

2G. Consideration of authorizing Northern Lights Display to refurbish the holiday decorations on State Hwy 25 and Broadway Street for a total cost of \$30,283

Prepared by: Street Superintendent	Meeting Date: 03/13/2023	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item
Reviewed by: Public Works Director/City Engineer	Approved by: City Administrator	

ACTION REQUESTED

Motion to authorize Northern Lights Display to refurbish the holiday decorations on State Hwy 25 and Broadway Street at a total cost of \$30,283.

REFERENCE AND BACKGROUND

The current holiday decorations were purchased in 1987 and 1988 by the Chamber of Commerce. The City of Monticello, at that time, paid to add electrical receptacles and upgrade the wiring to meet code for the light poles on State Hwy 25.

After more than three decades of use, the lights need repair. Staff contacted several companies and received a quote from one interested company: Northern Lights Display in Becker, MN. The quote to refurbish all 40 fixtures is \$30,283.

There are 17 decorations on State Hwy 25 that would receive new garland, LED lights and red lanterns at a cost of \$1,009.50 each. There are 23 decorations on Broadway that would receive new garland and LED lights for \$570.50 each. Lanterns in good shape from the State Hwy 25 decorations will be repurposed to replace any bad lanterns on the Broadway decorations. Northern Lights Display has a limited supply of lanterns due to the product being discontinued which is why the plastic lanterns will be salvaged.

A Holiday Lights Committee, a committee of the Parks, Arts & Recreation Commission, reviewed options for holiday lighting and decorations as part of this process. The committee's unanimous consensus was to refurbish the existing holiday decorations and lighting.

- I. **Budget Impact:** The 2023 budget includes \$50,000 for the replacement of holidays lights which will be adequate to cover the cost of this expenditure.
- II. **Staff Workload Impact:** N/A
- III. **Comprehensive Plan Impact:** Monticello 2040 includes a Community Character, Design, and the Arts Chapter specifically focused on maintaining the City’s character. The initiative to refurbish the existing decorations aligns with the chapter’s goal to conserve existing design character and authenticity of Monticello’s traditional downtown.

STAFF RECOMMENDED ACTION

City staff and the Holiday Lights Committee recommend refurbishing the existing holiday lights and decorations.

SUPPORTING DATA

- Quote Summary Sheet

CITY OF MONTICELLO

VERBAL/WRITTEN QUOTE SUMMARY SHEET

Minimum 2 verbal or written quotes required for items/services costing at least \$1,000 but less than \$2,500.
 Minimum 3 written quotes required for items/services costing at least \$2,500 but less than \$10,000.
 No Quotes are required for items purchased through state cooperative purchasing venture.

Use this form to summarize quotes received and to select vendor for award.

Name: Mike Haaland Dept: Street Dept Phone: 763 271 3277

Signature of Person Obtaining Quotes: Mike E Haaland

Item/Service Requested: Refurbish City Holiday Decorations

Note: If you are unable to obtain required number of quotes, provide an explanation below in notes/comments.

#	Date	Vendor Name	Contact Person	Phone Number	Total \$ Amount Quoted
1	11 Jan 23 28 Feb 23	Northern Lights Display	kristina kullberg	877 974 3205	17,161.50 <u>13,121.50</u>
2					30,283.00
3	15 Feb 23	Reinders	Arik Hemquist	763 503 0200	NO QUOTE
4					
5					

Selected Vendor: Northern Lights Display

(If you are selecting other than low quote, you are required to provide written justification as to why low quote was not selected in the notes/comments section):

Notes/comments:

Approval Acknowledgement: _____ Date: _____

Attach this form and written quotes obtained to invoice. Questions may be directed to the Finance Department.