Chapter 1, Article I, Section 109 of the City Code.

Dated: April 14, 2021
Elizabeth Mursko
Zoning Administrator

Date: 3/22/2021		
CONTRACTOR'S PAY REQUEST		
Zurich Street Extension City of Columbus, MN BMI Project No. R16.120766	Pay Request No. <u>4</u> For Period Ending: <u>3/19/2021</u>	
Original Contract Amount	\$675,240.40	
Approved Change Orders	\$84,889.25	
Revised Contract Amount	\$760,129.65	
Completed Work to Date	\$755,194.73	
Stored Materials on Hand	\$0.00	
Sub-Total	\$755,194.73	
Retained Percentage 5%	(\$37,759.74)	
Deduction	\$0.00	
Liquidated Damages	\$0.00	
Total	\$717,434.99	
Total Amount Paid on Previous Estimates	\$660,569.18	
Amount Due Contractor This Pay Request	\$56,865.81	
<p>Certificate for Partial Payment</p> <p>I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.</p>		
Approved for Payment: North Pine Aggregate, Inc. 14551 Lake Drive Forest Lake, MN 55025	 _____ Signature 3/25/21 Date	
	 _____ Printed Name and Title	
Checked and Approved as to Quantities and Amount: Bolton & Menk, Inc. 7533 Sunwood Dr NW Ramsey, MN 55303	 _____ Signature  Date	
	 _____ Printed Name and Title	
Approved for Payment: City of Columbus		
_____	_____	_____
Name	Title	Date

5
Partial Pay Estimate No.: 4

ZURICH STREET EXTENSION
CITY OF COLUMBUS, MN
BMI PROJECT NO. R16.120766
WORK COMPLETED THROUGH MARCH 19, 2021

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
	REVISED BASE BID							
1	2021.50 MOBILIZATION	\$57,500.00	1.00	LS	\$57,500.00	1.00	LS	\$57,500.00
2	2101.50 CLEARING AND GRUBBING	\$23,056.00	1.00	LS	\$23,056.00	1.00	LS	\$23,056.00
3	2102.50 PAVEMENT MARKING REMOVAL	\$6,285.00	1.00	LS	\$6,285.00	1.00	LS	\$6,285.00
4	2103.50 BUILDING REMOVAL	\$13,500.00	1.00	LS	\$13,500.00	1.00	LS	\$13,500.00
5	2104.50 ABANDON SEPTIC SYSTEM	\$1,350.00	1.00	LS	\$1,350.00	1.00	LS	\$1,350.00
6	2104.50 SALVAGE AND REINSTALL MAIL BOX	\$400.00	3.00	EACH	\$1,200.00	3.00	EACH	\$1,200.00
7	2104.50 SALVAGE AND REINSTALL SIGN	\$215.00	4.00	EACH	\$860.00	4.00	EACH	\$860.00
8	2104.50 REMOVE SIGN	\$80.00	2.00	EACH	\$160.00	2.00	EACH	\$160.00
9	2104.50 REMOVE MAILBOX	\$57.50	1.00	EACH	\$57.50	1.00	EACH	\$57.50
10	2104.50 REMOVE FENCE	\$5.80	270.00	LF	\$1,566.00	270.00	LF	\$1,566.00
11	2104.50 REMOVE CULTURTS WITH APRONS	\$12.00	120.00	LF	\$1,440.00	120.00	LF	\$1,440.00
12	2104.50 SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	\$2.50	1600.00	LF	\$4,000.00	1,616.00	LF	\$4,040.00
13	2104.51 REMOVE BITUMINOUS PAVEMENT	\$4.25	1525.00	SY	\$6,481.25	1,906.00	SY	\$8,100.50
14	2105.50 COMMON EXCAVATION (P)	\$6.95	8235.00	CY	\$57,233.25	6,620.00	CY	\$46,009.00
15	2105.50 GEOTEXTILE FABRIC TYPE 5	\$2.50	1300.00	SY	\$3,250.00	1,300.00	SY	\$3,250.00
16	2105.51 STABILIZING AGGREGATE	\$50.00	50.00	CY	\$2,500.00	0.00	CY	\$0.00
17	2105.52 SELECT GRANULAR BORROW (CV) (P)	\$22.90	0.00	CY	\$0.00	0.00	CY	\$0.00
18	2211.51 AGGREGATE BASE (CV) CLASS 5 (P)	\$30.00	1090.00	CY	\$32,700.00	1,090.00	CY	\$32,700.00
19	2221.51 SHOULDER BASE AGGREGATE (CV) CLASS 2 (P)	\$91.75	40.00	CY	\$3,670.00	40.00	CY	\$3,670.00
20	2360.51 TYPE SP 9.5 WEARING COURSE MIXTURE (3.C)	\$76.75	400.00	TON	\$30,700.00	412.90	TON	\$31,690.08
21	2360.51 TYPE SP 12.5 NON WEAR COURSE MIXTURE (3.C)	\$75.10	267.00	TON	\$20,051.70	292.70	TON	\$21,981.77
22	2360.51 TYPE SP 12.5 NON WEAR COURSE MIXTURE (3.B)	\$75.10	245.00	TON	\$18,399.50	217.60	TON	\$16,341.76
23	2411.50 CONCRETE FLUME	\$800.00	6.00	EA	\$4,800.00	6.00	EA	\$4,800.00
24	2502.50 4" PERFORATED TP PIPE DRAIN	\$19.50	925.00	LF	\$18,037.50	912.00	LF	\$17,784.00
25	2521.50 6" CONCRETE WALK	\$10.50	230.00	SF	\$2,415.00	304.00	SF	\$3,192.00
26	2531.50 CONCRETE CURB & GUTTER DESIGN B618	\$26.50	1100.00	LF	\$29,150.00	1,117.50	LF	\$29,613.75
27	2531.62 TRUNCATED DOMES	\$47.95	44.00	SF	\$2,109.80	42.00	SF	\$2,013.90
28	2545.50 LIGHTING UNIT & FOUNDATION	\$5,115.00	2.00	EA	\$10,230.00	2.00	EA	\$10,230.00
29	2545.50 DIRECT BURIED LIGHTING CABLE 4/C 4AWG	\$9.50	540.00	LF	\$5,130.00	675.00	LF	\$6,412.50
30	2563.60 TRAFFIC CONTROL	\$48,625.00	1.00	LS	\$48,625.00	0.95	LS	\$46,193.75
31	2564.52 SIGN PANELS TYPE C	\$53.25	40.00	SF	\$2,130.00	43.75	SF	\$2,329.69
32	2565.62 TEMPORARY SIGNAL SYSTEM	\$46,100.00	1.00	SYS	\$46,100.00	1.00	SYS	\$46,100.00
33	2565.62 REVISE SIGNAL SYSTEM	\$161,500.00	1.00	SYS	\$161,500.00	0.60	SYS	\$96,900.00
34	2573.50 STABILIZED CONSTRUCTION EXIT	\$4,250.00	1.00	LS	\$4,250.00	0.00	LS	\$0.00
35	2573.50 SILT FENCE TYPE MACHINE SLICED	\$2.15	2700.00	LF	\$5,805.00	2,500.00	LF	\$5,375.00
36	2573.50 SEDIMENT CONTROL LOG	\$3.75	100.00	LF	\$375.00	913.00	LF	\$3,423.75
37	2574.51 COMMON TOPSOIL BORROW	\$16.25	200.00	CY	\$3,250.00	87.50	CY	\$1,421.88
38	2574.51 FILTER TOPSOIL BORROW	\$48.00	410.00	CY	\$19,680.00	445.00	CY	\$21,360.00
39	2574.51 FERTILIZER TYPE 2	\$0.75	840.00	LB	\$630.00	600.00	LB	\$450.00
40	2575.50 SEEDING	\$532.75	2.40	ACRE	\$1,278.60	2.03	ACRE	\$1,081.48
41	2575.50 SEED MIXTURE 25-131	\$3.00	310.00	LB	\$930.00	432.00	LB	\$1,296.00
42	2575.50 SEED MIXTURE 35-241	\$18.00	8.00	LB	\$144.00	5.00	LB	\$90.00
43	2575.50 EROSION CONTROL BLANKETS CATEGORY 3N	\$2.15	3600.00	SY	\$7,740.00	4,350.00	SY	\$9,352.50

Partial Pay Estimate No.: 4

ZURICH STREET EXTENSION
 CITY OF COLUMBUS, MN
 BMI PROJECT NO. R16.120766
 WORK COMPLETED THROUGH MARCH 19, 2021

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
44	HYDRAULIC BONDED FIBER MATRIX	\$3.20	1500.00	\$4,800.00	3,500.00	\$11,200.00	3,500.00	\$11,200.00
45	4" SOLID LINE MULTI COMP (WHITE)	\$0.55	4300.00	\$2,365.00	4,157.00	\$2,286.35	4,157.00	\$2,286.35
46	24" SOLID LINE MULTI COMP (WHITE)	\$7.45	24.00	\$178.80	42.50	\$316.63	42.50	\$316.63
47	24" SOLID LINE MULTI COMP (YELLOW)	\$6.95	500.00	\$3,475.00	176.00	\$1,223.20	176.00	\$1,223.20
48	4" DBLE SOLID LINE MULTI COMP (YELLOW)	\$1.10	2700.00	\$2,970.00	2,788.00	\$3,066.80	2,788.00	\$3,066.80
49	CROSSWALK MULTI COMP (WHITE)	\$4.50	0.00	\$0.00	144.00	\$648.00	144.00	\$648.00
50	PAVEMENT MESSAGE MULTI COMP	\$4.25	278.00	\$1,181.50	243.48	\$1,034.79	243.48	\$1,034.79
	TOTAL REVISED BASE BID:			\$675,240.40		\$603,953.58		\$663,812.33
	CHANGE ORDER NO. 1							
6A	TEMPORARY MAIL BOXES	\$50.00	3.00	\$150.00	3.00	\$150.00	3.00	\$150.00
13A	REMOVE CONCRETE RUBBLE	\$150.00	1.00	\$150.00	2.00	\$300.00	2.00	\$300.00
15A	GEOTEXTILE FABRIC TYPE 3	\$4.00	200.00	\$800.00	66.00	\$264.00	66.00	\$264.00
19A	MILL BITUMINOUS SURFACE (1.5")	\$7.15	900.00	\$6,435.00	848.00	\$6,063.20	848.00	\$6,063.20
19B	CONCRETE PAVEMENT 7"	\$80.00	75.00	\$6,000.00	73.00	\$5,840.00	73.00	\$5,840.00
20A	TYPE SP 9.5 WEARING COURSE MIXTURE (3.E)	\$76.75	445.00	\$34,153.75	481.14	\$36,927.50	481.14	\$36,927.50
23A	COARSE FILTER AGGREGATE (LV)	\$95.00	10.00	\$950.00	12.50	\$1,187.50	12.50	\$1,187.50
24A	12" RC PIPE SEWER CLASS III	\$53.00	71.00	\$3,763.00	71.00	\$3,763.00	71.00	\$3,763.00
24B	12" FLARED END SECTION	\$1,150.00	1.00	\$1,150.00	1.00	\$1,150.00	1.00	\$1,150.00
24C	CONSTRUCT DRAINAGE STRUCTURE DES 2X3	\$2,685.00	1.00	\$2,685.00	1.00	\$2,685.00	1.00	\$2,685.00
24D	CONSTRUCT DRAINAGE STRUCTURE DES 4020-48	\$3,665.00	1.00	\$3,665.00	1.00	\$3,665.00	1.00	\$3,665.00
24E	CASTING ASSEMBLY NEEHAH R-3067-L	\$675.00	2.00	\$1,350.00	2.00	\$1,350.00	2.00	\$1,350.00
24F	RANDOM RIPRAP CLASS I	\$130.00	10.00	\$1,300.00	25.34	\$3,294.20	25.34	\$3,294.20
24G	HYDRANT	\$6,000.00	1.00	\$6,000.00	1.00	\$6,000.00	1.00	\$6,000.00
29A	RELOCATE UTILITIES	\$275.00	19.50	\$5,362.50	19.50	\$5,362.50	19.50	\$5,362.50
45A	REMOVABLE PREFORMED MARKING TAPE	\$1.40	3700.00	\$5,180.00	5,182.50	\$7,255.50	5,182.50	\$7,255.50
46A	24" SOLID LINE PREFORM THERMOPLASTIC (WHITE)	\$20.00	76.00	\$1,520.00	115.00	\$2,300.00	115.00	\$2,300.00
49A	CROSSWALK PREFORM THERMOPLASTIC (WHITE)	\$12.50	342.00	\$4,275.00	306.00	\$3,825.00	306.00	\$3,825.00
	TOTAL BASE BID + CHANGE ORDER:			\$84,889.25		\$91,382.40		\$91,382.40
				\$760,129.65		\$695,335.98		\$755,194.73

TKD
 Pay Request No. 3F - for work through 12/31/2020
 NE Quadrant I-35/TH 97 Utility Extensions
 Columbus, MN

AMOUNT THIS PAY PERIOD	\$ 2,276.00	AMOUNT TO DATE	\$ 230,106.40	REVISED CONTRACT AMOUNT	\$ 235,268.68	PERCENT OF CONTRACT THIS PAY PERIOD	1.0%	TOTAL PERCENT OF CONTRACT	97.8%
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LINE NO.	ITEM DESCRIPTION	UNIT OF MEASURE	CONTRACT QUANTITY	UNIT COST	QUANTITY THIS PAY PERIOD	AMOUNT THIS PERIOD	QUANTITY TO DATE	AMOUNT TO DATE	CONTRACT AMOUNT
1	MOBILIZATION	LS	1	\$ 6,000.00		\$ -	1	\$ 6,000.00	\$ 6,000.00
2	DEWATERING	LS	1	\$ 14,000.00		\$ -	1	\$ 14,000.00	\$ 14,000.00
3	CLEARING	TREE	12	\$ 100.00		\$ -	12	\$ 1,200.00	\$ 1,200.00
4	GRUBBING	TREE	12	\$ 100.00		\$ -	12	\$ 1,200.00	\$ 1,200.00
5	TRAFFIC CONTROL	LS	1	\$ 3,000.00		\$ -	1	\$ 3,000.00	\$ 3,000.00
6	SILT FENCE	LF	2,510	\$ 2.20		\$ -	2,510	\$ 5,522.00	\$ 5,522.00
7	SEDIMENT CONTROL LOG TYPE COMPOST	LF	600	\$ 3.50		\$ -	600	\$ 2,100.00	\$ 2,100.00
8	INLET PROTECTION	EA	2	\$ 150.00		\$ -	2	\$ 300.00	\$ 300.00
9	REMOVE EXIST. SANITARY SEWER MANHOLE	EA	1	\$ 800.00		\$ -	1	\$ 800.00	\$ 800.00
10	REMOVE EXIST. SANITARY SEWER	LF	63	\$ 10.00		\$ -	63	\$ 630.00	\$ 630.00
11	REMOVE EXIST. WATER MAIN	LF	35	\$ 15.00		\$ -	35	\$ 525.00	\$ 525.00
12	REMOVE EXIST. VALVE BOX	EA	1	\$ 200.00		\$ -	1	\$ 200.00	\$ 200.00
13	SALVAGE HYDRANT	EA	1	\$ 600.00		\$ -	1	\$ 600.00	\$ 600.00
14	SALVAGE GATE VALVE	EA	1	\$ 200.00		\$ -	1	\$ 200.00	\$ 200.00
15	REMOVE BITUMINOUS PAVEMENT	SY	1,330	\$ 5.00		\$ -	1,330	\$ 6,650.00	\$ 6,650.00
16	CONSTRUCT SANITARY MANHOLE OVER EXIST. SANITARY	EA	1	\$ 4,000.00		\$ -	1	\$ 4,000.00	\$ 4,000.00
17	CONNECT TO EXIST. WATER MAIN	EA	1	\$ 4,000.00		\$ -	1	\$ 4,000.00	\$ 4,000.00
18	8" PVC SDR 35 SANITARY SEWER	LF	1,138	\$ 36.00	1,138	\$ 2,276.00	1,138	\$ 2,276.00	\$ 2,276.00
19	8" PVC SDR 35 SANITARY SERVICE	LF	250	\$ 36.00		\$ -	250	\$ 9,000.00	\$ 9,000.00
20	48" DIAMETER SANITARY SEWER MANHOLE	EA	8	\$ 2,600.00		\$ -	8	\$ 20,800.00	\$ 20,800.00
21	MANHOLE EXTRA DEPTH (4' DIAMETER)	LF	11	\$ 210.00		\$ -	11	\$ 2,310.00	\$ 2,310.00
22	TRENCH STABILIZATION ROCK	LF	1,138	\$ 4.50		\$ -	1,138	\$ 5,121.00	\$ 5,121.00
23	TELEVISION	LF	1,138	\$ 2.00	1,138	\$ 2,276.00	1,138	\$ 2,276.00	\$ 2,276.00
24	6" PVC C-900 WATER MAIN	LF	198	\$ 33.00		\$ -	198	\$ 6,534.00	\$ 6,534.00
25	8" PVC C-900 WATER MAIN	LF	88	\$ 35.00		\$ -	88	\$ 3,080.00	\$ 3,080.00
26	12" PVC C-900 WATER MAIN	LF	1,120	\$ 44.00		\$ -	1,120	\$ 49,280.00	\$ 49,280.00
27	6" GATE VALVE AND BOX	EA	7	\$ 1,300.00		\$ -	7	\$ 9,100.00	\$ 9,100.00
28	8" GATE VALVE AND BOX	EA	2	\$ 1,600.00		\$ -	2	\$ 3,200.00	\$ 3,200.00
29	12" GATE VALVE AND BOX	EA	1	\$ 3,400.00		\$ -	1	\$ 3,400.00	\$ 3,400.00
30	HYDRANT	EA	3	\$ 3,900.00		\$ -	3	\$ 11,700.00	\$ 11,700.00
31	MJ DUCTILE IRON COMPACT FITTINGS	LB	1,888	\$ 3.00		\$ -	1,888	\$ 5,664.00	\$ 5,664.00
32	ROCK CONSTRUCTION ENTRANCE	LS	1	\$ 2,500.00		\$ -	1	\$ 2,500.00	\$ 2,500.00
33	SOIL BED PREPARATION	ACRE	3	\$ 500.00		\$ -	3	\$ 1,500.00	\$ 1,500.00
34	COMMON TOPSOIL BORROW	CY	165	\$ 15.00		\$ -	165	\$ 2,475.00	\$ 2,475.00
35	SEED MIXTURE 35-241	SY	130	\$ 2.00		\$ -	130	\$ 260.00	\$ 260.00
36	FERTILIZER TYPE 3	LB	6	\$ 4.00		\$ -	6	\$ 24.00	\$ 24.00
37	EROSION CONTROL BLANKET CATEGORY 3N	SY	130	\$ 5.00		\$ -	130	\$ 650.00	\$ 650.00
38	RAPID STABILIZATION METHOD 3	MGAL	21	\$ 725.00		\$ -	21	\$ 15,225.00	\$ 15,225.00
39	RAPID STABILIZATION METHOD 4	SY	130	\$ 6.00		\$ -	130	\$ 780.00	\$ 780.00
TOTAL THIS PERIOD						\$ 2,276.00		\$ 230,106.40	\$ 246,774.00
CHANGE ORDER No. 1						\$ (11,505.32)		\$ (11,505.32)	\$ (11,505.32)
REVISED CONTRACT AMOUNT						\$ 235,268.68		\$ 235,268.68	\$ 235,268.68



444 Cedar Street, Suite 1500
 Saint Paul, MN 55101
 651.292.4400
 tkda.com

April 7, 2021

Honorable Mayor and City Council
 City of Columbus, Minnesota

Re: Change Order No. 1, Final Payment No. 3F and Project Close-Out
 NE Quad I-35/TH 97 Utility Extensions
 City of Columbus, Minnesota
 City Project No. 2018-3
 TKDA Project No. 16900.001

Dear Mayor and Council:

The work performed by Metro Utilities, Inc. for the NE Quad I-35/TH 97 Utility Extensions is complete and ready for final acceptance. We have agreed on the final quantities of work and the adjustments to the final cost. The as-constructed final quantities amount is \$230,106.40 compared to the revised contract amount of \$235,268.68. (The original contract amount was \$246,774.00, however the contractor agreed to forfeit the project retainage of \$11,505.32 in lieu of correcting Punch List Item No. 8, which is a small sag in the first 8' length of sanitary sewer pipe extending northerly out of Manhole No. 300-1. The City will apply these funds towards correcting this item in the future should it ever become an issue.)

The contractor has also furnished the following required documentation to receive final payment:

- Consent of Surety to Final Payment
- Department of Taxation IC-134 forms
- Lien Waivers from subcontractors and suppliers

Actions Requested

1. Approve Change Order No. 1 to Metro Utilities, Inc. in the amount of (-\$11,505.32).
2. Approve Final Payment Estimate No. 3F to Metro Utilities, Inc. in the amount of \$2,162.20.

Sincerely,

Dennis M. Postler, PE
 Senior Project Manager

Enclosures

Cc: Elizabeth Mursko, Jim Windingstad – City of Columbus
 Larry Poppler, Mark Byers, Doug Fischer – TKDA



444 Cedar Street, Suite 1500
Saint Paul, MN 55101
651.292.4400
tkda.com

CHANGE ORDER

Saint Paul, MN March 24, 2021 Proj. No. 16900.001 Change Order No. 1

To Metro Utilities, Inc.

for NE Quadrant I-35/TH 97 Utility Extensions

for City of Columbus, Minnesota

You are hereby directed to make the following change to your contract dated April 14, 2019. The change and the work affected thereby is subject to all contract stipulations and covenants. This Change Order will (~~increase~~) (decrease) (~~not change~~) the contract sum by Eleven thousand five hundred five and 32/100 dollars.....(\$ -11, 50532).

CHANGE ORDER:

This change order shows a deduct of the project retainage in lieu of correcting Punch List Item No. 8.

NET CHANGE =	\$ (11,505.32)
Amount of Original Contract	\$ 246,774.00
Additions approved to date	\$ -
Deductions approved to date	\$ -
Contract amount to date	\$ 230,106.40
Amount of this Change Order (Deduct) (Add) (No-Change)	\$ (11,505.32)
Revised Contract Amount	\$ 235,268.68

Approved _____
City of Columbus, Minnesota

TKDA

By _____

By Dennis M. Postler
Dennis M. Postler, PE

Approved [Signature]
Metro Utilities, Inc.

By STEVEN J CRAS BY/CONTROLLER



444 Cedar Street, Suite 1500
 Saint Paul, MN 55101
 651.292.4400
 tkda.com

PERIODICAL ESTIMATE FOR PARTIAL PAYMENTS

Estimate No. 3F Period Ending December 31, 2020 Page 1 of 1 Proj. No. 16900.001
 Contractor Metro Utilities, Inc Original Contract Amount \$246,774.00
 Project NE Quadrant I-35/TH 97 Utility Extensions Revised Contract Amount \$235,268.68
 Location City of Columbus, MN

Total Contract Work Completed		\$	<u>230,106.40</u>
Total Approved Credits		\$	<u>0.00</u>
Total Approved Extra Work Completed	\$	<u>0.00</u>	
Approved Extra Orders Amount Completed		\$	<u>0.00</u>
 Total Amount Earned This Estimate		\$	<u>230,106.40</u>
 Less Approved Credits	\$	<u>0.00</u>	
Less <u>5</u> % Retained	\$	<u>11,505.32</u>	
Less Previous Payments	\$	<u>216,438.88</u>	
Total Deductions		\$	<u>227,944.20</u>
 Amount Due This Estimate		\$	<u>2,162.20</u>

Contractor *Steve Crowley* Date 4/2/2021
 Engineer *Dennis M. Postler* Date 3/24/2021
 Dennis M. Postler, PE

An employee-owned company promoting affirmative action and equal opportunity.

ORDINANCE NO. 21-_____

**AN ORDINANCE AMENDING CHAPTER 13: BUILDING CODE
OF THE CITY OF COLUMBUS CODE OF ORDINANCES**

The City Council of the City of Columbus ordains:

SECTION I. Chapter 13 is hereby amended as follows:

ARTICLE I

ADOPTION

SECTION 13-100. CODES ADOPTED BY REFERENCE. The Minnesota State Building Code, as adopted by the Commissioner of Labor and Industry pursuant to Minnesota Statutes Chapter 326B, as amended, including all of the amendments, rules and regulations established, adopted and published from time to time by the Minnesota Commissioner of Labor and Industry, through the Building Codes and Standards Division is hereby adopted by reference with the exception of the optional chapters, unless specifically adopted in this Ordinance. The Minnesota State Building Code is hereby incorporated in this Ordinance as if fully set out herein.

SECTION 13-101. DELETED

SECTION 13-102. EXISTING BUILDINGS. Buildings in existence at the time of the adoption of this Code may have their existing use or occupancy continued, if such use or occupancy was legal at the time of adoption of this Code, provided:

- (1) such continued use is not dangerous to life; or,
- (2) such continued use is not found unsafe or substandard as defined by the Housing Code (Chapter 16A of the Columbus City Code); or,
- (3) such continued use is not found to be hazardous or dangerous as defined by the Dangerous Buildings Code (Chapter 16B of the Columbus City Code); or,
- (4) such continued use is not found to be in a violation of the Minnesota Uniform Fire Code (Chapter 11 of the Columbus City Code); or,
- (5) such continued use is not found to be a violation of the Life Safety Code (Chapter 12 of the Columbus City Code); or,
- (6) such continued use is not found to be a violation of the Public Health Ordinance (Chapter 14 of the Columbus City Code).

SECTION 13-103. STORM WATER MANAGEMENT PLAN AS A PREREQUISITE. No building permit shall be issued until the Zoning Administrator has determined that the proposed development is exempt from the provisions of Chapter 7D or that a proper Storm Water Management Plan has been submitted to the City.

SECTION 13-104. BUILDING CODE AND OPTIONAL CHAPTERS. The Minnesota State Building Code, established pursuant to Minnesota Statutes Chapter

326B, as amended, allows the City of Columbus to adopt by reference and enforce certain optional chapters of the most current addition of the Minnesota State Building Code.

The following optional provisions identified in the most current addition of the State Building Code are hereby adopted and incorporated as part of the building code for the City of Columbus:

1. Chapter 1305 Appendix Chapter J.

ARTICLE II

PERMITS, FEES, INSPECTIONS

SECTION 13-200. PERMITS REQUIRED. The issuance of permits shall be as required in MN Rule Part 1300.0120 of the Minnesota State Building Code.

SECTION 13-201. FEES.

- A. The building permit fees are as listed in the adopted City of Columbus fee schedule.
- B. All fees for permits issued by the Building Official shall be computed on the basis of the fees contained in the adopted City of Columbus fee schedule with the following modifications:

Private Sewer System Construction: See City Code Section 14-646 for the fee amount.

Pumping Permit (Scavenging) for Private Sewer System: See City Code Section 14-646 for the fee amount.

SECTION 13-202. PLAN-CHECKING FEE. Plan Checking fees shall be calculated and paid in accordance with the currently adopted City of Columbus fee schedule.

SECTION 13-203. INSPECTIONS. The Building Official is hereby granted the authority to enter upon any premises between sunrise and sunset to determine compliance with this Code. The Building Official shall make such inspection as is necessary to determine compliance with this Code. No part of any construction shall be covered or concealed until it has been inspected and accepted by the Building Official. It shall be the responsibility of the permittee to notify the Building Official that the job is ready for inspection or re-inspection. It shall be the duty of the owner or occupant of the property to give the Building Official free access to the property at reasonable times for the purpose of making such inspections. Upon satisfactory completion and final inspection of the system, the Building Official shall indicate approval of the work.

SECTION 13-204. RE-INSPECTION. If upon inspection, the Building Official discovers that any construction or installation is not constructed in accordance with the minimum standards provided in this Code, he/she shall give the permittee written notification describing the defects. The permittee shall pay an additional fee in accordance with the currently adopted City of Columbus fee schedule for each re-inspection that is necessary. The permittee shall be responsible for the correction or elimination of all defects and no system shall be placed or replaced in service until all defects have been corrected or eliminated.

SECTION 13-205. DELETED

**ARTICLE III
VIOLATIONS AND PENALTIES**

SECTION 13-300. VIOLATIONS. Pursuant to Minnesota Rules Part 1300.0150 and Minnesota Statutes Section 326B.082, a violation of the code is a misdemeanor, and may be prosecuted in accordance with state law and in accordance with the provisions of Chapter 1, Article I, Section 109 of the City Code.

SECTION 13-310. PENALTIES.

- A. The payment of any investigation fee shall not exempt any person from payment of the regular permit fee required by this Code.
- B. No investigation fee shall be charged for an investigation of construction which the Building Official determines to be construction which does not require a permit pursuant to this Code.

**ARTICLE IV
LICENSES, FEES AND REQUIREMENTS**

SECTION 13-400. COMMERCIAL CONTRACTOR’S LICENSE. The City of Columbus requires that all commercial contractors be licensed within the City. The City may issue licenses to commercial contractors upon application to the City and approval of the Building Official.

SECTION 13-401. FEES AND REQUIREMENTS. The application for a commercial contractor’s license requires a fee payable to the City (see Columbus Fee Schedule in Uncodified Ordinance Section). In order to be approved by the City, commercial contractors must meet the following requirements:

- 1. Insurance - commercial contractors must carry a minimum of \$1,000,000.00 in liability insurance; and
- 2. Grading Bond - commercial contractors must obtain a bond for any grading to be done on a particular project in the amount of \$1,000.00 per acre of excavation.

SECTION II. This Ordinance was adopted by the Columbus City Council on this _____ day of _____, 2021 and shall become effective after its publication.

Jesse H. Preiner, Mayor

ATTEST:

Elizabeth Mursko, City Administrator

Published in the Forest Lake Times on _____, 2021.



**City of Columbus
PUBLIC NOTICE
Ordinance Publication Summary**

**AN ORDINANCE AMENDING CHAPTER 13: BUILDING CODE
OF THE CITY OF COLUMBUS CODE OF ORDINANCES**

The City Council of the City of Columbus adopted Ordinance No. 21-__, An Ordinance Amending Chapter 13 regarding the City Building Code, on April 14, 2021 and approved this summary of the ordinance for publication on _____, 2021.

The City Council has authority to regulate the City's municipal Code. Following discussion at the April 14, 2021 City Council Meeting, the City Council adopted Ordinance No. 21-__ to amend the City Code as described in this summary publication as follows:

A municipal code text amendment to amend Columbus City Code Chapter 13: City Building Code to make housekeeping changes and update references to current Minnesota statutes and administrative rules governing the Minnesota State Building Code.

This Ordinance was adopted by the Columbus City Council on this 14th day of April and shall become effective after its publication. This is only a summary of Ordinance 21-__. A printed copy of Ordinance 21-__ is available for inspection by any person during regular office hours at the office of the City Clerk and on the City's Official website www.ci.columbus.mn.us. This title and summary of the Ordinance 21-__ is published in accordance with Minn. Stat. § 412.191 subd. 4.

By order of the City Council.

Elizabeth Mursko, City Administrator

Published in the Forest Lake Times on --.

4848-1809-9173, v. 1

Personnel Committee Report 4.14.21

The Personnel Committee, consisting of Mayor Preiner, Elizabeth Mursko and Janet Hegland, met on March 30, and April 9, 2021.

INFORMATION ONLY-NO ACTION REQUIRED

1. Tax Assessor Resignation

A letter of resignation was submitted on March 24, 2021, from Todd Smith, Columbus' contract Tax Assessor, due to health issues. His last day will be June 30, 2021. Mr. Smith will be attending the LBAE meeting via zoom and has completed this year's quartile of inspections assigned by the County. He suggested a couple of possible assessors from the area who may be interested in contracting with Columbus. Elizabeth will follow up on those leads.

2. Administrative Technician Position Updated to Admin/Zoning Permit Technician

The Administrative Technician Position approved by Council for posting at the February 24, 2021 meeting, was put on hold until the Building Official position was filled. This was because part of the responsibilities of this position (scheduling building inspections) is a service provided by the Consulting firm. With the hiring of the Building Official Firm, we have revised the position, added back the Recording Secretary for Planning Commission duties, and shifted some permitting work from the Associate Planner position to this position (see attached spreadsheet for more detail). This increased the position from a 20 hour/week Administrative Technician position to a full time (40 hour/week) Permit Technician Position.

The Permit Technician Job Description will be updated and re-scored to reflect change in duties. It is anticipated that the salary range will remain as approved at the last Council Meeting, but if that is not the case, it will be brought back to Council for approval. The plan for funding the additional hours is detailed in the attached spreadsheet. The draft posting is also attached.

Respectfully,

Janet Hegland

Columbus City Council and
Personnel Committee Member

March 24, 2021

Todd W. Smith

City Assessor

To Elizabeth Mursko, City Administrator and the
Columbus City Council.

This letter will serve to inform you of my intent to resign as your assessor.

As I indicated in our previous conversation, the health issues that I have been dealing with for the past year have not relented and I find that I will not be able to continue as your assessor past June 30, 2021. Planned surgeries for the summer and fall of 2021 will restrict my ability to continue with the necessary field work that is required.

I hope that this letter will serve as adequate notice to find my replacement.

Sincerely

Todd W. Smith

Smith Appraisal Service

		Existing Positions			New Hours		New Position	
		Administrative Technician	Recording Secretary	Planning/Zoning Permit Support	Admin/Zoning Permit Technician	Comments		
% Effort	20 hours/week	15 hours/month= approx. 3.5 hours/week	16.5	40 hours/week total	M-F hours vary depending on PC meetings/workshops, neighborhood meetings, public hearings			
Hours	M-T-TH-F 8:00 am-1:00 pm	1st and 3rd W PC mtg, plus workshops, Public Hearings	M-F	M-F	Provides support for Associate Planner and a pathway for future advancement to Associate Planner.			
Responsibilities	Fields public inquiries regarding building permits, processing a variety of counter/maintenance permits, office liaison for Building Official Contractors, maintains the City's database for septic systems and licensing of contractors and processes quarterly utility (water/sewer) billing, document imaging for building dept.	Records legal minutes of Planning Commission, verbatim transcription of Public Hearings, and notes from workshops and other informational meetings	Under City Administrator and limited direction from Associate Planner assists with processing over the counter building permits, sign, driveway and other miscellaneous zoning permits; receives applications and fees. Document imaging for zoning, administration.	Assumes duties under Admin Tech, Recording Secretary and Planning/Zoning Permit Support. Serves as one of two first points of contact for walk-in and phone inquiries customers to provide assistance with policies, procedures and general questions. Scans documents for storage in electronic content management database. Various office duties as needed.				
Reports to	Building Official/City Administrator	City Administrator	City Administrator	City Administrator				
Funding	Bldg. department will support these hours	Already Budgeted	Bldg. dept will support small number of these hours (e.g., zoning review of building permits). Hours for document imaging was budgeted.	Combine funding from Admin. Tech. /plus Recording Secretary 3 hours/plus move Assistant To City Administrator position hire from Q2 hire to Q4 hire	Will eliminate one recording secretary position, provide expanded coverage for office support to improve response time, phone coverage, assumes some of Associate planner's workload so Associate Planner can assume more Zoning workload from City Administrator			

City of Columbus Calendar of Meetings

April 2021

Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
11	12	13	14 6:00 pm EDA Mtg. 7:00 pm CC Mtg.	15	16	17
18	19	20	21 7:00 pm PC Mtg.	22	23	24
25	26	27	28 4:00 pm CC Workshop 7:00 pm CC Mtg.	29	30	