



Melanie Lammers  
Finance Director  
City of Northfield  
Northfield, Mn 55057

Re: Northfield Senior Center Reserve Request

Dear Melanie:

For the past several months, the Northfield Senior Center has been pursuing a plan to install a sign holding back-to-back digital message boards installed in front of the NCRC. The sign has been approved by the City Zoning Commission and City Council. The sign is being funded in large part from a member's donation. The sign has been ordered and is being fabricated. When it is operational, it will deliver messages about the activities of NCRC partners to the occupants of the more than 7000 vehicles that pass daily on Jefferson Parkway.

The message boards, which will be 3'8" high and 8'1" wide and installed in a casing that is 8'4" wide and 8' high, will feature red lettering on a black background. Messages will change every three minutes at first (they are permitted by ordinance to change every minute) and will be displayed during the hours that parts of the complex are open for business, i.e., not usually before 6 a.m. or after 9 or 10 p.m.

The total cost of the sign is \$34,706. The donation covers the costs of the digital display boards and the cabinet to house them- \$27, 500. The remainder is for electrical work - \$2,850, and the installation costs - \$4,639. Contractor information for these costs is enclosed.

I am making a request for \$7,489 from the Capital Reserve fund designated to the south side of the building, to be used to pay the electrical work and installation costs of the sign.

Should you need more information, please contact me at 664-3701, or [lynnepederson@nscmn.org](mailto:lynnepederson@nscmn.org).

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lynne Pederson'. The signature is fluid and cursive, with the first name 'Lynne' being more prominent than the last name 'Pederson'.

Lynne Pederson  
Director

# Proposal

Number 16914  
05/27/16  
Customer CRM009037



www.lawrencesign.com

945 Pierce Butler Route, St. Paul, MN 55104  
651.488.6711 • 651.488.6715

Senior

| Client  | Job Location  |
|---|---|
| Northfield Community Resource Center<br>1651 Jefferson Parkway<br>Northfield MN 55057 | Northfield Community Resource Center<br>1651 Jefferson Parkway<br>Northfield MN 55057 |
| REQUESTED BY: Nancy Ashmore   |   |
| Lawrence is pleased to propose the following:   |   |

| QTY | DESCRIPTION   | UNIT PRICE  | TOTAL PRICE |
|-----|---|-------------|-------------|
| 1   | QUOTE #6996-11<br>Furnish and Install 8' tall double face monument sign with LED illuminated top cabinet and Daktronics 19.8MM 3'8" x 8'1" Monochrome Red EMC displays.<br>"Building Address" copy to be 3M white vinyl applied to painted face, and copy "1651 NORTHFIELD COMMUNITY RESOURCE CENTER" to be reverse cut routed and backed with white acrylic. Quote includes footing excavation and concrete. Final electrical connection by others. 5 YEAR WARRANTY ON ALL LED LIGHTING COMPONENTS. Daktronics LED Message Centers come with a 5 year product assurance warranty, Wireless ethernet bridge radios, web based programming, and interactive web based training session. **Lawrence Sign will install building radio, additional running of internal cat 5 if needed and internal IT settings/hookups responsibility of client. | \$31,556.00 | \$31,556.00 |

PROPOSAL TOTAL: \$31,556.00

# Signage Project Budget

## COSTS

|   |                 |
|---|-----------------|
| Fabrication of (2) 3'8" x 8'1" digital display boards | \$18,685        |
| Fabrication of cabinet (8.5' x 8') to house them      | \$8,232         |
| Electrical work (to be contracted locally)            | 2,850           |
| Installation  | 4,639           |
| Permits and fees*                                     | ~300            |
| Landscaping (plantings to be handled by Garden Club)  | 000             |
| <b>Total</b>  | <b>\$34,706</b> |

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## FUNDING SOURCES

|  |                 |
|--|-----------------|
| Donation                                   | \$27,000        |
| Returned Escrow \$ from City of Northfield | <u>~500</u>     |
| <b>Total</b>                               | <b>\$27,500</b> |

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## AMOUNT TO BE RAISED

|                                 |          |
|---------------------------------|----------|
| $\$34,706 - \$27,500 = \$7,206$ | ~\$7,500 |
|---------------------------------|----------|

## SOURCES?

NSC Contingency Fund?  
NCRC Funds?  
NCRC Partner Donations?  
EDA - not eligible

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- \* Sign permit (\$50) waived by City Planner  
Building permit (~\$160)  
Electrical permit (~\$100)

## Schulz Electric, Inc.

32110 Dresden Avenue  
Northfield, MN 55057

## Estimate

Date

5/20/2016

507-645-7742    schulzelectricnorthfield@gmail.com

Name / Address

Blue Water Commercial Real Estate  
1325 Armstrong Road  
Northfield, MN 55057

Project

NCRC Building

| Description                          | Qty | Rate     | Total    |
|--------------------------------------|-----|----------|----------|
| Install Power to Sign at the NCRC    |     |          |          |
| -Directional Boar Across Parking Lot |     |          |          |
| -Install 110 Volt Power to Sign      |     |          |          |
| -Install Disconnect for Sign         |     |          |          |
| Total Labor and Material             | 1   | 2,850.00 | 2,850.00 |

We appreciate the opportunity to work with you. Anne, Mike, Kenna, Dave, Elliott, Josh, Jake, and Luke.

**Subtotal** \$2,850.00

**Sales Tax (7.125%)** \$0.00

**Total** \$2,850.00