



**AGENDA
REBRANDING
MAPLE PLAIN CITY HALL
October 20, 2025
4:15 PM**

1. DISCUSSION

- A.** Quarterly Newsletter
- B.** Monument Discussion

2. FUTURE WORKSHOP TOPICS

- A.** Budget and Initial Designer Discussion
- B.** Designer Concepts
- C.** Final Drawings
- D.** Design Edits
- E.** Permitting and Installation



Executive Summary

City Council – Rebranding Committee

AGENDA ITEM:	Quarterly Newsletter
PREPARED BY:	Kevin Larson – Assistant City Administrator
RECOMMENDED ACTION:	Discussion & Decision

Topics: Initial Timeline

Description	Date Needed
Template design feedback	10/22/2025
Final design	10/31/2025
Content To designer	11/26/2025
Final version to printer	12/15/2025
Receive from printer	12/29/2025
Sent to post office	1/2/2026

Directionally, to account for holidays, adhering to this timeline will ensure success for the January edition of the Quarterly newsletter. Note, for future editions of the newsletter the timelines won’t be as long.

Templates

The newsletter designer provided us with 3 template versions to review. Anything and everything is up for discussion. The committee can make alterations as it chooses.

Direction needed:

Staff is seeking committee discussion to provide feedback on the design of the newsletter.

Exhibit Reference Documents

- A. Design Template 1
- B. Design Template 2
- C. Design Template 3



NOVEMBER 2025

Volume#

Issue #

HIGHLIGHTS

Fall Reminders	2
Voter Registration	4
Public Works	5
Winter Parking	6
Community Events	7
Parks & Recreation	7
Directory	8
Parks & Recreation	7
Directory	8

COMMUNITY CALENDAR

OCT 6	MPFD Open House
OCT 6	Council Chat - Rochelle Arvizo
OCT 25	Trunk-or-Treat
NOV 10	Council Chat - Andrew Burak
NOV 10	Public Hearing for Delinquent
NOV 11	Veterans Day
NOV 27/28	Thanksgiving *
DEC 1	Truth in Taxation Hearing
DEC 6	View Santa
DEC 24	City Offices Close at noon
DEC 25	Christmas
JAN 1	New Year's Day *

* City Offices Closed



Maple Plain and Kwik Trip Break Ground!

Each year, on the first Saturday of June, the Orono Rotary hosts the Party in the Park at Veterans Memorial Park in Maple Plain. A portion of the funds raised are donated to the City of Maple Plain for future improvements at Veterans Memorial Park. On September 22nd, the Orono Rotary made this year's donation official. President Paul Affeldt and Treasurer Dave Shaughnessy from the Orono Rotary presented the City Council with a donation of \$12,000.



Orono Rotary Donates to Park Improvements

Each year, on the first Saturday of June, the Orono Rotary hosts the Party in the Park at Veterans Memorial Park in Maple Plain. A portion of the funds raised are donated to the City of Maple Plain for future improvements at Veterans Memorial Park.

Mayor's Message

Section 1, Item A.

In the wake of recent tragedies, school shootings, political violence, and the growing tide of hateful and divisive rhetoric, our hearts are heavy, and fear is widespread. Yet I believe that even in heartbreak, there is power. Broken hearts can be a catalyst for healing and transformation, one person and one act of kindness at a time.



Now more than ever, we must step away from our screens and engage in courageous, face-to-face conversations, especially with those whose views differ from our own. No one should live in fear because of their beliefs. As your Mayor, I don't take sides. I strive to embrace change, listen deeply, and understand diverse perspectives, and I can continue to do that while remaining true to my core values.

We've come together through heartbreak and hardship before, and I believe we can do it again. In times of tragedy, we've shown what it means to be united, offering support, extending grace, and standing shoulder to shoulder. I encourage each of you to tap into that same compassion and empathy that I know lives within all of us. It's in those moments of connection that understanding begins.

We've come together through heartbreak and hardship before, and I believe we can do it again. In times of tragedy, we've shown what it means to be united, offering support, extending grace, and standing shoulder to shoulder.

Let us not allow today's challenges to divide us further. May our compassion be as natural and visible as our strength.

Together, we are better.

Mayor Julie Maas-Russke



Election Day is November 4

Voter registration is available at the Clerk's Office during regular business hours. To register to vote you must be 18 years old, or citizens who are 17 years old and will turn 18 on or before the date of the next General or Consolidated Election, are qualified to vote, and you must be a resident of your precinct 30 days prior to Election Day.

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Delano Senior Center

The Delano Senior Center is open to everyone, regardless of age or where you live! They offer a wide variety of services designed to enrich your life and connect you with others. Our programs include educational workshops, daily lunch served at noon, exercise classes to help you stay active, and special-interest groups where you can explore hobbies and passions. We also have games and activities for social fun, as well as day trips around the region to keep things exciting. Looking to give back? There are plenty of volunteer opportunities available. Whether you're here to learn, socialize, or get involved in the community, we have something for everyone. Stop by today to discover how you can join in, or call us at (763) 972-0574 for more information!





MAPLE PLAIN AND KWIK TRIP BREAK GROUND!

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Mayor Julie Maas-Kusske



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FALL HIGHLIGHTS

Fall Reminders	2
Voter Registration	4
Public Works	5
Winter Parking	6
Parks & Recreation	7
Public Works	7
Winter Parking	8

MAYOR

Julie Maas-Kusske
W: 763-479-0515 X 4

1489 Three Oaks Avenue
juliemaaskusske@mapleplainmn.gov

CITY COUNCIL

Mike DeLuca
M: 612-801-5533

5825 Maple Ridge Drive
mikedeluca@mapleplainmn.gov

Connie Francis
M: 612-554-6193

1445 Halgren Road
conniefrancis@mapleplainmn.gov

Andrew Burak
M: 612-221-6578

1684 Perkins Lane
andrewburak@mapleplainmn.gov

Rochelle Arvizo
H: 507-259-4010

5765 Main Street West
rochellearvizo@mapleplainmn.gov



**PARK
OPENING**

NOVEMBER

11

**HOLIDAY
PARADE**

NOVEMBER

30

**MAPLE PLAIN
OPEN
HOUSE**

DECEMBER

11

NOVEMBER
2025

Section 1, Item A.



MAPLE PLAIN AND KWIK TRIP BREAK GROUND!

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DETAILS PAGE **3**



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VOLUME: THREE ISSUE: THREE

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Together, we are better.

Mayor Julie Maas-Kusske



Executive Summary

City Council – Rebranding Committee

AGENDA ITEM: Monument Signage

PREPARED BY: Kevin Larson – Assistant City Administrator

RECOMMENDED ACTION: Discussion & Decision

Topics:

Park Signage Direction

A recommendation was made to revisit the park signage design. The proposal suggests using a smaller-scale sign featuring only the City logo (similar to the City of Minnetrista example shown in Exhibit A), with an additional sign placed below it identifying the specific park name (e.g., Rainbow Park, Pioneer Park, Tot Lot). The floor would be open to discuss the design direction for the parks.

Monument RFP

We submitted a mockup (Exhibit B) for additional providers to bid for the project. We received 4 additional bids to review. For review, we have Bolton & Menk, Indigo Signs, Signs Now, Impression Sign, Image 360, and Scenic Sign.

Quote overview

Provider	Design	East bound Entrance	West bound Entrance / CR 19	Parks	Reface Electric Sign	Installation	Removal / disposal of existing sign	Total
Bolton & Menk	\$ 22,200	\$ 50,000	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ -	\$ 212,200
Indigo Signs	\$ -	?	?	?	\$ -	\$ -	\$ -	\$ 148,690
Signs Now	\$ -	\$ 29,281	\$ 49,840	\$ 49,840	\$ -	\$ 17,515	\$ -	\$ 146,476
Impression Sign	\$ -	\$ 28,500	\$ 49,500	\$ 42,400	\$ -	\$ -	\$ 2,400	\$ 122,800
Image 360	\$ -	\$ 31,757	\$ 50,951	\$ 39,841	\$ -	\$ -	\$ -	\$ 122,549
Scenic Sign	\$ -	\$ 25,925	\$ 47,490	\$ 39,990	\$ 2,655	\$ -	\$ -	\$ 116,060

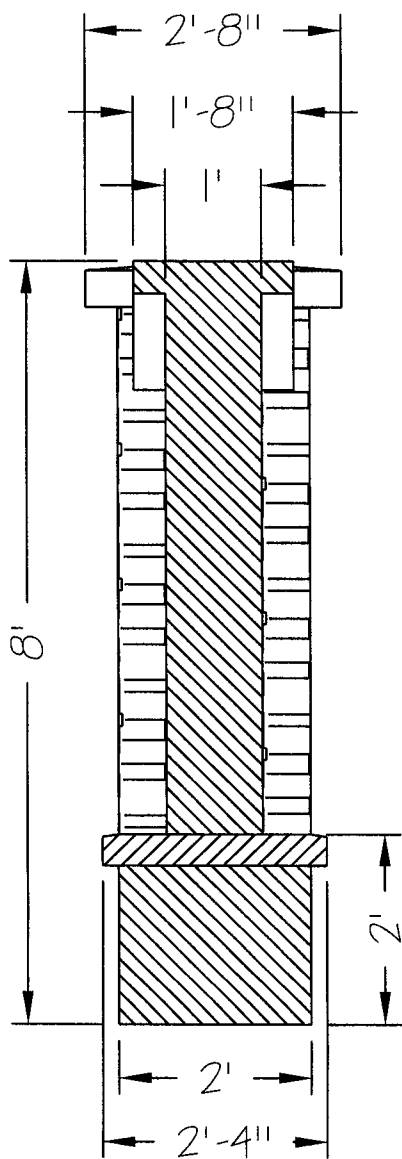
Direction needed:

Staff is seeking committee discussion regarding the direction of the design of the park signs and the selection of a provider for the monument design and installation project.

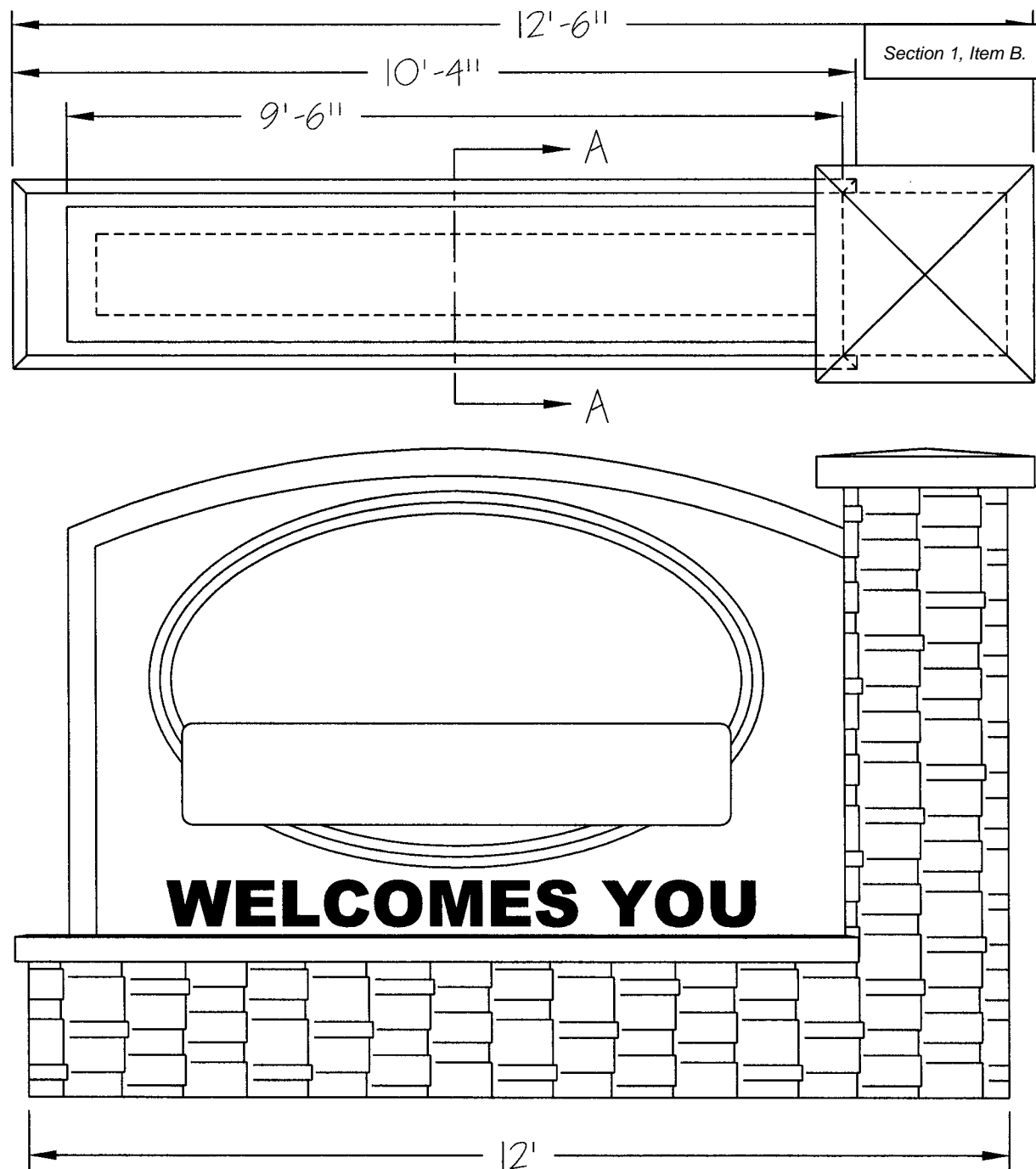
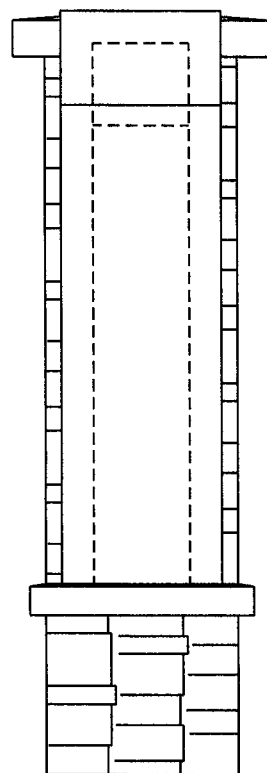
Exhibit Reference Documents

- A. City of Minnetrista Signage
- B. Mockup
- C. Scenic Sign Corp. Proposal
- D. Bolton & Menk Proposal
- E. Indigo Sign Proposal
- F. Signs Now – Plymouth Proposal
- G. Impression Signs and Graphics Proposal
- H. Image360 Woodbury Proposal



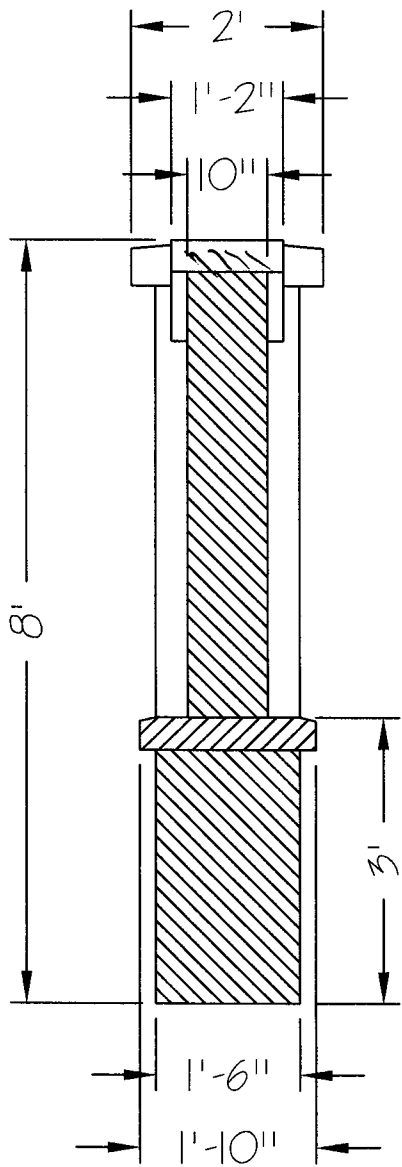


SECTION A-A

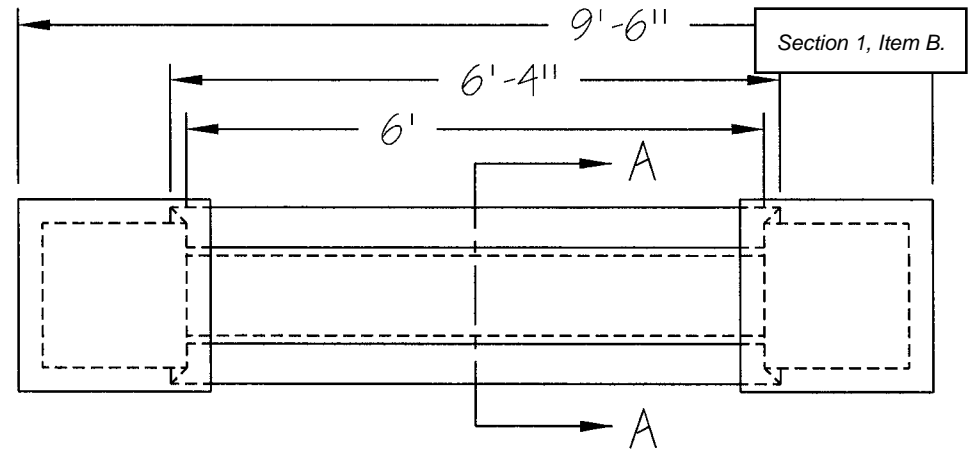
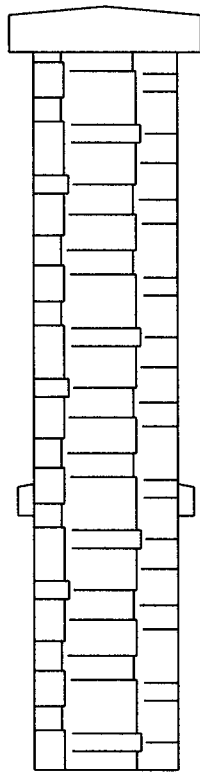


MONUMENT EASTBOUND MAPLE PLAIN

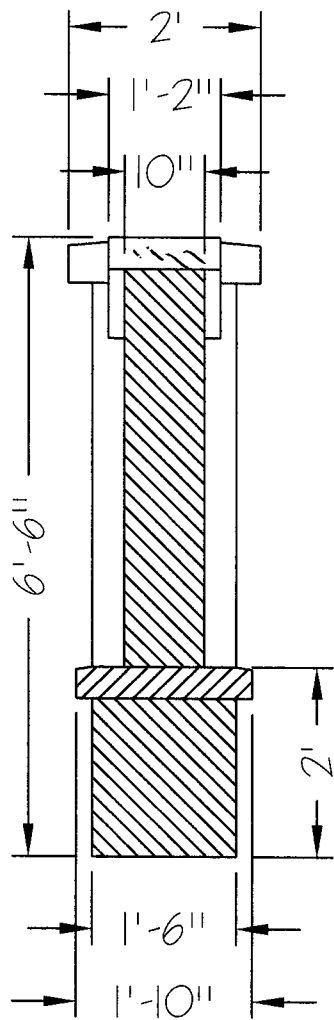
FOR ESTIMATION ONLY-NOT FOR PRODUCTION SCALE 1/2" =



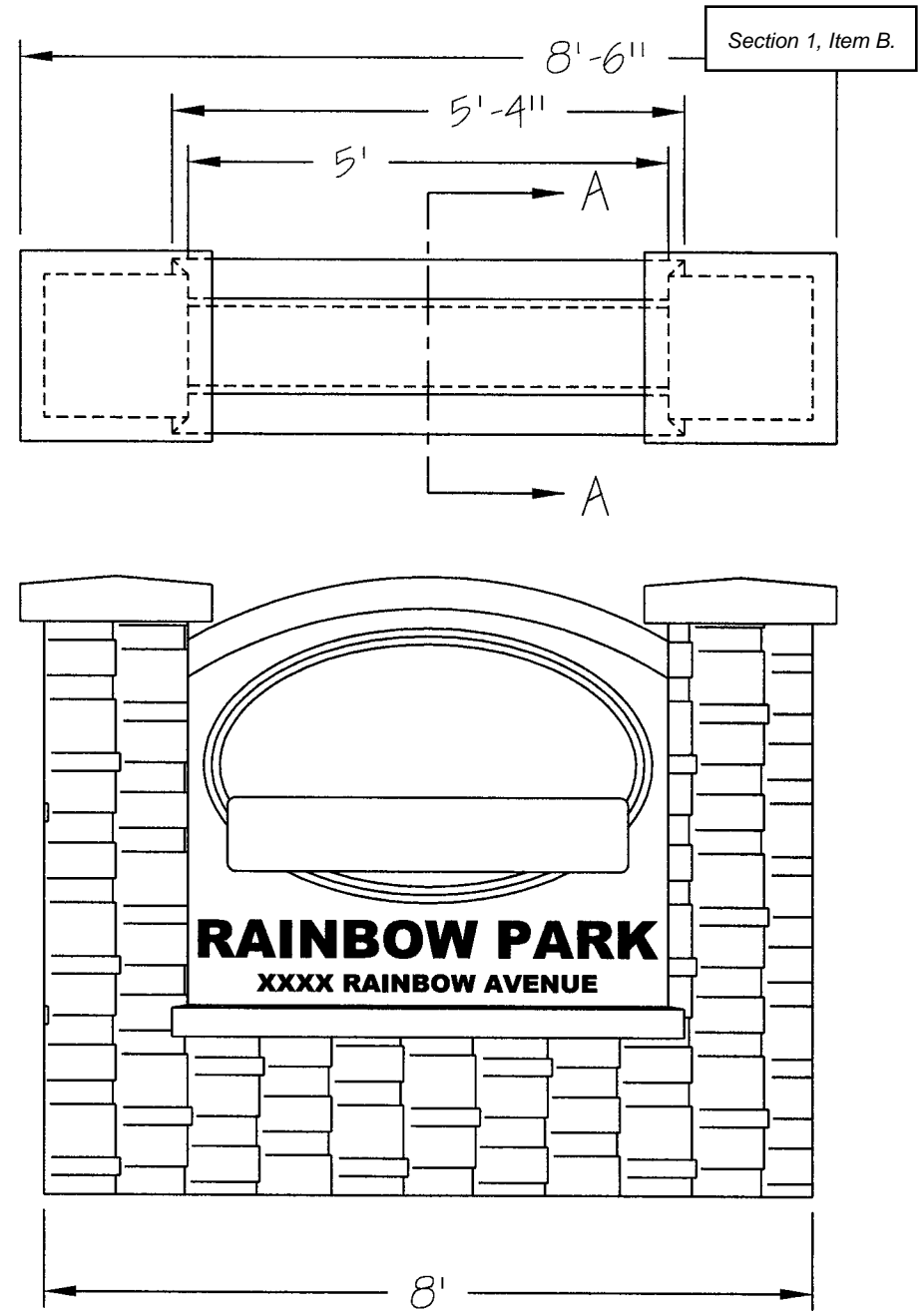
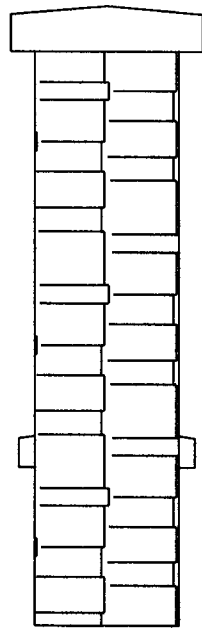
SECTION A-A



MONUMENT WESTBOUND MAPLE PLAIN and County Road 19
 FOR ESTIMATION ONLY-NOT FOR PRODUCTION SCALE 1/2" =



SECTION A-A



MONUMENT RAINBOW/ BRYANTWOOD MAPLE PLAIN
FOR ESTIMATION ONLY-NOT FOR PRODUCTION SCALE 1/2" = 1'



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

PROPOSAL

Section 1, Item B.

Proposal #: 32268

Proposal Date: 09/17/25
Customer #: 3525
Page: 1 of 4

SOLD TO:	JOB LOCATION:
CITY OF MAPLE PLAIN 5050 INDEPENDENCE ST MAPLE PLAIN MN 55359	CITY OF MAPLE PLAIN 5050 INDEPENDENCE ST MAPLE PLAIN MN 55359 REQUESTED BY: KEVIN

SCENIC SIGN CORPORATION (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #45464 PROVIDE/INSTALL NEW EAST ENTRANCE MONUMENT SIGN BASED ON DRAWINGS VERSION 3 FOR THIS LOCATION. THIS IS A NON LIT SIGN.	\$25,925.00	\$25,925.00
1	QUOTE #45465 PROVIDE/INSTALL NEW WEST ENTRANCE MONUMENT SIGN BASED ON DRAWINGS VERSION 3 FOR THIS LOCATION. THIS IS A NON LIT SIGN.	\$23,745.00	\$23,745.00
1	QUOTE #45466 PROVIDE/INSTALL NEW PARKS ENTRANCE MONUMENT SIGN BASED ON DRAWINGS VERSION 3 FOR THIS LOCATION. THIS IS A NON LIT SIGN.	\$19,995.00	\$19,995.00
1	QUOTE #44816 REFACE EXISTING CITY SIGN AT FIRE DEPARTMENT WITH THE NEW CITY LOGO.	\$2,655.00	\$2,655.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER.

THIS PRICE DOES NOT INCLUDE PRIMARY ELECTRICAL SUPPLY AND CONNECTION. PERMIT AND ENGINEERING FEES AS REQUIRED BY GOVERNMENT WILL BE ADDED AS WELL AS PROCUREMENT FEE. SALES TAX IS INCLUDED IN MOST CASES, SALES TAX WILL BE ADDED ON PRODUCTS PICKED UP AT OUR PLANT, INSTALLED BY OTHERS AND SOME ITEMS DEEMED "REMOVABLE" BY STATE LAW (BANNERS, VINYL APPLICATIONS, ETC.) TAX WILL BE CHARGED TO EXEMPT ENTITIES UNLESS A "CERTIFICATE OF EXEMPTION" IS PROVIDED AT THE TIME OF CONTRACT EXECUTION.

A FEE FOR DISPOSAL OF HAZARDOUS WASTE CONTAINED IN SIGNS AND MATERIALS REMOVED FROM CUSTOMER'S PROPERTY WILL BE ADDED TO THE FINAL INVOICE.

LED WARRANTY: OUR PREFERRED LED PRODUCT LINE IS HANLEY BRAND. HANLEY LEDS ARE WARRANTED FOR TEN (10) YEARS PARTS AND LABOR, HANLEY POWER SUPPLIES ARE WARRANTED FIVE (5) YEARS PARTS AND LABOR, SLOAN BORDER LIGHTING PRODUCTS

COMPANY INITIALS _____

CUSTOMER INITIALS _____

Proposal #: 32268

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BOX 881 ST. CLOUD MN 56302 (320) 252-9400

(LEDSTRIPE, COLORLINE, FLEXIBRITE) ARE WARRANTED FIVE (5) YEARS PARTS AND LABOR. SEE SECTION 3 BELOW FOR OUR STANDARD WARRANTY ON ALL OTHER PRODUCTS AND SERVICES.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 15 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

TERMS AND CONDITIONS

1. This proposal is made for specially constructed equipment and when accepted is not subject to cancellation. Company shall not be responsible for errors in plans, designs, specifications or drawings furnished by PURCHASER or for defects caused thereby.
2. A. The company agrees to secure all necessary governmental permits. The purchaser agrees to secure all necessary permits from the building owner and/or others whose permission is required for the installation of this display and they assume all liability with regard to same and all liability, public and otherwise, for damages caused by the display or by reason of it being on or attached to the premises. Purchaser agrees to secure all necessary permission for use of all registered trademarks or copyrights used on the display.
2. B. All necessary electrical wiring, outlets and connections to the display from the building meter and/or fuse panel will be properly fused and installed, at the expense of the Purchaser.
2. C. INSTALLATION PRICES QUOTED ARE SUBJECT TO REVISION WHERE EXCESS ROCK OR OTHER UNFORESEEABLE FOUNDATION CONDITIONS ARE ENCOUNTERED; ADDITIONAL CHARGES WILL BE INCURRED IF THESE CONDITIONS EXIST. THE COMPANY (SCENIC SIGN) CAN NOT BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO LAWN AND OR LANDSCAPPING WHILE GAINING ACCESS TO SIGN. THOSE REPAIRS AND COSTS ARE THE RESPONSIBILITY OF THE PURCHASER
2. D. ALL PRIVATE UNDERGROUND UTILITIES IN THE AREA OF EXCAVATION ARE TO BE MARKED BY THE CUSTOMER, AT THEIR EXPENSE, PRIOR TO EXCAVATION. SCENIC SIGN CORPORATION SHALL NOT BE HELD RESPONSIBLE FOR DAMAGES RELATED TO THE STRIKING OF ANY UNMARKED PRIVATE UTILITIES, OR DAMAGES TO ANY PERSON, BUSINESS OR PROPERTY AS A RESULT OF THIS EXCAVATION, INCLUDING BUT NOT LIMITED TO ELECTRICAL, IRRIGATION, GAS, SURVEILLANCE OR ANY OTHER UNDERGROUND UTILITY.
3. Company warrants the display against defective workmanship in construction and assembly for one (1) year from date of shipment or installation, if installation is made by Company. Additionally, Company will replace defective components manufactured by others for one (1) year from date of shipment or installation by Company, unless specifically stated otherwise, for normal labor and travel charges only. Any part found by Company to be defective due to faulty workmanship or materials, if returned prepaid, within the warranty period, will be repaired or replaced f.o.b. point of production. Company shall not be liable for any damages or losses other than the replacement of such

COMPANY INITIALS _____

CUSTOMER INITIALS _____

PROPOSAL

Section 1, Item B.

Proposal #: 32268

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BOX 881 ST. CLOUD MN 56302 (320) 252-9400

defective work or material. Whenever there is any circumstance on which a claim might be based, Company must be informed immediately or the provisions of this warranty are voided.

4. Any items not shipped or installed on or before 60 days from contract date will be invoiced in full at the designated unit price, and PURCHASER hereby agrees to pay said invoice per above items. It is agreed that storage charges shall accrue at the rate of one percent (1%) per month of the price of the display commencing at the end of said 60-day period. Company, at its option, may invoice each item called for in the proposal separately upon completion, or, if for reasons beyond its control completion is delayed, it may invoice for that portion of the work completed during any given month. Under no condition, will any item be held beyond 60 days after completion. In the event that size and weight of any item prohibits storage by Company on its own property, Purchaser must make arrangements for shipments immediately upon completion.

5. Payment for items purchased under the terms of the contract will be made on receipt of invoices submitted. In the event payment is not made as agreed, PURCHASER agrees to pay a service charge on past due amounts from the times they are due, thirty (30) days from invoice date, at the rate of one and one half percent (1½%) per month. In the event this contract is placed for collection or if collected by suit or through any Court, reasonable attorneys' fees shall be added.

6. All applicable taxes payable under the laws of the State of Minnesota will be added when required. Taxes due in other states may be additional as noted in the specifications section of this document. In "real property" installations (free standing and wall signs for example) sales tax is included, in "tangible" installations (temporary or interior signs) sales tax will be added as required by Minnesota state tax law.

7. Company will not be responsible for delays in shipments caused by delays created by supplies or transportation services or by labor disputes or due to any other circumstances beyond its control.

8. Title to all unincorporated materials and property covered by this contract shall remain in and be the property of the Company until the purchase price is paid in full. The Company reserves the right to enter any job site and reclaim all materials or property used or intended to be used in this construction of said equipment in the event of default by Purchaser, including, but not limited to, payment of any amounts due and payable in accordance with terms of this contract. The Company retains a security interest in the materials and equipment whether or not incorporated into a project or realty until the Company has been paid in full, notwithstanding the manner in which the personal property has been annexed or attached to the realty. The Purchaser agrees to execute appropriate Commercial Code forms to provide to the Company a Perfected security interest.

9. It is agreed that this contract shall be construed according to the laws of the State of Minnesota.

10. When this contract is signed by a duly authorized person of each party, all provisions contained herein become integral parts of this contract, and there is no other agreement or understanding of any nature concerning same unless such agreement or understanding, if any, is specifically incorporated here by reference.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY; ONCE SIGNED THIS PROPOSAL WILL EXPIRE AFTER 30 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: _____

DATE: _____

COMPANY INITIALS _____

CUSTOMER INITIALS _____

PROPOSAL

Section 1, Item B.

Proposal #: 32268

Proposal Date: 09/17/25
Customer #: 3525
Page: 4 of 4



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

ACCEPTED BY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

COMPANY INITIALS _____

CUSTOMER INITIALS _____

Uniquely Innovative Signs

WWW.SCENICSIGN.COM

PO Box 881
St. Cloud, MN 56302

320 5th Ave. NE
Fargo, ND 58078

(320)-252-9400

1-800-486-8517

DRAWING DETAILS

SIGN TYPE:
MONUMENT

SALESMAN:
DARYL KIRT

LOCATION:
MAPLE PLAIN, MN

DATE:
9/11/25

DESIGNER:
BRET SCHWINGHAMMER

SCALE:
1/2" = 1'

WO#:
N/A

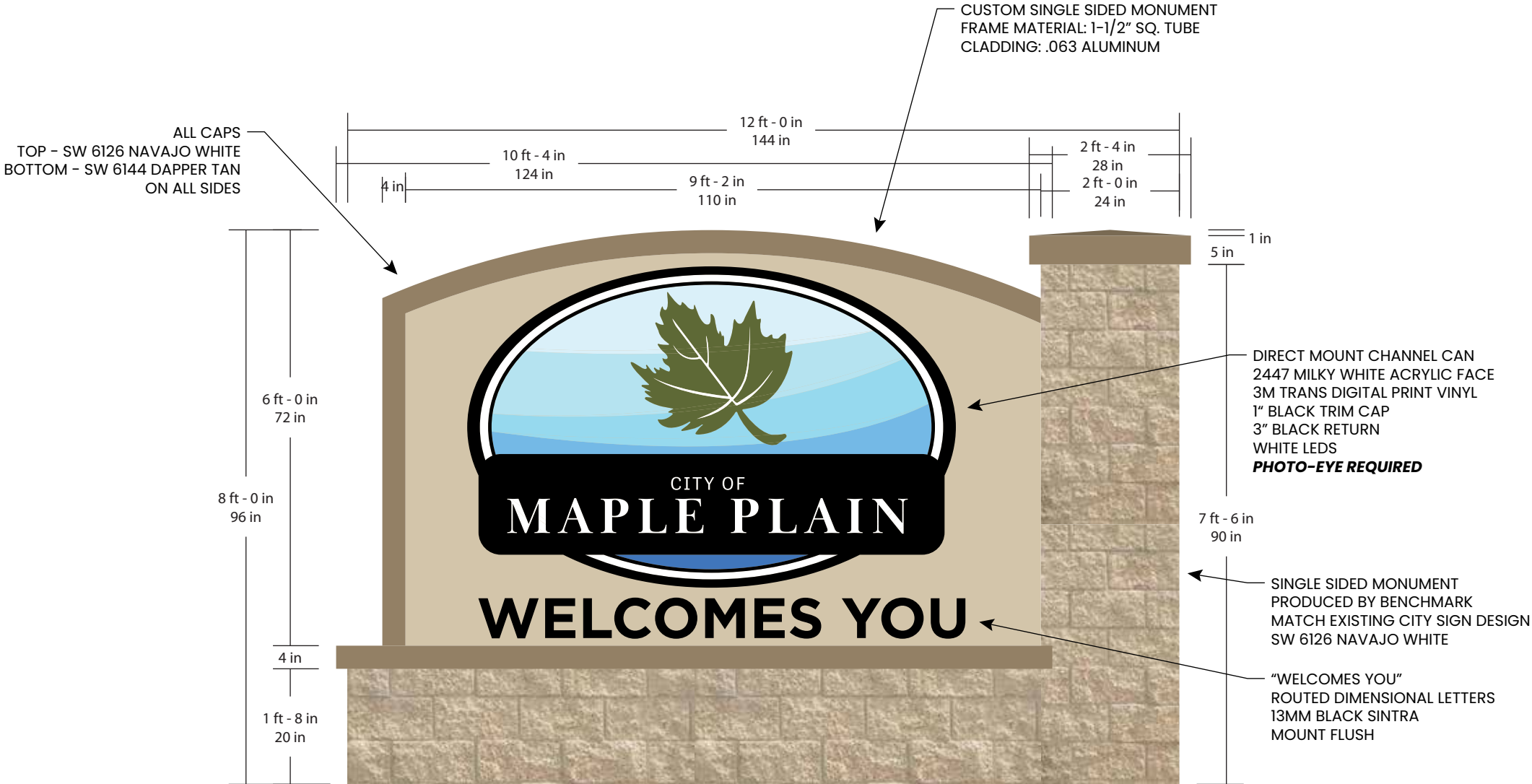
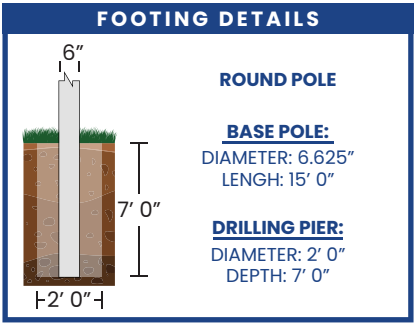
PAGE 1 / 2

APPROVAL:

All original designs are exclusive property of Scenic Sign Corp.

LEGAL NOTES

The client warrants that the subject matter to be printed is not copyrighted by a third party. The client also recognizes that because subject matter does not have to bear a copyright notice in order to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. The client further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties, the client agrees to indemnify and hold Scenic Sign harmless for all liability, damages and attorney's fees that may be incurred in any legal action connected with infringement involving the work production of provider.



Uniquely Innovative Signs
WWW.SCENICSIGN.COM

PO Box 881
St. Cloud, MN 56302
(320)-252-9400

320 5th Ave. NE
Fargo, ND 58078
1-800-486-8517

DRAWING DETAILS

SIGN TYPE:
MONUMENT

SALESMAN:
DARYL KIRT

LOCATION:
MAPLE PLAIN, MN

DATE:
9/11/25

DESIGNER:
BRET SCHWINGHAMMER

SCALE:
3/4" = 1'

WO#:
N/A

PAGE 2 / 2

APPROVAL:

All original designs are exclusive property of Scenic Sign Corp.

LEGAL NOTES

The client warrants that the subject matter to be printed is not copyrighted by a third party. The client also recognizes that because subject matter does not have to bear a copyright notice in order to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. The client further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties, the client agrees to indemnify and hold Scenic Sign harmless for all liability, damages and attorney's fees that may be incurred in any legal action connected with infringement involving the work production of provi



AFTER - NOT TO SCALE - DAY VIEW



BEFORE - NOT TO SCALE

AFTER - NOT TO SCALE - EVENING VIEW

DRAWING DETAILS

SIGN TYPE:
MONUMENT

SALESMAN:
DARYL KIRT

LOCATION:
MAPLE PLAIN, MN

DATE:
9/11/25

DESIGNER:
BRET SCHWINGHAMMER

SCALE: 3/4" = 1'
WO#: N/A

PAGE 1 / 2

APPROVAL:

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SALESMAN:
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AFTER - NOT TO SCALE - DAY VIEW



BEFORE - NOT TO SCALE

AFTER - NOT TO SCALE - EVENING VIEW

DRAWING DETAILS

SIGN TYPE:
POST & PANEL

SALESMAN:
DARYL KIRT

LOCATION:
MAPLE PLAIN, MN

DATE:
9/11/25

DESIGNER:
BRET SCHWINGHAMMER

SCALE: 1/2" = 1'
WO#: N/A

PAGE 1 / 1

APPROVAL:

All original designs are exclusive property of Scenic Sign Corp.

LEGAL NOTES

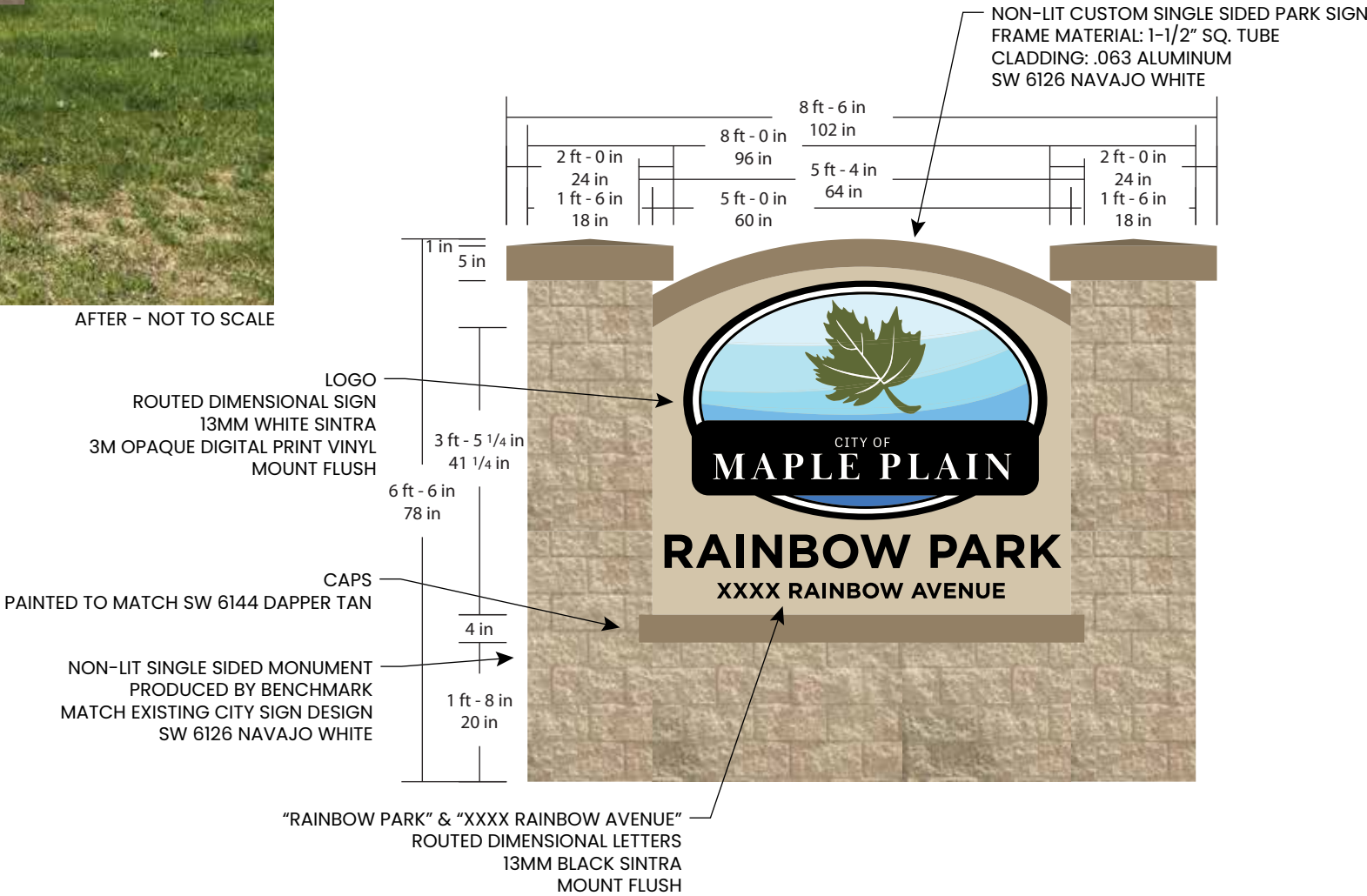
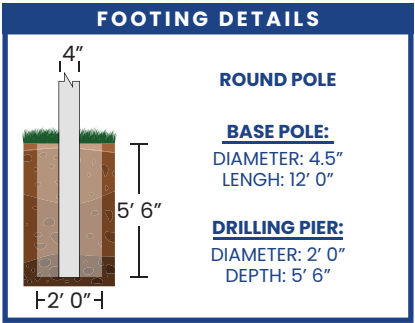
The client warrants that the subject matter to be printed is not copyrighted by a third party. The client also recognizes that because subject matter does not have to bear a copyright notice in order to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. The client further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties, the client agrees to indemnify and hold Scenic Sign harmless for all liability, damages and attorney's fees that may be incurred in any legal action connected with infringement involving the work production of provider.



AFTER - NOT TO SCALE



BEFORE - NOT TO SCALE





Real People. Real Solutions.

3300 F
Section 1, Item B.

Plymouth, MN 55447

Phone: (763) 544-7129
Bolton-Menk.com

July 23, 2025

Kevin Larson
Assistant City Administrator
City of Maple Plain
5050 Independence Street
Maple Plain, MN 55359

RE: Design and Installation for Welcome and Park Monument Signs

Dear Kevin:

Bolton & Menk, Inc. is pleased to present our proposal for professional design and construction administration/permitting services related to the Welcome and Park Monument Signs project.

The attachments define our proposed scope of services and proposed fees for the proposed services. We prepared this information based on your request for proposals dated July 3rd, 2025.

We appreciate this opportunity to work with you for the successful completion of your project. Please review the attached documents and contact me at 952-540-7403 or email at Joel.Odens@bolton-menk.com if you have questions or concerns.

Thank you for considering Bolton & Menk, Inc. for your design and construction administration needs.

Sincerely,
Bolton & Menk, Inc.

Joel Odens, PLA, LEED AP
Landscape Architect Project Manager

APPROACH

The City of Maple Plain can be assured the Bolton & Menk team will provide outstanding technical deliverables, exceptional leadership in guiding staff through the design decision making process, and superior project management in a timely and cost-effective manner. The detailed work plan outlines tasks we believe can both meet the goals described in the RFP and be achieved within the anticipated project budget. We have a talented and focused staff who enjoy creating unique and meaningful civic amenities. During the project, our goal is to function as an extension of the city, working closely and alongside staff and stakeholders. Please see Page 8 for our detailed schedule.

Meetings and Project Coordination

Bolton & Menk will lead the City of Maple Plain through a cooperative effort to arrive at community signage standards that are technically feasible, economically viable, and compatible with city identity and branding. Our focused but flexible approach places great emphasis on being proactive, transparent, and open-minded.

This approach includes a well-organized design process supported by open communication between client and consultant. This includes regular virtual meetings to review design progress with city staff, as well as in-person board meetings to present signage concepts and solicit feedback from elected officials and the public:

- **Project Kickoff/Scoping Meeting (meeting #1)** — Upon award of the contract, we will schedule a meeting with city staff to review the scope and schedule and set project expectations. This may include a discussion of additional services related to construction documentation and administration assistance to help ensure successful implementation of the larger, structural monument sign types.
- **Regular Coordination Meetings (3 Virtual)**—A one-hour, virtual coordination meeting will be held monthly via Microsoft Teams to review the design progress with city staff following the submission of design deliverables.
- **Public Board Meetings (meeting #2)**—At the direction of city staff, we will travel to Maple Plain for an in-person public board meeting to solicit design feedback from elected officials and

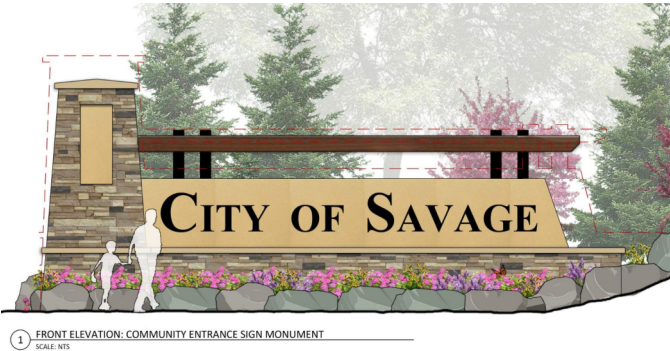
other stakeholders. We assume this meeting will be two hours long and may require Bolton & Menk to prepare display boards or a digital presentation.

Preliminary Design

After the project kickoff and schedule discussion, we will prepare a draft style guide to provide a framework for signage theming, including standard materials, text styles, and symbology. This will include review of applicable sign design standards and ordinances from the Manual on Uniform Traffic Control Devices (MUTCD), Americans with Disabilities Act (ADA), National Park and Recreation Association (NPRA), and the City of Maple Plain.

Preliminary sketches of two primary family sign types (welcome monument signs and park monument signs) will then be developed to explore two thematic options for comparison in each sign type.

This will be packaged into a preliminary design deliverable in PDF format and emailed to city staff prior to meeting #2, where the goal of that meeting will be to select a preferred signage theme.



Final Design

Once the preferred theme is determined, we will refine and expand the preliminary design sketches to create a draft community sign guide document. The community signage design guide will include scaled color elevation illustrations, annotated with key dimensions and material labels and specification notes to inform fabrication. The intent of these drawings is to convey style guide standards and design intent for each sign type, rather than full construction detailing for fabrication.

The draft family concept boards will be packaged and

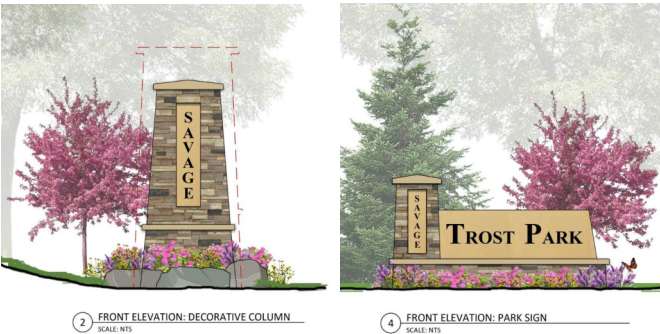
delivered in PDF format to city staff prior to meeting #3 for review and to aid in finalizing a preferred concept.

Bolton & Menk will compile and incorporate comments from both previous meetings of the Welcome and Park Monument Signs for review and final comment. Upon final approval, we will submit the final PDF deliverable along with original artwork files in Adobe Illustrator, InDesign, or AutoCAD format. These vector-based drawing files will be full scale and may be shared with printers and sign fabricators.

Additional Services for Consideration

Based on our experience with community signage projects, we have found the following tasks helpful for city budget planning and implementing the community signage. These items are not included in the base scope; the fee can be negotiated for inclusion if desired by city staff:

- Topographical survey of all signage areas.
- Full structural design, specifications, and stamped drawings for foundations and signage cabinets or other custom above-grade structures
- Full electrical and lighting design, specifications, and stamped drawings for lighted elements and controls
- Site-specific graphic design not included in the base scope (kiosk maps, interpretive panels, etc.)
- Public engagement process, meetings, or events



DESCRIPTION OF COMPANY

Company Background

We believe all people should live in safe, sustainable, and beautiful communities. We take pride in our ability to make that happen and it's why we get out of bed every morning.

The Bolton & Menk planning and urban design staff help clients plan and design their future. Rooted in skilled technical analysis, visionary yet practical insights, and intentionally inclusive public engagement, our team facilitates community-centered consensus for buildable, sustainable solutions. Bolton & Menk helps solve multifaceted problems with technical, regulatory, funding, and community expertise. We deliver plans and designs for projects that transcend expectations.

Our planning, placemaking and policy practice area focuses on delivering innovative solutions for master plans, small areas, districts, transit-oriented development, corridors, private development feasibility, parks, trails, and placemaking. Alongside our expertise in transportation, water resources, funding, project communication, and related services, we offer a comprehensive approach for communities looking to make their vision a reality to help create and maintain great places. Today, Bolton & Menk has more than 1,000 employees including a professional staff of more than 300 engineers, planners, landscape architects, and surveyors.

We promise every client two things: we'll work hard for you and we'll do a good job. At the end of the day, we're **Real People** offering **Real Solutions**.

Key Personnel

Bolton & Menk understands the importance of developing design solutions that can be supported by stakeholders and implemented efficiently. We have provided a brief background and description of key individual roles. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding your expectations. We can provide detailed résumés of all personnel upon request.

Joel Odens, PLA, LEED AP Project Manager

Joel will lead the design process for the project. He will oversee creating the signage concepts and facilitating the three project meetings discussing the design and implementation process. Joel will also lead the development of the final plans and associated graphics for the project.

Joel has nearly 30 years of experience practicing landscape architecture, working closely with clients and project teams to develop community focused sustainable solutions. His expertise includes public engagement, master planning, site design and construction experience in a wide range of project types in the upper Midwest. Joel has successfully provided recreational-based grant writing, mobility studies, riverfront and streambank master plans and construction documents, multi-use trails, pedestrian and vehicular bridges, canoe launches, streambank stabilization, boardwalks, piers, overlooks, monumentation, wayfinding, splash pads, and park and trail master plans. Joel understands the importance of context sensitive solutions and the practice of design flexibility to keep projects advancing successfully from concept to reality.

Matt Bouman, PE Client Service Manager, Ast. City Engineer

Matt will provide quality assurance and quality control throughout the entire design and implementation process. Matt will also assist with final specifications, bidding, awarding of the contract and construction administration.

Matt is a municipal project manager, joining Bolton & Menk in 2010 and has been working with the City since 2021. He leads design and construction oversight of many municipal and private projects and specializes in trenchless utility replacement and using water modeling software to assist with rehabilitation methods in difficult construction situations. Not one to shy away from a challenge, Matt enjoys the task of working on roadways that need to stay open during construction.

References

Client satisfaction through quality deliverables, cost-effective rates, and timely project delivery are top priorities for Bolton & Menk. Please contact the following references to evaluate Bolton & Menk's performance on similar projects.

Lana Fralich City Administrator

City of Silver Bay
7 Davis Drive
Silver Bay, MN 55614
218-226-4408

Ryan Prich Public Works Director

City of Mound
2415 Wilshire Blvd.
Mound, MN 55364
952-472-0614

CERTIFICATIONS, LICENSING, AND INSURANCE

Documentation of current insurance coverage and limits, including professional liability insurance, has been provided at the end of our proposal, as requested in the RFP.

SCOPE OF WORK

Bolton & Menk, Inc. will complete the following scope of work:

Task 1 – Design Process

Task 1A: Character Generation: We will collect precedent character imagery that describes a range of conceptual alternatives, material / finish options and scale that is appropriate for the Maple Plain welcome and park signage.

Deliverables:

- + Imagery Boards (2)
 - 24" x 36" design imagery boards

Task 1B: Concept Development: We will prepare conceptual designs of two (2) different signage families that include both welcome and park signage. The different signage families will incorporate all five proposed signs associated with the parks and city gateways. During this task we will also develop preliminary costs for each design.

Deliverables:

- + Family Concept Boards (2)
 - 24" x 36" Concept 'A' (includes both welcome and park signage)
 - 24" x 36" Concept 'B' (includes both welcome and park signage)
 - Preliminary cost estimates

Task 1C: Refinement: Upon city/stakeholder review, we will refine the preliminary concepts into a preferred signage family concept. This preferred alternative will incorporate elements of preliminary concepts, based on feedback from city/stakeholder input.

Deliverables:

- + (1) 24"x36" Preferred Signage Family Concept (includes both welcome and park signage)

Task 1D: Final Design/Construction Drawings & Specifications: Our team will advance the preferred concept family into final construction plans, details and specifications. This final design package will include both types of signs (welcome and park) and will be used to gather quotes from contractors/signage companies. We will work with staff to obtain the necessary construction permits. The final design package will include necessary traffic control, layout, grading and restoration/landscape plans for all signs, along with necessary details and specifications to develop each sign.

Deliverables:

- + Traffic Control Plans
- + Layout & Grading Plans
- + Sign Monument Details
- + Restoration/Landscape Plans
- + Specifications

Task 1E: Construction Observation: Our team will assist with approximately 16 hours of construction observation and documentation during the installation of the signage. If more observation time is requested, the time will be billed hourly at an agreed upon rate and duration.

Deliverables:

- + Field documentation, contractor coordination and construction photos

Task 2 – Installation

Not included in our proposal

Task 3 – Warranties and Maintenance

We will work with the selected sign fabricator to establish warranty coverage for all signs and will require the sign

fabricator to provide a summary of all the regular sign maintenance practices and approved cleaning products.

Deliverables:

- Maintenance Guide
- Warranty language in the specifications

Task 4 – Permitting

Our team will assist with the appropriate required permitting necessary to install both the proposed welcome signage and the new park signage. The permitting may include coordination with MnDOT, the City of Independence, Hennepin County, City of Madina and the Three Rivers Park District.

Deliverables:

- Assist with obtaining the necessary permits for signage

Task 5 – Traffic Control

We will develop plans and notes related to the anticipated traffic control needs for each sign location. We will work closely with the installation contractor to ensure that all traffic control requirements are met.

Deliverables:

- Traffic Control Plan in Final Plan Set

Task 6 – Site Restoration

We will develop plans and specifications related to the anticipated various site restoration needs for each sign location. We will work closely with the installation contractor to ensure all disturbed areas are restored.

Deliverables:

- Restoration/Landscape Plans in Final Plan Set

MOCKUP OF DESIGN

The Bolton & Menk team has developed several signage packages for communities in the upper Midwest. The deliverables for these packages has varied from individual signs to complete signage studies, which would include a family of signage types including but not limited to; gateway monumentation destination signage, entry signage and directional signage. Our team looks forward to the opportunity to work with Maple Plain to establish a minimum of two unique signage concepts for both the destination and gateway signs.

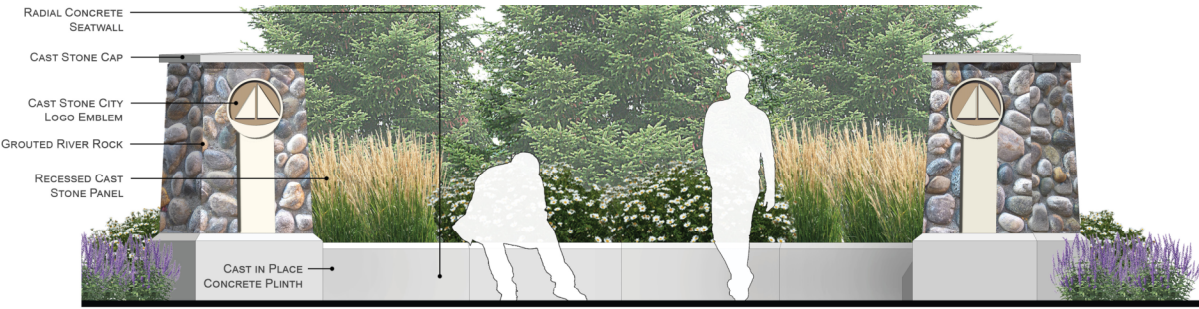
Concept Example A – Destination Monument Sign



Concept Example B – Gateway Monument Sign



MAIN ENTRY MONUMENT SIGN
KEY ENTRY POINTS TO CITY



INTERSECTION MONUMENT NODE
@ KEY INTERSECTIONS



STANDALONE MONUMENT COLUMN
NARROW R.O.W. LOCATIONS/MEDIANS (WHERE CLEAR ZONES ALLOW)

PROPOSED PROJECT SCHEDULE

In accordance with your request for services, we propose the following schedule:

When	What	Key Deliverables	Who
Early September	Kick-off Meeting #1	Finalize Plan & Schedule	Staff, BMI
Late September	Design Concepts Meeting #2	Imagery Boards & Family Concept Boards	Staff, Stakeholders, BMI
Mid September	Preferred Concept Meeting #3	Preferred Concept Boards	Staff, Stakeholders, BMI
Early October	Bid Package/ Out for Bid	Final Design & Specifications	Staff, BMI
Late November	Award	Contract	Staff, BMI
Spring 2026	Construction		Staff, BMI

PROPOSED PRICING

Bolton & Menk, Inc.'s proposed fees to provide the described work will be billed hourly based on the enclosed fee schedule with the total estimated cost to be:

Key Deliverables		Proposed Fee
Task 1: Design Process		
A. Character Generation	Imagery Boards	\$1,500
B. Concept Development	2 Concept Families & Preliminary Cost Estimate	\$3,200
C. Refinement/Preferred Concept	Preferred Signage Family Concept	\$1,500
D. Final Design & Specifications	Construction Drawings & Specifications	\$6,500
E.. Construction Observation	Approximately 40 Hours of Construction Observation/Coordination	\$6,200
Task 2: Installation Not Included In Our Proposal		
Design 1: Destination Sign		
A. Rainbow Park		\$35,000-\$50,000
B. Bryantwood Park		\$35,000-\$50,000
C. Westbound Highway 12		\$35,000-\$50,000
Design 2: Gateway Sign		
A. Eastbound Highway 12		\$50,000-\$80,000
Task 3: Warranties & Maintenance		
A. Warranties & Maintenance	Warranty & Maintenance Guide	\$800
Task 4: Permitting		
A. Permitting	Assist with Obtaining Required Permits	\$2,500
Task 5: Traffic Control		
A. Traffic Control	Traffic Control Plans (fee included in Final Plans & Specifications)	
Task 6: Site Restoration		
A. Site Restoration	Restoration/Landscape Plans (fee included in Final Plans & Specifications)	
Proposed Fee		\$22,200

ACCEPTANCE

The undersigned represents that it is the City of Maple Plain or has been authorized to accept this Proposal on behalf of the City of Maple Plain. The City of Maple Plain agrees to the Terms and Conditions as stated above and as attached to this Proposal. Unless otherwise replaced or modified by a separately executed, written Agreement, this Proposal shall constitute the full and complete agreement between the City of Maple Plain and Bolton & Menk, Inc.

Accepted by:

Print Name/Title

Signature and Date

Quote No. 17237

September 5, 2025

Page 1 of 7



Customer City of Maple Plain

Reference manufactured stone veneer on bases & columns for Park & City Entrance monument s

Bill to

City of Maple Plain
Accounts Payable
5050 Independence Street
P.O. Box 97
Maple Plain, MN 55359
US

Ship to

City of Maple Plain
5050 Independence Street
P.O. Box 97
Maple Plain, MN 55359
US

Valid Until	11/04/2025	Revision Date	09/05/2025	Lead Time		SR	Kathy McMillan
F.O.B.	Destination	Revision No		Ship Method		PM	Dan Combs
Terms	1/2 Deposit, balance upon receipt						
Prevailing Wage	No						

No.	Item	Description	Qty	UOM
1.	Provide & Install 8' X 12' Monument Sign	----- product specifications See the customer-provided sign concepts and prepare design sketches and quotes for these non-illuminated single-sided signs. There will be qty (3) Welcome signs (1 large and 2 smaller Welcome signs) and qty (2) city park signs. Has vector artwork been provided - Client brand standard guide? No Have acrylic colors been provided? No What is the accurate height & width of the area the sign is being placed? per customer-provided Map of the City with locations and as noted on customer's concept drawings Does this sketch need to be superimposed? No Catalog Priced: No Traditional Estimating Requested: Yes Is this a multi-component sign project for this location? Yes, there are qty (5) monument signs in total Is this a Prevailing Wage Project? No 1. Large Welcome city entrance monument sign Quantity: (1) Overall Dimensions: 96 inches high x 144 inches wide x 28 inches deep Manufactured Stone Veneer Base Dimension: 24 inches high ## ## Indigo Signs to provide the plywood base and column structures onto which the manufactured stone veneer can be installed by Top Dawg Masonry Stone Veneer Side Column Dimensions: 90 inches high x 24 inches wide x 24 inches deep Cap Material: Aluminum Cap Finish/Color: painted, paint color TBD as specified by the City of Maple Plain Aluminum Column Cap Dimensions: 6 inches high x 28 inches wide x 28 inches deep Material Pattern/Colors: TBD; as selected by City of Maple Plain from manufacturer's full range of manufactured stone veneer finishes and colors (continued on next page)	1	Each

continued on next page

Quote No. 17237

September 5, 2025

Page 2 of 7



Customer City of Maple Plain

Reference manufactured stone veneer on bases & columns for Park & City Entrance monument s

No.	Item	Description	Qty	UOM
		Overall Cabinet Dimensions: 68 inches high x 114 inches wide x 20 inches deep Cabinet Finish/Color: painted with opaque vinyl logomark & copy; paint color(s) TBD as specified by the City of Maple Plain Copy Area: oval-shaped City of Maple Plain logo per email signature block and as shown on attached screenshot of the logomark from the City's website ** ** customer to provide production-ready vector artwork and PMS colors prior to final shops WELCOMES YOU Copy Material: Flat-cut Aluminum Material Thickness: quoted as 0.25 inch thick Letter Height: 7 inches high Material Finish/Color: TBD; as recommended by Indigo Signs for best contrast to cabinet color Copy: WELCOMES YOU Installation location: Eastbound Hwy 12 2. Small Welcome city entrance monument signs Quantity: (2) Overall Dimensions: 96 inches high x 108 inches wide x 24 inches deep Stone Veneer Base Dimension: 36 inches high ## ## Indigo Signs to provide the plywood base and column structures onto which the manufactured stone veneer can be installed by Top Dawg Masonry Stone Veneer Side Columns Dimensions: 90 inches high x 18 inches wide x 18 inches deep Cap Material: Aluminum Cap Finish/Color: painted, paint color TBD as specified by the City of Maple Plain Aluminum Column Cap Dimensions: 6 inches high x 24 inches wide x 24 inches deep Material Pattern/Colors: TBD; as selected by City of Maple Plain from manufacturer's full range of manufactured stone finishes and colors Overall Cabinet Dimensions: 60 inches high x 72 inches wide x 14 inches deep Cabinet Finish/Color: painted with opaque vinyl logomark & copy; paint color(s) TBD as specified by the City of Maple Plain Copy Area: oval-shaped City of Maple Plain logo per email signature block and as shown on attached screenshot of the logomark from the City's website ** ** customer to provide production-ready vector artwork and PMS colors prior to final shops WELCOMES YOU Copy Material: Flat-cut Aluminum Material Thickness: quoted as 0.25 inch thick Letter Height: 5.5 inches high Material Finish/Color: TBD; as recommended by Indigo Signs for best contrast to cabinet color Copy: WELCOMES YOU Installation Locations: Westbound Hwy 12 and Cty Rd 19 3. City Park monument signs Quantity: (2) Overall Dimensions: 78 inches high x 102 inches wide x 24 inches deep Stone Veneer Base Dimension: 24 inches high ## ## Indigo Signs to provide the plywood base and column structures onto which the manufactured stone veneer can be installed by Top Dawg Masonry Stone Veneer Side Columns Dimensions: 72 inches high x 18 inches wide x 18 inches deep Cap Material: Aluminum Cap Finish/Color: painted, paint color TBD as specified by the City of Maple Plain Aluminum Caps Dimensions: 6 inches high x 24 inches wide x 24 inches deep Material Pattern/Colors: TBD; as selected by City of Maple Plain from manufacturer's full range of		

continued on next page

Quote No. 17237

September 5, 2025

Page 3 of 7



Customer City of Maple Plain

Reference manufactured stone veneer on bases & columns for Park & City Entrance monument s

No.	Item	Description	Qty	UOM
		manufactured stone finishes and colors Overall Cabinet Dimensions: 54 inches high x 60 inches wide x 14 inches deep Cabinet Finish/Color: painted with opaque vinyl logomark & copy; paint color(s) TBD as specified by the City of Maple Plain Copy Area: oval-shaped City of Maple Plain logo per email signature block and as shown on attached screenshot of the logomark from the City's website ** ** customer to provide production-ready vector artwork and PMS colors prior to final shops ____ PARK Copy Material: Flat-cut Aluminum Material Thickness: quoted as 0.25 inch thick Letter Heights: park name = 4.75 inches high park address = 2.25 inches high Material Finish/Color: TBD; as recommended by Indigo Signs for best contrast to cabinet color Copy for Rainbow Park sign: RAINBOW PARK xxxx RAINBOW AVENUE Copy for Bryantwood Park sign: BRYANTWOOD PARK Installation locations: Rainbow Park and Bryantwood Park INSTALL: Yes Excavation: Yes, Indigo Signs to provide excavation for the footings Concrete: Yes, Indigo Signs to provide concrete for the footings Project Addresses: as noted above, Maple Plain, MN 55359 Special Notes: Overhead Obstacles: No Special Equipment: Any Restrictions on site? Yes Job Contact - Name and Cell #: Kevin Larson 763-479-0515 Is a Sign Permit Required: Yes; Indigo Signs can assist with the procurement of the sign permit(s), if needed, with costs added to the final invoice Production Sketch #: MaplePlain_Monument_Signs_17237 Sales Representative #2 & % of sale: None Project Manager: Signed Contract or P.O: signed contract or PO required P.O. # Down payment required: Yes Landlord Approval: Client's responsibility Completion Photos Required: Yes Completion Form attached: Signoff Form attached: NTE Amount if T&M: Special instructions: QUOTED PRICE: \$192,240.00		

continued on next page

Quote No. 17237

September 5, 2025

Page 4 of 7

**Customer** City of Maple Plain**Reference** manufactured stone veneer on bases & columns for Park & City Entrance monument s

No.	Item	Description	Qty	UOM
<hr/>				
2.	Provide & Install (2) 8' X 9.5'		1	Each
	Monument Signs			
3.	Provide & Install (2) 6.5' X 8.5'		1	Each
	Monument Signs			
<hr/>				
THIS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP, PERMITS, ENGINEERING, CRATING AND/OR SHIPPING OR TAX UNLESS SPECIFICALLY STATED. SALES TAXES WILL BE FINALIZED ON INVOICE.			Subtotal	148,690.00
			* Tax Exempt # NA	0.00
			Total	148,690.00

Quote Valid Until: November 4, 2025

By signing below, I approve and authorize this quote and acknowledge that I have read and agree to the attached terms and conditions.

Kathy McMillan**10/08/2025****Submitted by****Date****Approved by****Date****Print Name**

Indigo Signworks, Inc. Quote terms:

Section 1, Item B.

Indigo Signworks, Inc. (the "Company") proposes to furnish all the materials and perform all the labor necessary for the completion in the Quote for quote addressee ("Customer").

1. **Start of Quoted Work:** All material will be provided as specified above, as well as identified in the Company's final drawings and/or specifications submitted for the above work, which is must also be finalized and accepted by Customer prior to the manufacture, delivery, installation or service of any sign or other equipment.
 - a. Customer will receive a separate approval for the final drawing and specifications of project.
2. **Scope of Quote price:**
 - a. **The Quote price does not include any services or allowances for electrical hookup, permits, engineering or other items, unless and as specifically itemized in the total quote amount identified above. Customer is responsible for these items and costs.**
 - b. **Applicable taxes are also the sole liability of the Customer, even when not itemized on the final invoice.**
 - c. **Indigo will include any government tariffs, charges or fees on imported materials used on the final invoice.**
3. **Expiration Date of Quote:** This quote will expire if not accepted by Customer within 60 days of the date of issuance and will require a new quote to be written.
4. **Payment Terms:**
 - a. Applicable Sales Taxes will be resolved on final invoice for the following U.S. states: North Dakota, Minnesota, Wisconsin and South Dakota. Any Invoices outside these named states, any applicable Sales or Use tax based upon the product or service delivered will be the responsibility of the Customer.
 - b. Deposit: For all orders over \$2,500 require a 50% deposit prior to commencement of work.
 - c. Terms: Due upon receipt, unless mutually agreed upon by both parties.
 - d. Credit Card payments: All credit card transactions are subject to a processing fee of 3%. The Company's external credit card service will assess the fee at the time of the payment. Any Customer using a one-time credit card number for payment will have a 3% processing fee added to all deposit invoice and invoices. Indigo will not be responsible for any fees related to processing a payment.
5. **Sales Tax Exemption Notification and Documentation:** Customer is responsible to notify Company at time of Quote if either the entire entity or specific project is not subject to Sales Tax. Customer must provide a current sales tax exemption for the appropriate state(s), if not already provided to Company, at time of acceptance of Quote.
6. **Quote Acceptance and Agreement Creation:** Acceptance by Customer of this Quote and post-acceptance drawings and/or specifications ("specifications") creates Company's Agreement to provide the goods and services as specified therein. No work will begin until the signed Quote and deposit, as required, have been received, and no delivery or installation will begin until Customer signs and returns the company's project specifications.
7. **Post Acceptance modifications.** Any proposed alteration from the agreed-upon specifications will be considered and accommodated when possible. Any such quote involving extra costs will become part of our Agreement only written, signed change order(s), and will become an extra charge to Customer, over and above the original Quote.

ELECTRONIC ACCEPTANCE OF QUOTE

Customer Acceptance: The Customer agrees to the Quote scope, prices, specifications, and conditions are satisfactory and are hereby accepted. The Customer validates it is authorized to do the work as specified. The Customer agrees to make payment, if required, as outlined above.

Company Acceptance: Upon receipt of the Customer acceptance, the Company will send an electronic acceptance and final copy of Quote and accompanying Agreement.

Indigo Signworks, Inc. Terms of Sale Agreement:

Please review the following terms of sale carefully, which will govern and control the provision of materials and services ("Project") under our Agreement. Company and Customer agree that:

1. **Scope of Agreement:** All provisions in regard to the Project and the Company's Agreement to provide goods and services included in the Quote are as contained in this Agreement, which supersedes and replaces any prior or other quotes, documents or other oral or written communications of any nature.
2. **Agreement Modifications:** This Agreement may only be amended or waived by a written Agreement Amendment identifying such modifications to Project and related price. Amendment must be signed, either electronically or physical, by executive officers or other authorized representatives of company and Customer. The Project specifications are incorporated by reference herein.

3. Customer responsibilities:

- a. Permits. Customer shall secure all necessary permits from the building owner, governmental subdivisions and/or others whose permission is required for the installation of the sign and said shall be liable for any costs obstruction or delay of delivery due to delay in obtaining such permission, and if Customer executes this Agreement without obtaining all required pre-installation third party permissions or authorizations, Customer shall be fully and solely liable for all costs and consequences of such failure, and shall fully indemnify, defend and hold company harmless from any liability, damages or claims without demand or other action by company. Company also reserves the rights to remove and store signage or other materials at Customer's expense.
- b. Service Feed: Customer agrees to provide service feed wire of suitable capacity and approved to location of display in advance of installation and make connection thereof to display.
- c. Pier Drilling: When pier drilling is necessary, the Company will be responsible for locating the public utilities. Location and marking of private utilities is the sole responsibility of the Customer. In the event of an underground obstruction is encountered in the drilling process, regardless of its nature, to the point where special equipment is required, additional monies may be required to complete the work, and Company will provide a good faith estimate to Customer on request.
- d. Billing Information: Customer must provide at time of quote all relevant information to process payment, including, but not limited to pay applications, purchase order numbers, valid e-mail for billing and all tax-exempt certificates. Failure to provide all required billing information will not result in extended payment terms nor an exclusion from suspension of activity, per Section 6c.
- e. Sales Tax Exemption: Customer must provide notification to Company if the entity or project is not subject to Sales Tax. Customer must provide current sales tax exemption certificates for tax to be excluded.

4. Company responsibilities:

- a. Project work: The Project will be provided in a professional and workmanlike manner. The Company will be responsible for procuring all items under its responsibility. The Company will not be obligated to begin procurement of material or services or scheduling of work on any Quote prior to the receipt of the deposit.
- b. Warranty Passthrough: Company will provide wherever possible any passthrough of manufacturer's limited warranties on equipment or other materials to be sold and installed hereunder. Company makes no other warranties, express or implied, and disclaims all other warranties, including, without limitation any implied warranties of merchantability or fitness for a particular purpose on external manufacturer equipment or materials. Some states do not allow the exclusion or limitation of certain warranties, so these may not apply to you.
- c. Company Warranty: Indigo Signs will repair or replace any product that fails due to faulty material or workmanship for two years from the date of Project invoice.
 - i. This warranty implies all signage provided by Indigo signs will be free of defects due to workmanship and materials, including but not limited to peeling, delamination, and installation.
 - ii. Indigo Signs agrees to repair all defects that develop during the warranty period at no cost to the owner, including all labor and materials. Any part found to be defective due to faulty materials and/or workmanship within two years shall be replaced by Indigo Signs.
 - iii. In cases where a manufactured part has a warranty longer than two years, Indigo Signs will stand behind the manufacturer's warranty for the part(s); however, labor fees will be incurred.
 - iv. Indigo Signs will not assume responsibility for damage caused by careless handling, improper installation techniques by others, misuse, vandalism, severe weather, normal fading, or where others have attempted repairs or alterations.
 - v. Warranty Exclusions: Products classified as temporary, which include, but not limited to Banners and painting performed in the field. Vehicle graphics are excluded due to uncontrollable circumstances of use and road conditions.
 - vi. Product Returns: Returns must be preauthorized by an authorized Company representative and shipped to a location as designated by the Company along with the original invoice. Part returns may be subject to restocking fee.
 - vii. Custom Signs: Upon agreement by both parties, Indigo Signs may allow a discounted price for defective merchandise should the customer elect to accept product as-is or repair product at their own expense.

5. Payment terms: Payment terms will be defined upon the final invoice.

- a. Applicable Sales Taxes will be resolved on final invoice for the following U.S. states: North Dakota, Minnesota, Wisconsin and South Dakota. Any Invoices outside these named states, any applicable Sales or Use tax based upon the product or service delivered will be the responsibility of the Customer.
- b. Credit Card payments: All credit card transactions are subject to a processing fee of 3%. The Company's external credit card service will assess the fee at the time of the payment. Any Customer using a one-time credit card number for payment will have a 3% processing fee added to all deposit invoice and invoices. Indigo will not be responsible for any fees related to processing a payment.

6. Payment Default: Upon default in the timely payment of any sums due under our Agreement, company may, at its option,

- a. Declare the entire balance price fully due and payable without further notice to Customer; and when declared,
- b. Customer agrees to pay interest on said balance, when declared due at the rate of 1.0% per month or the highest rate allowed by law, whichever is lower.

- c. **Customers on standard payment terms (50% deposit, due upon receipt) who have invoices over 60 days past due** have all activity suspended on any outstanding quotes/orders until the balances are fully paid. **Customers on non-standard payment will be placed on hold earlier than 60 days past due.** Past due balances that are the result of unresolved warranty issues which are solely Company responsibility or normal retainage withheld by General Contractors will be excluded.
 - d. Customer agrees to pay or reimburse company's reasonable attorney's fees or other costs of collection or other enforcement of this Agreement.
 - e. In addition to all its other available rights and remedies, title to electrical signs, signposts and other materials **shall remain in the Company** as security for full payment of all amounts due hereunder. Risk of damage and loss shall pass to Customer on delivery, without impact on company's rights to enforce any right or remedy hereunder.
 - f. On request, Customer agrees to provide company with written authorization to de-install and remove any such materials and to provide full cooperation to company and its agents.
 - g. Company also reserves its rights to file any allowable lien under applicable state law for recovery of any past due unpaid amounts recoverable under this Agreement.
7. **Assignment:** Customer shall not assign this Agreement or any part without the prior written consent of company, which shall be provided in cases where full payment of all amounts due hereunder has been received. Subject to the foregoing, all terms and conditions of this Agreement shall be binding upon the parties and their respective successors, permitted assigns or other legal representatives.
 8. **Governing Law:** This Agreement will be governed by the internal laws of the state of North Dakota, without regard for applicable conflicts of law principles. Customer irrevocably consents to the jurisdiction and venue of the applicable federal or state courts located in Cass County, North Dakota and waives objections to venue.
 9. **Effective Date:** This Agreement does not become effective until the Customer has signed and returned the Quote and Company has provided a countersignature by a company officer or other authorized representative.
 10. **Acceptance:** The acceptance of this Agreement is included as part of the accompanying Quote.

Quote # 17237

City of Maple Plain

Maple Plain, MN

Project Manager:

Kathy McMillan

D: 320-316-1236 • C: 612-743-0152

Client Project Specialist: NA

Drawn by: TS

Page Scale: 1/2"=1' - 1:24 SCALE
Page Size: 11 x 17

X

Drawing Date: 09/12/2025

REV1 Date:

REV2 Date:



NOTICE

ALL SIGNS MANUFACTURED
FOR 120V ELECTRICAL SERVICE
UNLESS OTHERWISE NOTED

File location: Sharepoint:\ C \ City of Maple Plain \
Working Files \ MaplePlain_Monument_Signs_17237.ai

The ideas and designs contained in this original and unpublished drawing
are the property of Indigo Signs and may not be used or reproduced in
whole or part without written permission from Indigo Signs.

Due to the limitation of the printing process, the colors shown may not
reflect actual colors.

Conceptual Drawing for Indigo Signs' use only

Section 1, Item B.

55 SQ. FT (SIGN AREA)

**Monument #1: Large Welcome
City Entrance Monument Sign**

Quantity: (1)

Overall Dimensions: 96" high x 144" wide x 28" deep

Stone Veneer Dimension: 24" high

Stone Veneer Side Column Dimensions:

90" high x 24" wide x 24" deep

Stone Column Cap Dimensions:

6" high x 28" wide x 28" deep

Material Pattern/Colors: TBD

Overall Cabinet Dimensions:

68" high x 114" wide x 20" deep

Cabinet Finish/Color: painted with opaque vinyl

logomark & copy; paint color(s) TBD

Copy Area: oval-shaped City of Maple Plain logo

Copy Material: Flat-cut Aluminum

Material Thickness: quoted as 0.25" thick

Letter Height: 7" high

Material Finish/Color: TBD

Copy: WELCOMES YOU

Installation location: Eastbound Hwy 12



Quote # 17237

City of Maple Plain

Maple Plain, MN

Project Manager:

Kathy McMillan

D: 320-316-1236 • C: 612-743-0152

Client Project Specialist: NA

Drawn by: TS

Page Scale: 1/2"=1' - 1:24 SCALE

Page Size: 11 x 17



Drawing Date: 09/12/2025

REV1 Date:

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File location: Sharepoint:\ C \ City of Maple Plain \
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Monument #3: Small Park Monuments
Rainbow Park Location

Quantity: (2)

Overall Dimensions: 78" high x 102" wide x 24" deep

Stone Veneer Base Dimension: 24" high

Stone Veneer Side Columns Dimensions:

72" high x 18" wide x 18" deep

Stone Column Cap Dimensions:

6" high x 24" wide x 24" deep

Material Pattern/Colors: TBD

Overall Cabinet Dimensions:

54" high x 60" wide x 14" deep

Cabinet Finish/Color: painted with opaque vinyl

Copy Area: oval-shaped City of Maple Plain logo

Copy Material: Flat-cut Aluminum

Material Thickness: quoted as 0.25 inch thick

Letter Height: 4.75" high & 2.25" high

Material Finish/Color: TBD

Copy for Rainbow Park signs:

Monument 3.A: RAINBOW PARK / xxxx RAINBOW AVENUE

Monument 3.B: BRYANTWOOD PARK (not shown)

Installation locations: Rainbow Park and Bryantwood Park





2600 Fernbrook Lane North
Suite 101
Plymouth, MN 55447
(763) 746-0020

E **Section 1, Item B.** E

E-41106

<http://www.signsnow.com/plymouth>

Payment Terms: Cash Customer

Created Date: 8/27/2025

DESCRIPTION: (5) Non-Lit Double-Sided Foam Craft Monument Signs

Bill To: City of Maple Plain
5050 Independence Street
Maple Plain, MN 55359
US

Pickup At: Signs Now - Plymouth
5050 Independence Street
Maple Plain, MN 55359
US

Requested By: Kevin Larson
Email: klarson@mapleplainmn.gov
Cell Phone: (763) 479-0525

Salesperson: House Signs Now - Plymouth
Entered By: Shawn Chen

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	(2) 114"x96"X18" Non-Lit Double-Sided Foam Craft Monument Sign - Design 1	2	\$24,920.00	\$49,840.00
1.1	Custom - - Price: \$0.00			
2	(2) 114"x96"X18" Non-Lit Double-Sided Foam Craft Monument Sign - Design 2	2	\$24,920.00	\$49,840.00
2.1	Custom - - Price: \$0.00			
3	(1) 144"x96"X18" Non-Lit Double-Sided Foam Craft Monument Sign - Design 3	1	\$29,281.00	\$29,281.00
3.1	Custom - - Price: \$0.00			
4	Installation	1	\$17,515.00	\$17,515.00
4.1	Installation Service - Installation of 5 Monument - Price: \$0.00			
5	Permit -TBD	1	\$0.00	\$0.00
5.1	Permitting Service - - Price: \$0.00			

A 3% surcharge applies to credit card purchases. This fee is charged to cover processing costs associated with credit card payments. Other payment forms such as checks, cash, or debit cards are not subject to this fee.

Subtotal:	\$146,476.00
Taxes:	\$12,487.08
Grand Total:	\$158,963.08

Signature: _____ Date: _____

ESTIMATES ARE VALID FOR 30 DAYS.

Impression Signs and Graphics
680 Hale Ave N., Ste 250 Oakdale, MN 55128
eric@impressionsigns.com
(651) 328-6600
EIN #: 46-2454941



Tax ID: MN 30-71714
www.impressionsigns.com

Quote 13820

Monument Signs - Maple Plain

SALES REP INFO
Eric Gustafson
President
eric@impressionsigns.com
(612) 401-4450

QUOTE DATE
08/26/2025
QUOTE EXPIRY DATE
09/25/2025
TERMS
50/50

REQUESTED BY
City of Maple Plain

CONTACT INFO
Kevin Larson
klarson@mapleplainmn.gov
(763) 479-0515

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	Option 1 - Monument Sign 1 - Eastbound Welcome - Single Sided - Raised and Painted Stucco Graphics Custom Fabricated Synthetic Stucco and Stone Monument Sign 12'x8'x2'4" Raised and Painted Stucco Graphics Includes: Site Survey Final Design From Client Supplied Concepts Fabrication Installation Price assumes permitting not required and city tax exemption	1	Each	\$28,500.00	\$28,500.00	N
2	Option 1 - Monument Sign 2 - Westbound Welcome - Single Sided - Raised and Painted Stucco Graphics Custom Fabricated Synthetic Stucco and Stone Monument Sign 9.5' x8' x 2' Raised and Painted Stucco Graphics Includes: Site Survey Final Design From Client Supplied Concepts Fabrication Installation Price assumes permitting not required and city tax exemption	1	Each	\$24,750.00	\$24,750.00	N
3	Option 1 - Monument Sign 3 - Cty 19 Welcome - Single Sided - Raised and Painted Stucco Graphics Custom Fabricated Synthetic Stucco and Stone Monument Sign 9.5' x8' x 2' Includes: Site Survey Final Design From Client Supplied Concepts Fabrication Installation Price assumes permitting not required and city tax exemption	1	Each	\$24,750.00	\$24,750.00	N
4	Option 1 - Monument Sign 4 - Rainbow Park - Single Sided -	1	Each	\$21,200.00	\$21,200.00	N

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
	Raised and Painted Stucco Graphics Custom Fabricated Synthetic Stucco and Stone Monument Sign 8.5' x6.5' x 2'					
	Includes: Site Survey Final Design From Client Supplied Concepts Fabrication Installation					
	Price assumes permitting not required and city tax exemption					
5	Option 1 - Monument Sign 5 - Bryant Park - Single Sided - Raised and Painted Stucco Graphics Custom Fabricated Synthetic Stucco and Stone Monument Sign 8.5' x6.5' x 2'	1	Each	\$21,200.00	\$21,200.00	N
	Includes: Site Survey Final Design From Client Supplied Concepts Fabrication Installation					
	Price assumes permitting not required and city tax exemption					
6	Removal and Disposal of 4 Existing Monuments	1	Each	\$2,400.00	\$2,400.00	Y

Section 1, Item B.

CUSTOMER NOTE:

Please note, all estimates are based on review of the originally provided plans and concept drawings and based on current pricing and material costs as of bid date. Due to high market volatility in material costs, Impression Signs and Graphics reserves the right to adjust pricing in the event our vended materials costs increase more than 2% between bid date and our fabrication dates.

Final billing will be based on actual quantities of signs produced, which could vary from the original bid quantities.

This handcrafted quote is based on the specific information you've given us and is valid for 30 days.

When you approve this quote, you are agreeing to pay 100% of the quoted price. In most cases, we require a 50% deposit to begin work on your project. Once we receive your deposit, we'll schedule your project and email you an estimated completion date. The remaining balance is due upon completion of your order.

Need to make changes?

No problem - but please understand, changes to quantity or specifications will affect your price. We will provide you with an updated quote based on the changes.

PLEASE NOTE: Due to market uncertainty regarding tariffs, our pricing may change at any time based on fluctuations in material costs.

Subtotal:	\$122,800.00
Sales Tax (0%):	\$0.00
Total:	\$122,800.00

Downpayment (50.0 %)	\$61,400.00
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SIGNATURE:

DATE:



680 Commerce Drive
Suite 140
Woodbury, MN 55125
(651) 444-8111

Bold, Local and Creative!
www.image360woodbury.com

ES Section 1, Item B.
E-SG-22456

Payment Terms: Cash Customer

DESCRIPTION: Monument replacement (does not include, locates, samples, designs, project mgmt, post/concrete for footings remov

Bill To:	City of Maple Plain 5050 Independence St PO Box 97 Maple Plain, MN 55359 US	Pickup At:	Image360 Woodbury 680 Commerce Drive Suite 140 Woodbury, MN 55125 US
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Requested By: Kevin Larson Email: klarson@mapleplainmn.gov	Salesperson: Gina Kazmerski Work Phone: (651) 444-8111 Entered By: Gina Kazmerski
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PRODUCTS	QTY	UNIT PRICE	TOTALS
1 Sign Type 1 - Budgetary pricing only for signage components (all single piece), does not include permits, installation, footing/concrete work, structural posts, design, color samples. etc.etc.)	1	\$25,475.45	\$25,475.45
1.1 Non Electrical Signs X Install -			
2 Sign Type 2 Budgetary pricing only for signage components (all single piece), does not include permits, installation, footing/concrete work, structural posts, design, color samples. etc.etc.)	1	\$19,920.64	\$19,920.64
2.1 Non Electrical Signs X Install -			
3 Sign Type 3- Budgetary pricing only for signage components (all single piece), does not include permits, installation, footing/concrete work, structural posts, design, color samples. etc.etc.)	1	\$31,757.27	\$31,757.27
3.1 Non Electrical Signs X Install -			

Conditions:

This estimate covers only the services and products as described above. If the scope of the work changes from the original estimate, approved revisions and additions will be charged accordingly.

Your sign or graphic is a customized piece work. If you require changes to your design after it has been designed and approved, charges for additional design time as well as any restocking charges incurred will apply.

Quoted pricing is guaranteed for 14 days.

Estimated completion time on MOST graphics orders is about 10 BUSINESS days from the date of proof approval; however, this timing varies depending upon the speed of email correspondence, and existing production orders. Additional

Subtotal:	\$77,153.36
Taxes:	\$6,461.59
Grand Total:	\$83,614.95
Credit Card Surcharge:	3.00%
Total with Surcharge:	\$86,123.40

design time is billed in 15 minutes increments as required (excludes exterior signage).

This estimate does not include removal of existing graphics or installation unless otherwise specifically quoted as a line item and is available upon request.

If the purchased product is being attached to a structure, the client is responsible for amending existing structure for load or wind bearing, based upon the size and weight of the product purchased.

For vinyl installations, it is the responsibility of the customer to insure that area is easily accessible, walls are prepped (paint cured) and windows are cleaned.

The installation crew is not responsible for damage made to property. Installations are scheduled during normal business hours unless otherwise specified. Installation charges are based upon the time to complete the installation and travel time to/from the installation site during normal business hours.

Conditions applicable to VEHICLE GRAPHICS ONLY:

Vehicle must not have been painted within 3 weeks prior to graphic application. Vehicle must be clean of grime, oils, tar, and other contaminants on the body prior to graphic application. Any additional cleaning which is needed will be billed at \$110.00 per man hour (with a minimum charge of \$110.00).

Vehicles are required for a minimum of one (1) business day and must arrive at install site, fully cleaned, typically Image360-Woodbury address, the night before the scheduled installation.

Client is requested to remove all factory logos/lettering that may obstruct the installation of graphic film.

Most vehicles have few if any truly straight lines. Therefore, in lieu of specific instructions from you, our client, the determination of where to line up images and copy will be made based upon our experience, training and general knowledge of the best application for the body style, contours and finished look. At times this will skew or stretch the finished graphic appearance - particularly on curves. We will make every effort to not have this negatively affect the overall impression of the finished graphic Vinyl has a number of excellent properties for vehicle applications and the type we use is specifically designed for this purpose. Still, it is important for you to be aware of some of the basic properties of the material and the potential challenges as a result. ALL vinyl shrinks over time. This means that vinyl applied on a convex curve will tighten down on the curve over time with little resulting image distortion. However, on concave curves (including body rivets), shrinkage will tend to pull the vinyl away from the concave surface. This may happen in 1 day, 1 month, 6 months, 36 months or longer, but in time it is likely to happen more often than NOT happen. Additionally, vinyl has a "memory" and tends to try to return to the position it started from. The application of vehicle graphics involves stretching, pushing, coaxing, forcing and "tricking" the vinyl to lie down in places to achieve the final look. Methods used involve squeegees, heat guns, propane torches, hands, rivet brushes and other tools designed for that purpose. Despite all of this, the vinyl can work its way off the surface of the vehicle when pressed into concave areas, recesses, etc. In some cases, the cutting of film on the painted surface is required. Marks on the film may be visible after the film and/or adhesive is removed.

During the application process wrinkling and bubbling may occasionally occur. We make our best efforts to apply the graphics “wrinkle and bubble free”. In addition, we make out best effort to work wrinkles out and “pop” bubbles. Please be aware that some minor wrinkles and bubbles are not unusual for vinyl graphics installation.

By accepting this proposal, you agree that you have been advised of these challenges, that we will use our expertise and best efforts to overcome them, but that they are inherent in the application process.

To proceed with this order, please sign and return the estimate along with your form of payment. The design and production process will begin after these steps are complete. You will have final proof approval on all designs prior to production.

We look forward to working with you!

Signature: _____ Date: _____