

Town of Windsor

Memorandum

November 10, 2015

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Flag Pole Installation

As you know we have been working on this item for some time.

To recap, Council has indicated a desire to go with Cardinal Signs out of Virginia Beach. The desire was for the 80 foot pole, at a price of \$17,300. Lighting for the flagpole could cost as much as \$2,000 for materials with free labor being provided by an auxiliary police officer. The location for the flag pole has been agreed upon and is indicated on the attached rendering. I have confirmed that the price indicated above is still good.

We have researched all the discussions of this topic since its beginning. There has been no formal action taken to appropriate the funds or to approve the contract. As such, in order to move forward, I will need Council to adopt the enclosed resolution that will appropriate the funds and will authorize the Town Manager to execute the contract for the installation of the flag pole in the location indicated on the site plan.

The enclosed resolution appropriates \$20,000 for this project. This will cover the installation cost of \$17,300, the lighting cost of \$2,000, and will include money to help cover the cost of running electricity to the site and any permits that may be needed.

This is for Council's discussion and direction.



Salesman **JERRY PHELPS**
 Date **10 DEC 2014**
 Order # _____

P R O P O S A L

2629 Dean Drive, Virginia Beach, VA 23452 • 757-486-3412 • 757-486-7658-fax • jphelps@cardinalsign.com

Customer **TOWN OF WINDSOR**
 Job **8 EAST WINDSOR BLVD.**
 Address **WINDSOR, VA.**
 Contact **MICHAEL STALLINGS**
 mstallings@windsor-va.gov
 Phone **242-4288**
 Fax

Invoice Address

Description

Total

A) CARDINAL SIGN WILL FURNISH AND INSTALL ONE (1) 80' TALL FLAG POLE (MODEL EC80). THE POLE WILL COME WITH GOLD ANODIZED ALUMINUM BALL ORNAMENT, CAST ALUMINUM REVOLVING TRUCK WITH PULLEY, SOLID BRAIDED POLYPROPYLENE HALYARD, SWIVEL FLAG SNAPS WITH VINYL SNAP COVERS, CAST ALUMINUM CLEAT AND A SPUN ALUMINUM FLASH COLLAR. THE POLE WILL HAVE A SATIN ALUMINUM FINISH. THE POLE WILL WITHSTAND 105 MPH WINDS WITH THE FLAG.	POLE = \$12,450.00 TAX = EXEMPT INSTALL = \$3,500.00
B) CARDINAL SIGN WILL FURNISH ONE (1) 29' X 30' AMERICAN FLAG (MODEL #PF-30). THE STARS WILL BE EMBROIDERED.	FLAG = \$1,350.00 TAX = EXEMPT

Service Time & Material

Permit Time & Material
 Total \$17,300.00
TOTAL

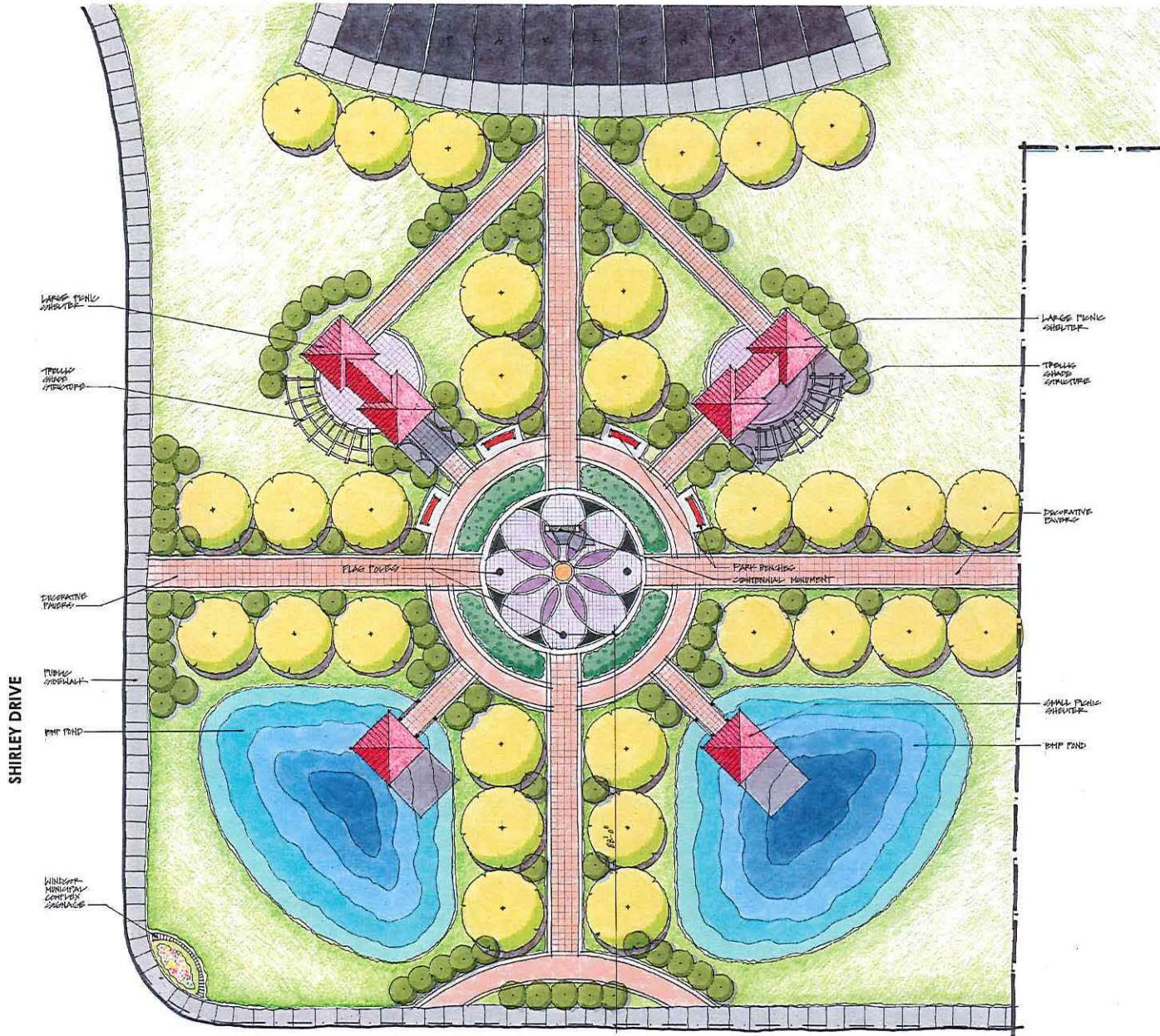
- o 50% deposit, balance due upon completion
- o Cardinal Sign will make final Electrical connection if an adequate, dedicated circuit is within 4' at the time of installation and is allowed by local code.
- o The Client agrees to pay all cost of collection in the event of default of payment by the Client, including a reasonable attorney's fee. In event of delinquent payments, the Client will be charged a rate of 1.8% interest for every month after the first 30 days.

Will the existing sign need to be serviced? Yes No N/A

Due

Date _____ Approved _____

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CONCEPTUAL PARK RENDERING

3/32" = 1'-0"

WINDSOR BOULEVARD (ROUTE 460)



PAPAN RIVER ARCHITECTS

1100 S. CHURCH STREET SUITE 8
 SMITHFIELD VIRGINIA 22408
 703.426.1166

**TOWN OF WINDSOR MUNICIPAL
 PARK**
 WINDSOR BOULEVARD
 WINDSOR, VIRGINIA

PROJECT	1631
DATE	OCTOBER 2016
REVISIONS	
△	
△	
△	
△	

A1.0

CONCEPTUAL PARK
 RENDERING

Resolution

A Resolution Appropriating The Sum Of
\$20,000 From The Unappropriated Fund Balance
Of The General Fund To The 2015-16 General
Fund Operating Budget

WHEREAS, the Town Council of the Town of Windsor wishes to install a new 80 foot tall flag pole on the property adjacent to the new Police Station, and;

WHEREAS, the cost of installing the pole will be \$17,300, the cost of lighting will be approximately \$2,000, and;

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Windsor, Virginia as follows:

Section 1. That the sum of \$20,000 from the Unappropriated Fund Balance of the General Fund, be, and the same hereby is, appropriated to the Contingency line item in the 2015-16 General Fund Operating Budget:

Section 2. The Town Manager is hereby authorized and directed to execute the contract for the installation of the 80 foot tall flag pole.

Section 3. This resolution shall be in effect on and after its adoption.

Adopted:

TESTE:

Town Clerk