



Board of County Commissioners Agenda Request

20

Agenda Item #

Requested Meeting Date: 3-24-26

Title of Item: Final Contract Payment Contract 20255

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: John Welle		Department: Highway Department
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: <p>Authorization by the attached resolution is requested to make final payment to Lot Pros Inc., Fergus Falls, MN in the amount of \$1,509.94 for Contract No. 20255, which included CP 001-090-044 - Bituminous Crack Sealing on CH 2, CH 12, CH 13, and CH 38.</p> <p>The final contract amount of \$150,994.20 is 4.2% above the bid amount of \$144,865.50 due to a \$5,734.50 change order to the original contract adding 1.8 of Glen Township road to the contract.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve resolution.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ 1,509.94 <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> <p>\$120,000 was budgeted for this contract in 2025. The \$5,734.50 cost of the change order has been reimbursed by Glen Township.</p>		

Contract Number: 20255
 Final Pay Request Number: 4

Project Number	Project Description
CP 001-090-044	2025 Crack Sealing CP 001-090-044

Contractor: Lot Pros Inc. P.O.Box 423 Fergus Falls, MN 56537	Vendor Number: 15335 Up To Date: 10/10/2025
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Contract Amount		Funds Encumbered	
Original Contract	\$144,865.50	Original	\$144,865.50
Contract Changes	\$5,699.00	Additional	N/A
Revised Contract	\$150,564.50	Total	\$144,865.50

Work Certified To Date	
Base Bid Items	\$145,259.70
Contract Changes	\$5,734.50
Material On Hand	\$0.00
Total	\$150,994.20

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 001-090-044	\$0.00	\$150,994.20	\$0.00	\$149,484.26	\$1,509.94	\$150,994.20

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$150,994.20	\$0.00	\$149,484.26	\$1,509.94	\$150,994.20
Percent: Retained: 0%			Percent Complete: 100.29 %		
Amount Paid this Final Pay Request: \$1,509.94					

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

 John Welle – P.E. No. 24340
 Aitkin County Highway Engineer

 Date

 Lot Pros Inc.

 Date

 Account Number

Project No. : CP 001-090-044
Final Pay Request No. : 4
Contract No.: 20255

Certificate of Final Contract Acceptance
Final Voucher Number: 4

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated _____ Signature _____ County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$150,994.20 and agrees to the amount of \$1,509.94 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Lot Pros Inc. By _____

And _____ And _____ State of ,

On This _____ Day _____, _____, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

_____ And _____, to me personally known, who, being each by me duly sworn

each did say that they are respectively the _____ and _____ of the

_____ Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

_____ and said _____ and _____

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in _____ County

Seal Expires _____ Signature _____

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Aitkin County Highway Department
1211 Air Park Drive
Aitkin, MN 56431

Contract No: 20255
Final Pay Request No. 4

**Aitkin County Highway Department
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 20255
Contractor: Lot Pros Inc.
Date Certified: 10/10/2025
Payment Number: 4

Whereas; Contract No. 20255 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Aitkin County Highway Department and authorize final payment as specified herein.

State of _____

I, _____, Aitkin County Administrator, within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At _____,

Signed By _____

Aitkin County Administrator

(SEAL)

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-06-29	\$145,259.70	\$7,262.99	\$137,996.71
2	2025-07-17	\$5,734.50	\$286.72	\$5,447.78
3	2025-08-12	\$0.00	(\$6,039.77)	\$6,039.77
4	2025-10-10	\$0.00	(\$1,509.94)	\$1,509.94

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 001-090-043		\$150,994.20	\$0.00	\$149,484.26	\$1,509.94	\$150,994.20

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
Local	Local - Maintenance	\$1,509.94	\$150,564.50	\$144,865.50	\$150,994.20

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
CP 001-090-044	1	2025-06-29	\$145,259.70	\$7,262.99	\$137,996.71
CP 001-090-044	2	2025-07-17	\$5,734.50	\$286.72	\$5,447.78
CP 001-090-044	3	2025-08-12	\$0.00	(\$6,039.77)	\$6,039.77
CP 001-090-044	4	2025-10-10	\$0.00	(\$1,509.94)	\$1,509.94

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 001-090-044	CP 001-090-043	\$150,994.20	\$0.00	\$149,484.26	\$1,509.94	\$150,994.20

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CP 001-090-044	Local	\$1,509.94	\$150,564.50	\$144,865.50	\$150,994.20

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 001-090-044	1	2021.501	MOBILIZATION	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	2	2331.619	SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$100.00	653.7	0	\$0.00	657.42	\$65,742.00
CP 001-090-044	3	2563.601	TRAFFIC CONTROL	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	4	2021.501	MOBILIZATION	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	5	2331.619	SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$120.00	29.6	0	\$0.00	30.43	\$3,651.60

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 001-090-044	6	2563.601	TRAFFIC CONTROL	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	7	2021.501	MOBILIZATION	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	8	2331.619	SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$100.00	284.6	0	\$0.00	286.04	\$28,604.00
CP 001-090-044	9	2563.601	TRAFFIC CONTROL	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	10	2021.501	MOBILIZATION	LS	\$500.00	1	0	\$0.00	1	\$500.00
CP 001-090-044	11	2331.619	SEAL BITUMINOUS PAVEMENT CRACKS	RDST	\$135.00	322.1	0	\$0.00	320.46	\$43,262.10
CP 001-090-044	12	2563.601	TRAFFIC CONTROL	LS	\$500.00	1	0	\$0.00	1	\$500.00
Base Bid Totals:								\$0.00		\$145,259.70

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
CP 001-090-044	CSAH 38	\$0.00	\$44,262.10
CP 001-090-044	CSAH 2 from TH 47 to TH 65	\$0.00	\$66,742.00
CP 001-090-044	CSAH 13	\$0.00	\$29,604.00
CP 001-090-044	CSAH 12 from TH 47 to US Hwy 169	\$0.00	\$4,651.60

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To date	Amount To date
CP 001-090-044	CO1	13	2021.501 MOBILIZATION (LS)	\$500.00	1	\$500.00	ITM	0	\$0.00	1	\$500.00
CP 001-090-044	CO1	14	2331.619 SEAL BITUMINOUS PAVEMENT CRACKS (RDST)	\$50.00	93.98	\$4,699.00	ITM	0	\$0.00	94.69	\$4,734.50
CP 001-090-044	CO1	15	2563.601 TRAFFIC CONTROL (LS)	\$500.00	1	\$500.00	ITM	0	\$0.00	1	\$500.00
Contract Change Totals:									\$0.00		\$5,734.50

Contract Change Totals			
Number	Description	Effective Date	Amount
1	The engineer requested that the contractor seal cracks on three Glen Township roads - 280th Street, 315th Avenue, and 292nd Street for a total of approximately 93.98 road stations. The contractor agreed to perform the mobilization, crack sealing, and traffic control for the unit prices shown below.	07/11/2025	\$5,699.00

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Total					\$150,994.20	
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Resolution #20260324-xxx Final Contract Payment Contract 20255

WHEREAS, Contract No. 20255 has been completed, and the County Board being fully advised in the premises.

NOW THEREFORE BE IT RESOLVED, that the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Lot Pros Inc. in the amount of \$1,509.94.

Adopted this 24th Day of March, 2026 By The Aitkin County Board of Commissioners.

Attest:

J. Mark Wedel
County Board Chair

David J. Minke, County Administrator
Clerk to the County Board

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**