



**MEMORANDUM**

**DATE:** August 28, 2023

**TO:** Honorable Mayor and City Councilmembers  
Dave Perrault, City Administrator

**FROM:** Lucas J. Miller, Assistant Public Works Director

**SUBJECT:** 2022/2023 Tree Plan Project – Payment No. 2

Budgeted Amount:	Actual Amount:	Funding Source:
\$ 117,640.00	\$117,640.00	Park Fund – Tree Replacement funds

**Council Should Consider**

Motions to approve, table, or deny the following:

- Payment No. 2 for the 2022/2023 Tree Plan Project to Margolis Company in the amount of \$35,434.50.
- Authorize Finance Director to complete all corresponding budget adjustments to reflect approval of additional tree work with Margolis.

**Background/Discussion**

On August 22<sup>nd</sup>, 2022, City Council approved Awarding the 2022 Tree Plan Project construction contract to Margolis Company.

On March 20<sup>th</sup>, 2023, City Council gave direction to add 31 additional trees to the Margolis contract in 2023, at the work session utilizing the remaining funds in the tree fund of \$47,420. Of these trees, 29 were placed along Highway 96 and 2 within Hazelnut Park.

The project is approximately 95% complete. The entirety of the trees have been installed, along with mulch and topsoil, and the project is substantially completed. Five percent is being withheld from the work completed 2023 in accordance with the contract documents for inspection of the trees and watering during the establishment and warranty period. Payment No. 2 is in the amount of \$35,434.50. Staff recommends that Council approve Payment No. 2 (Attachment A).

**Budget Impact**

Total Construction Expenses:

Original Contract Amount:	\$ 70,220.00
2023 added scope:	\$ 47,420.00

**Attachments**

Attachment A: Pay Request No. 2