



AGENDA OF THE REGULAR MEETING OF
THE CITY COUNCIL
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA
March 14, 2023
6:45 P.M.

NOTE: Due to Open Meeting Law restrictions, the City Council may be discussing agenda items for the first time. Your patience and understanding is appreciated during this process.

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

OPEN PUBLIC FORUM

ANNOUNCEMENTS

- A. Music in the Park Schedule: Summer 2023* (pp. A1-2)
- B. Canoe and Kayak Assignments Scheduled for the Beginning of April
- C. Spring Birchwood Dock Association (BDA) Meeting, Saturday, April 1 at 10 AM.
- D. April Board of Appeals Meeting: Tuesday, April 11 at 6 PM
- E. Lift Station Bids will be Posted by the End of April

CONSENT AGENDA

- A. Approve the Acceptance of the RCWD Lift Station Grant* (pp. B1-5)
- B. Approve Resolution 2023-18: Delegating Treasurer Authority to EFT* (pp. B6-7)
- C. Approve Resolution 2023-19: \$500 Expense Approval* (p. B8)
- D. Approve Resolution 2023-20: Cancelling Annual Deer Hunt* (pp. B9-10)
- E. Approve February Meeting Minutes* (pp. B11-18)
- F. Approve Removal of Resident Engineering Fees* (pp. B19-25)
- G. Approve Treasurer's Report* (pp. B26-50)
- H. Approve Resolution 2023-21: MN Municipal Clerks Institute Training* (p. B51-55)

CITY BUSINESS

- A. City Engineer and City Planner Proposals* (pp. C1-159)
 - a. Candidate Presentations
 - b. Council Discussion
 - c. Next Steps

Time Budget: 50 Minutes
- B. Discussion of AG Opinion Regarding City Council Salary* (pp. C160-167)
 - 1. Review of AG Opinion

* Denotes items that have supporting documentation provided

2. Discuss Next Steps

Time Budget: 10 Minutes

C. Deputy Clerk Position Applicant Review* (pp. C168-182)

Time Budget: 15 Minutes

D. Lake Links Trail

Time Budget: 10 Minutes

E. Radon Test Results and Action* (p. C183)

Time Budget: 10 Minutes

F. 609: Firearms* (pp. C184-195)

Time Budget: 15 Minutes

G. 201: Water Meters* (pp. C196-197)

Time Budget: 10 Minutes

H. Administrator Updates:

a. Village Hall Security Keypad* (p. C198)

b. Leaf Pick Up* (p. C199)

Time Budget: 5 Minutes

PENDING BUSINESS

A. 302.050 Impervious Surface (pending documentation)

B. Ash Path Survey Lines (awaiting survey)

C. Birchwood Village Water Management Plan (pending documentation)

D. 605 Animals (pending discussion)

E. 302.045 Structural Height Restrictions (pending discussion)

F. 304.035 Variances (pending discussion)

G. 208A Right of Way (pending discussion)

H. Building in the City of Birchwood Village (pending discussion)

ADJOURN

* Denotes items that have supporting documentation provided

MUSIC IN THE PARK SUMMER 2023

The City of Birchwood Village is delighted to present another summer of music as part of its *twelfth* annual Music in the Park concert series! The concerts will start on Sunday night June 4, 2023, and continue most Sundays through August 20. The concerts are held in the outdoor hockey rink at Tighe-Schmitz Park from 6:00 to 7:30 p.m. The concerts are free and open to the public. Bring a lawn chair or blanket, or a picnic lunch, your favorite wine or soft drink, and enjoy a wide variety of music appealing to all ages.

[CLICK HERE](#) for the list of musicians and days they are playing.

MUSIC IN THE PARK
BIRCHWOOD SUMMER CONCERT SERIES
TIGHE-SCHMITZ PARK 6:00 – 7:30 p.m.
JUNE – AUGUST 2023

| DATE | MUSICIANS | MUSIC |
|-------------|---|--|
| June 4 | Artrio | Artrio, comprised of three local bassoonists, promises to delight with a lively and eclectic program featuring ancient, classical, contemporary, jazz, and new music from around the world. |
| June 11 | Harmonic Relief https://www.harmonicrelief.org/ | Adult Show Choir with a mix of music, choreography and staging. Featuring a repertoire of folk, rock, show tunes, jazz and contemporary music. |
| June 18 | Any Day Now http://www.reverbnation.com/anydaynowband/ | Six-member band playing classic rock n' roll/country – your favorite songs from the sixties to today. |
| June 25 | Amy and Adams http://www.amyandadams.com/ | Eclectic/FolkRock/TinPanAlley/CountryBluesGrass a lush blend of favorites and original tunes. |
| July 2 | Fourth of July weekend – no concert | |
| July 9 | Jennifer Eckes https://jennifereckes.weebly.com/ | Cabaret artist and talented vocalist, combining great technique with a warm stage presence. Exploring the Great American Songbook and modern classics. |
| July 16 | Scottie Miller http://www.scottiemiller.com/ | Keyboardist and vocalist. Combination of blues, soul, funk and jazz. |
| July 23 | The Riff Rangers www.daledahlquist/the-riff-rangers | This talented Twin Cities quintet performs a wide variety of toe tappin' genres on guitar, bass, drums and rich 3-part vocals. Western swing, vintage folk & rock classics, Big Band swing, Chicago blues and a wee bit of Irish make up the diverse palette of sounds that is The Riff Rangers. |
| July 30 | Legacy http://www.legacycelticmusic.com/ | Four- piece group offering an engaging selection of traditional and contemporary Irish vocal music and instrumental tunes. |
| August 6 | Ensemble Aventura | Five-person music ensemble specializing in world music with songs from Paris, Rio, and beyond! |
| August 13 | Open | |
| August 20 | Fabulous Fairlanes http://www.fabulousfairlanes.com/ | a cappella Doo-Wop Music from the 50s and 60s and newer |

**2023 STORMWATER MANAGEMENT
GRANT AGREEMENT**

GRANT AGREEMENT between the Rice Creek Watershed District, 4325 Pheasant Ridge Drive NE, Suite 611, Blaine, Minnesota 55449 and Birchwood Village, 207 Birchwood Avenue, Birchwood Village, MN 55422.

RECITALS

WHEREAS, Birchwood Village (Grantee) intends to construct a project titled "Birchwood Village Wildwood Lift Station Replacement" (Project); and,

WHEREAS, the Rice Creek Watershed District (District) operates a Stormwater Management Grant Program for the improvement and remediation of stormwater management systems throughout the Rice Creek Watershed; and,

WHEREAS, in accordance with District program guidelines, the District desires to provide the Grantee financial assistance for the Project.

THEREFORE, in consideration of mutual promises set forth herein and other good and valuable consideration, the District and the Grantee agree as follows:

I. GRANTEE RESPONSIBILITIES.

- A. *Design Plan, Operation Plan and Maintenance Plan.* Design plans for the project must be signed by a licensed professional engineer or landscape architect. The Grantee will submit (1) final signed plans and specifications for the Project, and (2) an operations and maintenance plan to the District for the Administrator's written approval, not to be unreasonably withheld. The Project plans and specifications must include a public education component. The District, in its discretion, may approve a non-structural public education component.
- B. *Construction and Maintenance.* The Grantee, through its own personnel and/or contractors, will construct the Project in accordance with the approved Project plans and specifications and maintain it indefinitely in accordance with the approved maintenance plan. In doing so, the Grantee will comply with all applicable laws and regulations and will be responsible for acquiring all permits, approvals and temporary and permanent rights of access or easement.
- C. *Perpetual Access for Maintenance.* The Grantee shall submit to the District, in a form acceptable to the District, legal assurance that the Grantee has perpetual access to the Project's location for construction, operation and maintenance and that the Project will be maintained in perpetuity.
- D. *Completion of Construction.* The Grantee's staff or consulting engineer will certify the completion of Project construction in accordance with the approved plans and specifications no later than October 31, 2025. The Grantee will submit to the District documentation of Project expenditures and the certification of completion no later than December 31, 2025.

II. DISTRICT RESPONSIBILITIES.

- A. *Grant Funds.* To defray the Project cost to the Grantee, the District will provide the Grantee financial assistance in the amount of fifty (50) percent of the Project's eligible costs, as determined by the District, with the total amount of District assistance not to exceed \$100,000.
- B. *Payment Schedule.* On District approval of the Project plans, specifications, and operations and maintenance plan, certification by the Grantee that it has obtained all necessary permits and approvals, District approval of the Grantee's perpetual access and maintenance assurance, and receipt of the Grantee's issued notice to proceed, the District may disburse fifty (50) percent of the RCWD Board approved grant amount upon request of the Grantee. On District receipt of the certification of completion and review of such Project documentation as it may require, the District will disburse the remaining RCWD Board approved funds.
- C. *Contingencies.* The District's obligation to provide grant funds is contingent on the Grantee's compliance with the terms of this agreement, including but not limited to Project completion in accordance with the District-approved plans and specifications by October 31, 2025 and Project maintenance in accordance with the approved maintenance plan. The Grantee will return to the District any grant funds already received if this condition is not satisfied.

III. MISCELLANEOUS.

- A. *Relationship of Parties.* Nothing in this agreement creates or establishes a partnership, joint venture or agency relationship between the parties. District review or approval of design plans and specifications, a maintenance plan and any other Project-related documents is solely for the District's own accounting for funds expended. As between the parties, the Grantee is solely responsible for selection of the Project design and the means, method and manner of construction. Nothing in this agreement creates any right in any third party or affects any immunity, defense or liability limitation enjoyed by either party.
- B. *Employees.* The Grantee represents that it has or will secure, at its own expense, all personnel and/or contractors required for the performance of this agreement. No Grantee personnel or contractor will be considered an agent, representative or employee of the District.
- C. *Liability.* The Grantee agrees to hold harmless and indemnify the District, and its managers, staff and representatives, up to the maximum liability limits of Minnesota Statutes Section 466.04, against any claim, expense or damage, including attorney fees, arising from the performance of this agreement.
- D. *Assignment or Modification.* This agreement binds and inures to the benefit of the Grantee and the District, and their respective successors and assigns. Neither party may assign this agreement without the prior written consent of the other. Any modification of the agreement must be in writing and signed by both parties.
- E. *Public Documents.* All submitted information, including application, conceptual design, cost estimates, bid tabulations, final designs and specifications, copies of permits and proof of expenditures will become a part of the public record. Grantee will not claim intellectual property rights in any such information.

F. *Effective Date.* This agreement is effective as of the date all signatures below have been provided.

Dated: _____, 2023

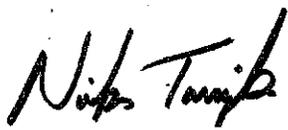
BIRCHWOOD VILLAGE

By: _____

Its: _____

Dated: February 22, 2023

RICE CREEK WATERSHED DISTRICT

By: 

Nick Tomczik, Administrator

Re: Grant Application Approval - Birchwood Village Wildwood Lift Station Replacement Project

Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

Fri 2/24/2023 11:45 AM

To: Catherine Nester <Cnester@ricecreek.org>

Bcc: margaret ford <margaret.ford@cityofbirchwood.com>; Ryan Hankins <ryan.hankins@cityofbirchwood.com>; kathy weier <kathy.weier@cityofbirchwood.com>; Mark Foster <mark.foster@cityofbirchwood.com>; Justin McCarthy <justin.mccarthy@cityofbirchwood.com>

Excellent, Catherine! And thank you. I will review this at the next city council meeting with the Mayor and Council Members, execute the paperwork, and return to you. Kind regards.

Rebecca Kellen, MBA
 City Administrator
 City of Birchwood Village, MN
 office: (651) 426-3403
 fax: (651) 426-7747
 email: rebecca.kellen@cityofbirchwood.com
 website: <http://www.cityofbirchwood.com/>



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From: Catherine Nester <Cnester@ricecreek.org>
Sent: Thursday, February 23, 2023 1:27 PM
To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>
Cc: Mary Cahill <Mary.Cahill@cityofbirchwood.com>
Subject: Grant Application Approval - Birchwood Village Wildwood Lift Station Replacement Project

Good afternoon, Rebecca,
 The Rice Creek Watershed District is pleased to inform you that your application to the District's 2023 Stormwater Management Grant Program was approved for funding. The Birchwood Village Wildwood Lift Station Replacement Project was approved for up to \$100,000 by the RCWD Board of Managers on February 22, 2023. We look forward to partnering with Birchwood Village in implementing its project.

A grant agreement for this project is attached to this email, signed by the RCWD Administrator. Please execute the agreement and return a copy to the RCWD. Email transmittal is acceptable. An original agreement can be mailed if that is preferred. The grant agreement must be executed by Birchwood Village and submitted to the District no later than May 31, 2023, otherwise funding for the project may be cancelled.

Thank you for your commitment to improving and protecting water quality in the Rice Creek Watershed. If you have any questions, feel free to contact me at 763-398-3081 or cnester@ricecreek.org.

Sincerely,

Catherine Nester
Water Monitoring Technician
Rice Creek Watershed District
4325 Pheasant Ridge Drive NE #611
Blaine, MN 55449-4539
Direct: (763) 398-3081
Main: (763) 398-3070
[www.ricecreek.org]www.ricecreek.org



RCWD CELEBRATES 50 YEARS OF SERVICE 1972-2022

RESOLUTION 2023-18

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

A RESOLUTION AUTHORIZING EFTs

WHEREAS, the City of Birchwood Village is a political subdivision, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City has established various relationships with vendors including but not limited to:

MN Department of Revenue
MN Labor and Industry (state surcharges)
MN Unemployment
PERA
IRS
Xcel Energy
A T & T Mobility (water tower)

and each is paid through the use of Electronic Funds Transfer (EFT) technology; and

WHEREAS, the City has a Treasurer who actively authorizes these transactions; and

WHEREAS, Minnesota Statute § 471.38 Subdivision 3 authorizes the payment of certain claims through the use of EFT and ACH debits from government accounts provided the City authorizes such activity annually and the City wishes to be compliant with this law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Birchwood Village, Minnesota, as follows:

1. In compliance with State law, Minnesota Statute § 471.38 subdivision 3a, the City's Treasurer is hereby authorized to approve EFT and ACH payments to vendors that are paid in that manner provided the following policy controls are employed:
 - a). the disbursing bank shall keep on file a certified copy of the delegation of authority;
 - b). the initiator of the electronic transfer shall be identified;
 - c). the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer;
 - d). a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction;
 - e). a list of all transactions made by electronic funds transfer shall be submitted to the governing body at its next regular meeting after the transaction.

2. This authorization shall be for CY 2023 and shall be renewed by the City at its annual delegation of authority meeting.

Resolution duly seconded and passed this 14th day of March, 2023.

Margaret Ford, Mayor

Attest:

Rebecca Kellen, City Administrator

RESOLUTION 2023-19

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

A RESOLUTION AUTHORIZING the City Administrator and the Mayor to expend funds of up to \$500 each on necessary City Business.

WHEREAS, Expenses needed to carry out the necessary business of the City of Birchwood Village arise from time to time. Some of these expenses require immediate action for reasons of efficiency and cost effectiveness.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Birchwood Village Minnesota, as follows:

1. The City Administrator and Mayor are hereby authorized to expend \$500 each to fund urgent necessary City expenses that arise before a scheduled City Council meeting.
2. Documentation for these expenses will be kept and submitted for approval at the next City Council meeting.

Resolution duly seconded and passed on this 14th day of March, 2023.

Margaret Ford, Mayor

Rebecca Kellen, City Administrator

To: Council
From: Justin McCarthy
RE: Deer Hunt – For placement on the OPTIONAL agenda

Council,

The City Council had previously authorized a deer hunt in the community using professional hunters from the Metro Bow Hunters Resource Base (MBHRB). The reasons for authorizing this hunt were a perceived overabundance of Whitetail Deer that led to destruction of ornamental plants and other nuisances.

The results of the hunt have been well short of any meaningful impact on the deer population. Last year, they failed to kill a single deer. Previous year's results were also less than fruitful with a couple of deer killed each year.

Despite the best of intentions, I do not believe this program has any realistic chance of successfully reducing the deer population in the City. The permissible hunt area in Birchwood is very small and the amount of time spent hunting is limited. Research that I have seen suggests that in order to effectively lower the deer population to below the carrying capacity of the environment, persistent, widespread hunting is necessary. It does not help that Mahtomedi and White Bear Lake do not take any measures to control their deer populations. While Mahtomedi participated one year, they stopped participating. Even if we managed to significantly reduce the deer population in Birchwood, any such reduction is likely to be quickly filled by deer from these neighboring communities.

While Metro Bow Hunters Resource Base does not charge for this service, our administrative costs are high. Becky spends significant time contacting landowners and arranging for the dates of the hunt. Given the lackluster results of the project, I feel that her time would be better spent doing other tasks. I would therefore recommend that the Council decline this year's hunt and moving forward by exercising our 90 day termination clause with MBHRB.

RESOLUTION NO. 2023-20

**RESOLUTION EXERCISING THE TERMINATION CLAUSE IN
THE CITY’S CONTRACT WITH METRO BOW HUNTERS
RESOURCE BASE**

WHEREAS, the City of Birchwood Village currently has a contract with Metro Bow Hunters Resource Base (MBHRB) to cull the deer herd within the City of Birchwood Village on an annual basis that runs through 2025, and

WHEREAS, the contract includes a 90 day termination clause, and

WHEREAS, the City has found that the hunt has not been successful at managing the deer herd, and

WHEREAS, the deer hunt takes administrative resources that the City cannot justify in light of the limited success of the hunt.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Birchwood Village that the City of Birchwood Village hereby cancels the deer hunt for 2023 and exercises the 90-day termination clause in the City’s contract with MBHRB.

I certify that the City of Birchwood Village adopted the above Resolution

on this ____ day of February, 2023

ATTEST:

Mayor

City Administrator

**CITY OF BIRCHWOOD VILLAGE
207 BIRCHWOOD AVENUE
BIRCHWOOD, MINNESOTA**

**MINUTES OF THE CITY COUNCIL MEETING
FEBRUARY 14, 2023, 6:45 P.M.**

MEMBERS:

| | |
|-----------------|---------------|
| Margaret Ford | Mayor |
| Mark Foster | Councilmember |
| Ryan Hankins | Councilmember |
| Justin McCarthy | Councilmember |
| Katherine Weier | Councilmember |

STAFF:

| | |
|-----------------|--------------------|
| Becky Kellen | City Administrator |
| H. Alan Kantrud | City Attorney |

GUESTS:

| | |
|----------------|----------------|
| Mary Cahill | City Treasurer |
| Steve Thatcher | City Engineer |

Minutes prepared by Anh Nguyen of Minutes Solutions Inc. from a video recording.

1. CALL TO ORDER

Mayor Ford called the meeting to order at 6:45 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve the agenda as presented. All in favor; motion carried.

4. OPEN PUBLIC FORUM (0:50:10)

Kevin Woolstencroft, 292 Jay Street, expressed concern regarding Barton Winter's conduct towards city staff due to grievances related to the skating rink.

Barton Winter, 1 Five Oaks Lane, reported poor ice conditions at the skating rink and expressed concern regarding the city's maintenance of the skating rink.

On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to close the open public forum. All in favor; motion carried.

5. **ANNOUNCEMENTS**

- a. **City Planner and Engineer Request for Proposal (RFP):** The RFPs are due March 1, 2023.
- b. **Lift Station Bids:** The bids for the lift station will be posted in April 2023.
- c. **Permitting Software:** The permitting software is tentatively set for implementation in April 2023.

6. **CITY BUSINESS – CONSENT AGENDA (0:02:54)**

On a motion made by Councilmember Weier, seconded by Councilmember McCarthy, it was resolved to approve the consent agenda with the exception of Items A, B, C, F, and G. All in favor; motion carried.

a. **Approval of the Treasurer’s Report (0:04:22):**

On a motion made by Councilmember Hankins, seconded by Councilmember McCarthy, it was resolved to approve the Treasurer’s Report for the period ending February 8, 2023, with the exception of checks No. 32272, No. 32273, No. 32274, No. 32275, and No. 32276 for Kevin Woolstencroft, Justin McCarthy, Mark Foster, Jon Fleck, and Mary Wingfield, respectively, and check #EFT12302022 for Mary Wingfield pending a response from the Attorney General’s office. All in favor; motion carried.

ACTION – Mary Cahill will investigate the freight cost for skid markers/street cones from MNM Transport Services, and whether the Council is required to sign off on electronic fund transfers.

The Treasurer’s report for the period ending February 8, 2023, was provided for the Council’s review and approval.

The city paid a state tax penalty because the city had historically been paying quarterly tax payments; however, it was confirmed that payments must be made monthly if a payment exceeds \$1,500 in a quarter. In this instance, the city exceeded \$1,500 in the third quarter of 2022. The city will continue to pay monthly moving forward to avoid future oversight.

The city is over budget for snow removal. Councilmember Hankins queried whether the Council is expected to authorize an increase in a budget when expected to be exceeded. Mary Cahill was unable to provide an answer.

The disbursement receipt registers are redundant due to several adjustments made in the reconciliation process of the city’s accounting backdating to December 2022 to ensure the city starts with no outstanding transactions in 2023.

H. Alan Kantrud reported following up with the Attorney General’s office regarding the Council pay raise initiated in 2020. The Attorney General’s office is aware of the Council’s query and a response is pending.

b. **Approval of the Regular January Council Meeting Minutes (0:22:08):**

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to approve the minutes of the Council meeting held on January 10, 2023, as amended. All in favor; motion carried.

The minutes of the Council meeting held on January 10, 2023, were provided for the Council's review and approval. The Council referred to Section 12, Item G, and clarified that the Council was trying to work within, not around, the open meeting law.

c. Approval of the Closed January Council Meeting Minutes (0:23:58):

The minutes of the closed Council meeting held on January 10, 2023, were provided for the Council's review and approval. The Council requested that the active litigation matters are identified as Nicklaus v. City of Birchwood and Barthel v. City of Birchwood.

d. Approval of 2023 Meeting and Holiday Schedule

e. Approval of Resolution 2023-08 – Authorize Annual Summer Concert Series

f. Approval of Resolution 2023-09 – Authorize Two Laptop Purchases (0:25:00):

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve Resolution 2023-09 to authorize the procurement of two laptops for an amount not to exceed \$2,500 for the pair, as amended. All in favor; motion carried.

Councilmember McCarthy expressed concern regarding the specs of the proposed laptops for purchase, noting that 8GB RAM and 256GB SSD may become obsolete in the near future. The Council agreed to approve the resolution with an amendment to exclude the purchase of a Dell Latitude 5530 specifically, to allow city staff to explore alternative laptop options with higher specs.

g. Approval of Resolution 2023-10 – Permit Period Extension for Variance 22-01-VB (0:28:25):

On a motion made by Councilmember McCarthy, seconded by Mayor Ford, it was resolved to approve Resolution 2023-10 to authorize the extension of time to procure a building permit for the variances for the property at 469 Lake Avenue in variance case 22-01-VB as granted at the Council meeting held on March 8, 2022. All in favor; motion carried.

ACTION – Becky Kellen will request that Kyle Hunt, on behalf of the Barthel Team, provide a formal attestation that the variance application for 469 Lake Avenue will be withdrawn and converted to a building permit to be provided to the city by early March 2023 for approval at the next Council meeting.

The City Engineer, Steve Thatcher, reported that the plan submitted by Dr. Barthel's team, with the revised variance request showing the impervious surface to be less than 25%, showed the south side setback to be 7.8 feet, while the Council had approved a setback of 7.9 feet. He noted it may be a clerical error, but if not, it would be reasonable to expect that the plan be accommodated to meet the Council's approval, otherwise a new variance request for the additional 1/10th of a foot would be required.

Councilmember McCarthy expressed concern that the variance application for 469 Lake Avenue has not formally been withdrawn. He noted that, if no action is taken by the Council to approve or deny a variance request within 60 days, the variance request is approved by default as per Minnesota statute. The Council agreed that, if a letter is not provided by the Barthel team by early March 2023 to officially withdraw the variance application, the Council will take action on the variance application at the next Council meeting.

7. **CITY BUSINESS**

a. **Parks Committee (0:43:59)**

i. **Candidate Review and Selection:**

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to appoint all five candidates to the Parks Committee. All in favor; motion carried.

On a motion made by Mayor Ford, seconded by Councilmember Foster, it was resolved to appoint Councilmember McCarthy and Councilmember Weier to the Parks Committee. All in favor; motion carried.

The following individuals submitted their candidacy for consideration to the Parks Committee, to be comprised of five residents:

- Noel Hegedus
- Alan Mitchell
- Mary Sue Simmons
- Zachary Michalk
- Jennifer Arsenault

ii. **Approval of Bylaws:** This item was deferred to the Parks Committee for review.

iii. **Resolution 2023-11, Authorizing the Evaluation of and Possible Relocation of the Disabled Parking at Kay Beach:** This item was approved at the Council meeting held on January 10, 2023.

iv. **Resolution 2023-12, Authorizing the Parks Committee to Review and Recommend Code Revisions Related to Parks and Open Spaces:** This item was approved at the Council meeting held on January 10, 2023.

v. **Resolution 2023-13, Authorizing the Parks Committee to Review Potential Upgrades and Usages of Tighe-Schmitz Park:** This item was approved at the Council meeting held on January 10, 2023.

b. **Treasurer's Report on Reconciliation and Internal Controls (0:04:22):**

On a motion made by Councilmember Hankins, seconded by Councilmember McCarthy, it was resolved to adopt the resolution authorizing the adjustment of several fund balances for 2023. All in favor; motion carried.

Mayor Ford and Mary Cahill reviewed the city's internal controls and a draft will be presented to Council upon review by the League of Minnesota Cities.

Mary Cahill reported that a Claims List for Approvals is required as confirmed by the League of Minnesota Cities. The Council will have an opportunity to review and dispute any charges on the Claims List. Final disbursement checks must be signed by Mayor Ford upon review and approval of the Claims List, to be distributed within 35 days as per Minnesota statute.

The reconciliation process is complete and discrepancies were identified in the city's favor that will require the city to increase the water, sewer, and general fund. Of the approximate \$40,000 discrepancy, \$2,000 of the missing transactions cannot be verified. Mary Cahill reported four checks that were overestimated utility payments. The checks, with the exception of one, were less than \$100.

Mary Cahill issued letters to the respective homeowners and responses are pending. Another check in the amount of \$60 was a payroll payment for an ice rink attendant that was voided and re-issued.

c. Designate the TH 120/Century Avenue Coalition Representative and Back-Up (0:57:00)

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to designate Mayor Ford as the TH 120/Century Avenue Coalition Representative. All in favor; motion carried.

d. Second Reading Ordinance 2022-10-02, Amending Section 605 Animals (1:01:25)

i. Public Hearing:

On a motion made by Councilmember McCarthy, seconded by Councilmember Foster, it was resolved to close the public hearing. All in favor; motion carried.

ii. Council Deliberation and Approval:

On a motion made by Councilmember Hankins, seconded by Councilmember McCarthy, it was resolved to approve Ordinance 2022-10-02, Amending Section 605 Animals, as presented. All in favor; motion carried.

iii. Resolution 2023-15, Summary Publication of Ordinance 2022-10-02:

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve a summary publication of Resolution 2023-15 for Ordinance 2022-10-02. All in favor; motion carried.

- e. **Second Reading Ordinance 2022-10-05, Amending Section 701 Fees (1:05:31)**
 - i. **Public Hearing:**

On a motion made by Councilmember Foster, seconded by Councilmember Hankins, it was resolved to close the public hearing. All in favor; motion carried.
 - ii. **Council Deliberation and Approval:**

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to approve Ordinance 2022-10-05, Amending Section 701 Fees, as presented. All in favor; motion carried.
 - iii. **Resolution 2023-14, Summary Publication of Ordinance 2022-10-05:**

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve a summary publication of Resolution 2023-14 for Ordinance 2022-10-05. All in favor; motion carried.
- f. **Second Reading Ordinance 2022-10-07, Amending Section 407 Fees (1:08:14)**
 - i. **Public Hearing:**

On a motion made by Councilmember McCarthy, seconded by Councilmember Hankins, it was resolved to close the public hearing. All in favor; motion carried.
 - ii. **Council Deliberation and Approval:**

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to approve the second reading of Ordinance 2022-10-07, Amending Section 407 Fees, as presented. All in favor; motion carried.
 - iii. **Resolution 2023-06, Summary Publication of Ordinance 2022-10-07:**

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to approve a summary publication of Resolution 2023-06 for Ordinance 2022-10-07. All in favor; motion carried.
- g. **Mitigation Plan for Washington County Sheriff’s Office (1:13:00)**

ACTION – Becky Kellen will investigate the cost associated with updating the AED in City Hall.

Birchwood’s mitigation measures as prepared by the previous mayor and previous city administrator were presented to the Council. The Council noted several of the city’s risk mitigation measures are outdated and should be reviewed offline throughout the year.

8. CITY BUSINESS – PENDING BUSINESS

A list of pending items was included in the meeting package but not discussed with the exception of the following items:

a. Right-of-Way Code (1:16:55)

On a motion made by Councilmember McCarthy, seconded by Councilmember Weier, it was resolved to defer the right-of-way code to the Planning Commission for review and feedback. All in favor; motion carried.

The Council noted that the right-of-way code is part of the planning and zoning section of the city's code and should be deferred to the Planning Commission for review and input.

b. Firearms Code (1:19:57)

The Council discussed whether to remove "Hunting Prohibited" from the firearms code citing concerns about removing the city's ability to offer permits for hunting if needed. The Council agreed to add that no person shall hunt any bird or animal by any means within the city "without a permit issued by the Council".

The Council reviewed the curfew for minors and noted that Washington County's curfew is stricter and would therefore supersede Birchwood's curfew. However, the Council expressed concern that Washington County's curfew is outdated, and was not in support of following the curfew. The Council noted the challenges of enforcing Washington County's curfew.

The Council agreed to prohibit smoking from city parks and open spaces citing concerns about littering and second-hand smoke. Councilmember Hankins reported that free no-smoking signage is available if the city adopts a smoking ordinance.

Further discussion was deferred to the next Council meeting.

c. Building in the City of Birchwood Village (1:36:05)

This item was deferred to the next Council meeting pending a review of additional documentation.

d. Cancelling the Deer Hunt (1:38:56)

Councilmember McCarthy expressed concern regarding the administrative time and effort to coordinate the deer hunt, and the ineffectiveness of the deer hunt. He suggested that the deer hunt be canceled for 2023.

e. Leaf Pick-Up (1:39:25)

Councilmember McCarthy expressed concern regarding the use of the city's administrative resources to handle the administrative work for Mow Joe, the leaf pick-up contractor. He suggested that contractors advertise their leaf removal services in the community newsletter instead.

9. **CITY BUSINESS – NEW BUSINESS**

a. **Job Posting for Assistant Treasurer (1:40:50)**

On a motion made by Councilmember Hankins, seconded by Councilmember Weier, it was resolved to authorize the City Administrator to re-post the job listing for an Assistant Treasurer with the dates listed as current. All in favor; motion carried.

10. **CITY ATTORNEY UPDATES (1:43:00)**

a. **Water Management Plan**

There was no update.

b. **310-312 Wildwood Avenue Run-Off**

The Council suggested that potential buyers of the 310-312 Wildwood Avenue property be made aware of the ongoing nuisance issues with the property that must be addressed upon ownership. H. Alan Kantrud reported that such a notice would not be included in the chain of titles, therefore, potential buyers would not have access to this information unless disclosed by the sellers. H. Alan Kantrud noted a last resort would be to initiate a lawsuit against the property. Further discussion was deferred.

11. **ADJOURNMENT**

On a motion made by Councilmember Foster, seconded by Councilmember Weier and carried unanimously, it was agreed that there was no further business of the Council to transact; the meeting was closed at 8:42 p.m. by Mayor Ford.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Mayor Margaret Ford

City Administrator Becky Kellen

Date

Date



TO: Mayor and City Council
FROM: Rebecca Kellen, City Administrator
COPIED: Mary Cahill
SUBJECT: Engineering Fees

City staff has met to discuss Thatcher Engineering fees that have not been billed to residents, some possibly as far back at 2020. This discussion uncovered issues with the resident billing process and fees being carried as balances due from residents that may not be appropriate. City Administration is putting measures in place to improve the resident billing process and recommends that the council consider waiving certain resident engineering fees that may not be appropriate. This memo documents these measures, recommendations, and some previously resident allocated engineering fees that were already waived by the City Council.

The following measures have been put in place to ensure resident billing is completed promptly.

- Ensure staff roles are clearly defined with resident billing upon receipt of engineering invoices.
- Use appropriate ledger categories for legal and enforcement engineering actions.
- Implement new permitting software and distinguishing between Planner and Engineering fees; and add a flat administrative planning fee to be paid upfront, prior to any permit review.
- Determine a process to claim the existing outstanding debt owed by sending three (3) consecutive letters to the owing party. After which time, if the debt remains outstanding, city administration recommends a special assessment on property taxes to recuperate the monies owed.

There were some instances where the City found that it was not, or may not be, appropriate to charge back the engineering fees to the resident, as the fees were related to regular city business practices. Two of these instances were discussed and approved in the January 10, 2023, Closed City Council Meeting regarding removing INV #619, 10/28/22, \$600 and INV #616, 10/28/22 \$300 related to city legal matters.

In the following cases, the Administration recommends waiving the fees for the residents. They are as follows:

- **529 Lake**
 - Removal of INV #601, 7/27/22, \$2550
 - City-initiated investigation fees on a previously approved building permit or variance.
 - Non-resident initiated enforcement.
- **369 Wildwood**
 - Removal of INV #583, 4/27/22, \$3212.12 and INV #600 7/26/22, \$500
 - City-initiated investigation fees on a previously approved building permit or variance.
 - Non-resident initiated enforcement.

- See attached resident request to waive all remaining unpaid fees of \$3712.12.
- **112 Wildwood**
 - Removal of INV##597, \$200, 2/27
 - City-initiated investigation fees for non-resident-initiated enforcement activity.

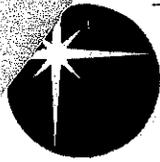
15 Birchwood Lane has outstanding **unbilled engineering fees related to past permits and variances** that need to be further analyzed by City Administration. City administration requests additional time to research.

City staff seeks approval from the Mayor and City Council to waive the resident engineering fees referenced in the invoiced listed above for **529 Lake, 369 Wildwood, 112 Wildwood** due to being city-initiated investigation fees.

Thank you for your consideration.



Rebecca Kellen
City Administrator



Thatcher

Thatcher Engineering, Inc.
6201 Creek Valley Road
Edina, MN 55439
Phone: 612.781.2188
www.thatcher-eng.com

Bill To:

City of Birchwood Village
207 Birchwood Avenue
Birchwood, MN 55110

Invoice #: 601

Invoice Date: 7/27/2022

Terms: Net 30

Due date: 8/26/2022

Work Performed Through: 7/26/2022

Project: Birchwood Village - 529 Lake Avenue - Building Permit Application
Sandra and David Buerke Property - Susan Wells of Husnik Homes Inc

| Date | Person | Description | Hours | Rate | Amount |
|-----------|--------|---|-------|--------|----------|
| 7/10/2022 | SWT | Site visit to observe construction. Obtain photos. | 1.50 | 100.00 | \$150.00 |
| 7/11/2022 | SWT | Review file. Telephone Conference (TC) with Jack Kramer. Separate TC's with Alan Kantrud and Rebecca Kellen. | 2.50 | 100.00 | \$250.00 |
| 7/12/2022 | SWT | Review file and state statutes. TC with Jack Kramer. Separate TC's with Alan Kantrud and Susan Welles of Husnik Homes, Inc. | 2.50 | 100.00 | \$250.00 |
| 7/13/2022 | SWT | Review file and state statutes. TC with Jack Kramer. Separate TC's with Alan Kantrud and Rebecca Kellen. | 4.00 | 100.00 | \$400.00 |
| 7/14/2022 | SWT | Review file and state statutes. Two TC's with Jack Kramer. Separate TC's with Alan Kantrud and Rebecca Kellen. | 4.00 | 100.00 | \$400.00 |
| 7/15/2022 | SWT | Two TC's with Jack Kramer. Separate TC's with Alan Kantrud and Rebecca Kellen. Review draft email. | 3.00 | 100.00 | \$300.00 |
| 7/18/2022 | SWT | TC's with Jack Kramer. Separate TC's with Alan Kantrud. Separate TC's with Rebecca Kellen. Review letter dated July 18, 2022 from Susan Welles and prepare email. | 3.50 | 100.00 | \$350.00 |

| | | | | | |
|-----------|-----|--|---------------------------------|--------|------------|
| 7/19/2022 | SWT | Review email from Jack Kramer. TC with Alan Kantrud. Separate TC with Rebecca Kellen. Prepare email. | 1.50 | 100.00 | \$150.00 |
| 7/22/2022 | SWT | Prepare for and participate in meeting with Jack Kramer, Rebecca Kellen and Susan Welles at 529 Lake Avenue. | 3.00 | 100.00 | \$300.00 |
| | | | Balance Due This Invoice | | \$2,550.00 |
| | | | Previous Balance | | \$0.00 |
| | | | Payments/Credits | | \$0.00 |
| | | | Balance Due | | \$2,550.00 |



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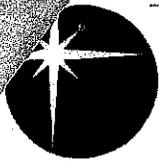
Bill To:
 City of Birchwood Village
 207 Birchwood Avenue
 Birchwood, MN 55110

Invoice #: 583
Invoice Date: 4/27/2022
Terms: Net 30
Due date: 5/27/2022
Work Performed Through: 4/26/2022

Project: Birchwood Village - 369 Wildwood Avenue - Danny Werra - Work Without a Permit

| Date | Person | Description | Hours | Rate | Amount |
|---------------------------------|--------|--|-------|--------|-------------------|
| 4/15/2022 | SWT | Site visit, take photos, review work that has been conducted, determine code violations, and prepare memo. | 3.00 | 100.00 | \$300.00 |
| 4/16/2022 | SWT | Review work that has been conducted, determine code violations and prepare memo. | 5.00 | 100.00 | \$500.00 |
| 4/18/2022 | SWT | Review work that has been conducted, determine code violations and prepare memo. | 1.00 | 100.00 | \$100.00 |
| 4/19/2022 | SWT | Review work that has been conducted, determine code violations and prepare memo. | 6.00 | 100.00 | \$600.00 |
| 4/20/2022 | SWT | Prepare memo. | 7.00 | 100.00 | \$700.00 |
| 4/20/2022 | | FedEx - Scan of Building Plans Approved by White Bear Area Department of Inspections dated October 18, 2013 (\$12.12). | | | \$12.12 |
| 4/21/2022 | SWT | Prepare memo and telephone conference with Jack Kramer. | 7.00 | 100.00 | \$700.00 |
| 4/22/2022 | SWT | Prepare memo. | 2.00 | 100.00 | \$200.00 |
| 4/25/2022 | SWT | Telephone conference with Alan Kantrud and update memo. | 1.00 | 100.00 | \$100.00 |
| Balance Due This Invoice | | | | | \$3,212.12 |
| Previous Balance | | | | | \$0.00 |
| Payments/Credits | | | | | \$0.00 |
| Balance Due | | | | | \$3,212.12 |

Engineering and Environmental Solutions



Thatcher

Thatcher Engineering, Inc.
6201 Creek Valley Road
Edina, MN 55439
Phone: 612.781.2188
www.thatcher-eng.com

Bill To:

City of Birchwood Village
207 Birchwood Avenue
Birchwood, MN 55110

Invoice #: 600

Invoice Date: 7/27/2022

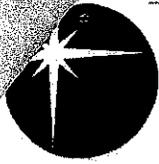
Terms: Net 30

Due date: 8/26/2022

Work Performed Through: 7/26/2022

Project: Birchwood Village - 369 Wildwood Avenue - Danny Werra - Work Without a Permit

| Date | Person | Description | Hours | Rate | Amount |
|-----------|--------|--|-------|--------|----------|
| 4/27/2022 | SWT | Telephone conference (TC) with Jack Kramer regarding stop work. | 0.50 | 100.00 | \$50.00 |
| 6/8/2022 | SWT | Review letter from Dan and Melissa Werra, property owners and emails and prepare draft letter. | 3.00 | 100.00 | \$300.00 |
| 7/6/2022 | SWT | Review documents from Dan Werra, property owners, TC Rebecca Kellen and prepare email. | 1.50 | 100.00 | \$150.00 |
| | | Balance Due This Invoice | | | \$500.00 |
| | | Previous Balance | | | \$0.00 |
| | | Payments/Credits | | | \$0.00 |
| | | Balance Due | | | \$500.00 |



Thatcher

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Bill To:

City of Birchwood Village
207 Birchwood Avenue
Birchwood, MN 55110

Invoice #: 597

Invoice Date: 7/27/2022

Terms: Net 30

Due date: 8/26/2022

Work Performed Through: 7/26/2022

Project: Birchwood Village - 112 Wildwood Avenue - Joseph and Victoria Wormwood
Investigate a report of substantial tree removal and grading

| Date | Person | Description | Hours | Rate | Amount |
|---------------------------------|--------|--|-------|--------|----------|
| 6/9/2022 | SWT | Site visit to investigate a report of substantial tree removal and grading, take photos, telephone conference with Rebecca Kellen and prepare email. | 2.00 | 100.00 | \$200.00 |
| Balance Due This Invoice | | | | | \$200.00 |
| Previous Balance | | | | | \$0.00 |
| Payments/Credits | | | | | \$0.00 |
| Balance Due | | | | | \$200.00 |

For the Period : 2/10/2023 To 3/7/2023

| <u>Name of Fund</u> | <u>Beginning Balance</u> | <u>Total Receipts</u> | <u>Total Disbursed</u> | <u>Ending Balance</u> | <u>Less Deposits In Transit</u> | <u>Plus Outstanding Checks</u> | <u>Total Per Bank Statement</u> |
|---|--------------------------|-----------------------|------------------------|-----------------------|---------------------------------|--------------------------------|---------------------------------|
| General Fund | \$664,864.13 | \$20,602.83 | \$40,353.08 | \$645,113.88 | \$5,756.83 | \$46,776.91 | \$686,133.96 |
| Road and Bridge | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other Federal Programs | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Comp Plan Grant | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Tree Canopy Care | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Special Rev Projects | \$3,420.69 | \$0.00 | \$0.00 | \$3,420.69 | \$0.00 | \$0.00 | \$3,420.69 |
| Spec Rev - Warm House | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| REIMBURSED CONTRACTED SERVICES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Birchwood In Re-hab Bond | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Sewer Re-hab Debt | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| CAPITAL PROJECT FUNDS (401 through 499) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| General Capital Projects | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Capital Project PW | \$111,711.31 | \$0.00 | \$0.00 | \$111,711.31 | \$0.00 | \$0.00 | \$111,711.31 |
| Water | \$73,235.79 | \$2,444.74 | \$6,297.28 | \$69,383.25 | \$0.00 | \$6,227.81 | \$75,611.06 |
| Sewer | \$103,325.65 | \$1,489.35 | \$15,473.34 | \$89,341.66 | \$0.00 | \$19,777.80 | \$109,119.46 |
| Transit System | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Sewer Infrastructure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Water Meter Upgrade Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| American Rescue Act Proceeds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Engineering Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total | \$956,557.57 | \$24,536.92 | \$62,123.70 | \$918,970.79 | \$5,756.83 | \$72,782.52 | \$985,996.48 |

| <u>Name of Fund</u> | <u>Beginning Balance</u> | <u>Total Receipts</u> | <u>Total Disbursed</u> | <u>Ending Balance</u> | <u>Less Deposits In Transit</u> | <u>Plus Outstanding Checks</u> | <u>Total Per Bank Statement</u> |
|---------------------|--------------------------------|---------------------------|----------------------------|---------------------------|---|--|---|
| Justin R. McCarthy | City Council/Town Board | | | | | | Date |
| Katherine A Weier | City Council/Town Board | | | | | | Date |
| Margaret Arola Ford | City Council/Town Board, Mayor | | | | | | Date |
| Robert Mark Foster | City Council/Town Board | | | | | | Date |
| Ryan A Hankins | City Council/Town Board | | | | | | Date |

Fund Name: All Funds

Date Range: 02/10/2023 To 03/07/2023

| <u>Date</u> | <u>Vendor</u> | <u>Check #</u> | <u>Description</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-O-P</u> | <u>Total</u> |
|-------------|----------------------------------|---------------------|---|-------------|---|----------------|--------------------|
| 02/16/2023 | Payroll Period Ending 02/16/2023 | 32341 | Payroll, Tom Nitti, Bookeeper/Assistant Clerk | N | Clerk - Treasurer | 100-41401-100- | \$ 690.09 |
| | Total For Check | 32341 | | | | | \$ 690.09 |
| 02/16/2023 | Payroll Period Ending 02/16/2023 | 32342 | Payroll- Becky Kellen, City Administrator/Clerk | N | Clerk - Treasurer | 100-41401-100- | \$ 1,998.27 |
| | Total For Check | 32342 | | | | | \$ 1,998.27 |
| 02/16/2023 | PERA | EFT02162023A* | Retirement funds- Tom Nitti and Becky Kellen | N | Clerk - Treasurer | 100-41401-121- | \$ 508.61 |
| | Total For Check | EFT02162023A | | | | | \$ 508.61 |
| 02/17/2023 | Amazon | EFT02062023A* | Webcam and stand | N | Office Operations Supplies | 100-41911-230- | \$ 45.54 |
| | Total For Check | EFT02062023A | | | | | \$ 45.54 |
| 02/17/2023 | Xcel Energy | EFT02172023A* | Lift Stations and Ice Rink Electricity, Hall Gas and Electric including solar energy creds | N | General Government Buildings and Plant | 100-41940-380- | \$(22.43) |
| | | EFT02172023A* | | | | 100-41940-380- | \$ 627.89 |
| | | EFT02172023A* | | | Parks | 100-45207-380- | \$ 116.26 |
| | | EFT02172023A* | | | Sewer Utility | 605-43190-380- | \$(59.82) |
| | | EFT02172023A* | | | | 605-43190-380- | \$ 302.74 |
| | | EFT02172023A* | | | | 605-43190-380- | \$(108.42) |
| | | EFT02172023A* | | | | 605-43190-380- | \$ 690.08 |
| | Total For Check | EFT02172023A | | | | | \$ 1,546.30 |
| 02/17/2023 | Xcel Energy | EFT02172023B* | Lift station gas service 12/18/22 - 1/22/23 | N | Sewer Utility | 605-43190-380- | \$ 35.48 |
| | Total For Check | EFT02172023B | | | | | \$ 35.48 |
| 02/17/2023 | Xcel Energy | EFT02172023C* | Gas Service 200 Wildwood Ave 12/18/22 - 1/22/23 | N | Sewer Utility | 605-43190-380- | \$ 35.48 |
| | Total For Check | EFT02172023C | | | | | \$ 35.48 |
| 02/17/2023 | Xcel Energy | EFT02172023D* | Electric for Birchwood tower 210 Birchwood Ave | N | Water Utility | 601-43180-380- | \$ 15.97 |
| | Total For Check | EFT02172023D | | | | | \$ 15.97 |

Fund Name: All Funds

Date Range: 02/10/2023 To 03/07/2023

| <u>Date</u> | <u>Vendor</u> | <u>Check #</u> | <u>Description</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-O-P</u> | <u>Total</u> |
|-------------|-------------------------------------|------------------|--|-------------|----------------------|----------------|---------------------|
| 02/22/2023 | A T & T Mobility | 02222023A* | Wireless for water tower- Feb- Mar 1, 2023 | N | Water Utility | 601-43180-382- | \$ 53.50 |
| | Total For Check | 02222023A | | | | | \$ 53.50 |
| 03/01/2023 | Payroll Period Ending 03/01/2023 | 32343 | Jim Rydeen- Maintenance | N | Parks | 100-45207-100- | \$ 1,747.60 |
| | Total For Check | 32343 | | | | | \$ 1,747.60 |
| 03/01/2023 | Payroll Period Ending 03/01/2023 | 32344 | Mary Cahill- Treasurer | N | Clerk - Treasurer | 100-41401-100- | \$ 394.75 |
| | Total For Check | 32344 | | | | | \$ 394.75 |
| 03/01/2023 | Payroll Period Ending 03/01/2023 | 32345 | Rebecca Kellen, City Administrator | N | Clerk - Treasurer | 100-41401-100- | \$ 1,998.27 |
| | Total For Check | 32345 | | | | | \$ 1,998.27 |
| 03/06/2023 | IRS - US Treasury | 03062023A | Federal Taxes - Q1 2023 - Feb Payment | N | Clerk - Treasurer | 100-41401-100- | \$ 843.36 |
| | | 03062023A | | | | 100-41401-100- | \$ 197.24 |
| | | 03062023A | | | | 100-41401-100- | \$ 313.94 |
| | Total For Check | 03062023A | | | | | \$ 1,354.54 |
| 03/06/2023 | MN Department of Revenue | 03062023B | MN State Tax eFiling - Q1 2023 Feb pymt | N | Clerk - Treasurer | 100-41401-115- | \$ 351.81 |
| | Total For Check | 03062023B | | | | | \$ 351.81 |
| 03/06/2023 | PERA | 03062023C | Retirement funds- Becky Kellen | N | Clerk - Treasurer | 100-41401-121- | \$ 366.13 |
| | Total For Check | 03062023C | | | | | \$ 366.13 |
| 03/06/2023 | PERA | 03062023D | Retirement funds- Jim Rydeen | N | Parks | 100-45207-121- | \$ 306.45 |
| | Total For Check | 03062023D | | | | | \$ 306.45 |
| 03/06/2023 | Xcel Energy | 03062023E | Street lighting | N | Street Lighting | 100-43160-380- | \$ 1,364.57 |
| | Total For Check | 03062023E | | | | | \$ 1,364.57 |
| 03/06/2023 | BrightView Landscapes, LLC. | 32346* | 2/6, 2/7, 2/15, 2/25, 2/27 Deicing Services, 2/20, 2/21 snow removal | N | Ice and Snow Removal | 100-43125-210- | \$ 8,939.80 |
| | | 32346* | | | | 100-43125-314- | \$ 8,951.40 |
| | Total For Check | 32346 | | | | | \$ 17,891.20 |
| 03/06/2023 | Metropolitan Council - Env. Service | 32347* | Wastewater Service- Mar | N | Sewer Utility | 605-43190-217- | \$ 4,968.70 |
| | Total For Check | 32347 | | | | | \$ 4,968.70 |

Fund Name: All Funds

Date Range: 02/10/2023 To 03/07/2023

| <u>Date</u> | <u>Vendor</u> | <u>Check #</u> | <u>Description</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-O-P</u> | <u>Total</u> |
|-------------|--------------------------------|------------------------|--|-------------|--|----------------|--------------------|
| 03/06/2023 | Hankins, Ryan | 32348 | Replacement microphone for council desk | N | General Government Buildings and Plant | 100-41940-230- | \$ 366.15 |
| | | Total For Check | 32348 | | | | \$ 366.15 |
| 03/06/2023 | Dynamic Earth & Civil, LLC | 32349* | excavation to locate broken and inoperable curb stop/water shut off at 417 Birchwood Ave | N | Unallocated Expenditures | 100-49201-314- | \$ 850.00 |
| | | Total For Check | 32349 | | | | \$ 850.00 |
| 03/06/2023 | Minnesota Department of Health | 32350 | Community Water Supply Service Connection Fee 01/01/2023-03/31/2023 | N | Water Utility | 601-43180-437- | \$ 817.00 |
| | | Total For Check | 32350 | | | | \$ 817.00 |
| 03/06/2023 | Kellen, Rebecca | 32351 | Zoom | N | Unallocated Expenditures | 100-49201-320- | \$ 16.09 |
| | | Total For Check | 32351 | | | | \$ 16.09 |
| 03/06/2023 | Menard's - MAPLEWOOD | 32352* | Seafoam, screws, padlock, furnace filters | N | General Government Buildings and Plant | 100-41940-400- | \$ 19.56 |
| | | 32352* | | | Parks | 100-45207-400- | \$ 28.96 |
| | | Total For Check | 32352 | | | | \$ 48.52 |
| 03/06/2023 | Nitti, Thomas | 32353 | Express mail for shipping radon kits to lab | N | Unallocated Expenditures | 100-49201-430- | \$ 16.70 |
| | | Total For Check | 32353 | | | | \$ 16.70 |
| 03/06/2023 | City of St. Anthony Village | 32354 | 1st Qtr Utility Billing, billing forms fee and Bank Reconciliation | N | Unallocated Expenditures | 100-49201-314- | \$ 527.00 |
| | | 32354 | | | Financial Administration | 601-41501-314- | \$ 2,177.04 |
| | | 32354 | | | | 601-41501-314- | \$ 73.77 |
| | | Total For Check | 32354 | | | | \$ 2,777.81 |
| 03/06/2023 | Kodiak Power Solutions | 32355* | Wildwood Lift Station Repair- Low temp alarm, replaced jacket heater | N | Sewer Utility | 605-43190-314- | \$ 453.66 |
| | | Total For Check | 32355 | | | | \$ 453.66 |
| 03/06/2023 | St. Paul Stamp Works, Inc | 32356* | Endorsement stamp and Birchwood Village address stamp | N | Office Operations Supplies | 100-41911-200- | \$ 56.10 |
| | | Total For Check | 32356 | | | | \$ 56.10 |

Fund Name: All Funds

Date Range: 02/10/2023 To 03/07/2023

| <u>Date</u> | <u>Vendor</u> | <u>Check #</u> | <u>Description</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-O-P</u> | <u>Total</u> |
|-------------|------------------------------------|----------------|--|-------------|--|----------------|--------------------|
| 03/06/2023 | Thatcher Engineering, Inc | 32357* | City Engineer - engineering services, 469 Lake and Wildwood Lift station | N | Engineer Service | 100-41650-300- | \$ 300.00 |
| | | 32357* | | | | 605-41650-300- | \$ 8,000.00 |
| | Total For Check | 32357 | | | | | \$ 8,300.00 |
| 03/06/2023 | TSE, Inc. Work Account | 32358* | Janitorial Services - 2/2/23 | N | General Government Buildings and Plant | 100-41940-314- | \$ 25.00 |
| | Total For Check | 32358 | | | | | \$ 25.00 |
| 03/06/2023 | USS Minnesota One MT LLC | 32359 | Energy Charges - January | N | General Government Buildings and Plant | 100-41940-380- | \$ 34.20 |
| | | 32359 | | | Sewer Utility | 605-43190-380- | \$ 91.20 |
| | | 32359 | | | | 605-43190-380- | \$ 165.29 |
| | Total For Check | 32359 | | | | | \$ 290.69 |
| 03/06/2023 | Toshiba America Business Solutions | 32360 | Printer Maintenance - 2/9/23-3/8/23 | N | Office Operations Supplies | 100-41911-314- | \$ 10.62 |
| | Total For Check | 32360 | | | | | \$ 10.62 |
| 03/06/2023 | Dakota Supply Group | 32361* | Subcontractor labor for trouble shooting AMI collector failure, Power and Enternet kit | N | Water Utility | 601-43180-380- | \$ 2,460.00 |
| | Total For Check | 32361 | | | | | \$ 2,460.00 |
| 03/06/2023 | Hugo Equipment Company | 32362* | Parts - Spring and belts | N | Parks | 100-45207-400- | \$ 4.29 |
| | | 32362* | | | | 100-45207-400- | \$ 47.98 |
| | Total For Check | 32362 | | | | | \$ 52.27 |
| 03/06/2023 | Metro - INET | 32363* | IT Charges March | N | General Government Buildings and Plant | 100-41940-320- | \$ 513.00 |
| | Total For Check | 32363 | | | | | \$ 513.00 |
| 03/06/2023 | Tennis Sanitation, LLC | 32364* | Recycling for Service Period: Jan- Feb 2023 | N | Recycle | 100-43300-314- | \$ 2,944.00 |
| | Total For Check | 32364 | | | | | \$ 2,944.00 |
| 03/06/2023 | Companion Animal Control LLC | 32365 | Animal Control Services -Feb | N | Animal Control | 100-41916-314- | \$ 80.00 |
| | Total For Check | 32365 | | | | | \$ 80.00 |
| 03/06/2023 | Gopher State One Call | 32366 | Email tickets | N | Utility Locates | 605-42805-314- | \$ 2.70 |
| | Total For Check | 32366 | | | | | \$ 2.70 |

B31 \$ 2.70

Fund Name: All Funds

Date Range: 02/10/2023 To 03/07/2023

| <u>Date</u> | <u>Vendor</u> | <u>Check #</u> | <u>Description</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-O-P</u> | <u>Total</u> |
|----------------------------------|--------------------------------|----------------|--|-------------|----------------------------|----------------|---------------------|
| 03/06/2023 | City of White Bear Lake Fire | 32367 | Fire Srvc -Feb 2023 | N | Fire | 100-42201-314- | \$ 3,049.17 |
| | Total For Check | 32367 | | | | | \$ 3,049.17 |
| 03/06/2023 | H.A. Kantrud, P.A. | 32368 | Attorney Services -Feb 2023 | N | Legal Services | 100-41601-300- | \$ 1,500.00 |
| | Total For Check | 32368 | | | | | \$ 1,500.00 |
| 03/06/2023 | Manship Plumbing & Heating Inc | 32369 | Standby -March | N | Water Utility | 601-43180-314- | \$ 700.00 |
| | Total For Check | 32369 | | | | | \$ 700.00 |
| 03/07/2023 | Press Publications | 32370* | Section 407, 605 and 701, legal proceedings | N | Ordinances and Proceedings | 100-41130-351- | \$ 70.07 |
| | | 32370* | | | | 100-41130-351- | \$ 70.07 |
| | | 32370* | | | | 100-41130-351- | \$ 70.07 |
| | Total For Check | 32370 | | | | | \$ 210.21 |
| 03/07/2023 | Cahill, Mary | 32371 | Stamps- 1st class mail and international stamps for Minute Solutions | N | Office Operations Supplies | 100-41911-200- | \$ 14.50 |
| | | 32371 | | | Postage/Postal Permits | 605-41430-810- | \$ 896.25 |
| | Total For Check | 32371 | | | | | \$ 910.75 |
| Total For Selected Checks | | | | | | | \$ 62,123.70 |

Fund Name: All Funds

Date Range: 02/10/2023 To 03/07/2023

| <u>Date</u> | <u>Remitter</u> | <u>Receipt #</u> | <u>Description</u> | <u>Deposit ID</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-P</u> | <u>Total</u> |
|-------------|----------------------------|------------------|---|-------------------|-------------|---------------------|--------------|--------------------|
| 02/10/2023 | MN Management & Budget | 171735740* | Fines | (02/10/2023) - | N | Court Fines | 100-35101- | \$ 66.66 |
| | | | | | | | | \$ 66.66 |
| 02/14/2023 | Jagged Edge Builders, Inc | 171735743* | Building Permit # 2023-11, 612 Hall Ave | (02/14/2023) - | N | Building Permits | 100-32211- | \$ 846.25 |
| | | | | | | | | \$ 846.25 |
| 02/17/2023 | Wynne, Lindsay | 171735725* | Engineering Fees for zoning permit | (02/17/2023) - 1 | N | Building Permits | 100-32211- | \$ 200.00 |
| | | | | | | | | \$ 200.00 |
| 02/17/2023 | Hullsiek, William | 171735726* | Kayak permit 2023 | (02/17/2023) - 1 | N | Kayak/Canoe Permits | 100-32212- | \$ 30.00 |
| | | | | | | | | \$ 30.00 |
| 02/17/2023 | All Energy Solar, Inc | 171735727* | 8 Oak Hill Ct. Building permit and escrow | (02/17/2023) - 1 | N | Building Permits | 100-32211- | \$ 430.21 |
| | | | | | | Escrow Deposits | 100-36245-8 | \$ 3,000.00 |
| | | | | | | | | \$ 3,430.21 |
| 02/17/2023 | Hoffman-Weber Construction | 171735728* | Building Permit- 2023-12, 430 Birchwood Cts | (02/17/2023) - 1 | N | Building Permits | 100-32211- | \$ 113.51 |
| | | | | | | | | \$ 113.51 |
| 02/17/2023 | Lumen | 171735729* | Row Permit- 21 and escrow | (02/17/2023) - 1 | N | Zoning Permits | 100-32214- | \$ 300.00 |
| | | | | | | Escrow Deposits | 100-36245-8 | \$ 3,000.00 |
| | | | | | | | | \$ 3,300.00 |
| 02/17/2023 | Everson, Jean | 171735730* | Art Group hall rental | (02/17/2023) - 1 | N | City/Town Hall Rent | 100-34101- | \$ 10.00 |
| | | | | | | | | \$ 10.00 |
| 02/17/2023 | Easton, Marcia | 171735731* | Art Group Hall rental | (02/17/2023) - 1 | N | City/Town Hall Rent | 100-34101- | \$ 10.00 |
| | | | | | | | | \$ 10.00 |
| 02/17/2023 | lundell, barb | 171735732* | Art Group Hall rental | (02/17/2023) - 1 | N | City/Town Hall Rent | 100-34101- | \$ 10.00 |

B33

Fund Name: All Funds

Date Range: 02/10/2023 To 03/07/2023

| <u>Date</u> | <u>Remitter</u> | <u>Receipt #</u> | <u>Description</u> | <u>Deposit ID</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-P</u> | <u>Total</u> |
|-------------|------------------------------------|------------------|--|-------------------|-------------|-----------------------------------|--------------|--------------------|
| | | | | | | | | \$ 10.00 |
| 02/17/2023 | Olmstead, Polly | 171735733* | Art Group, Hall Rental | (02/17/2023) - 1 | N | City/Town Hall Rent | 100-34101- | \$ 10.00 |
| | | | | | | | | \$ 10.00 |
| 02/24/2023 | Lumen | 171735734* | ROW permit # 22 includes engineering fees and Escrow | (02/24/2023) - 1 | N | Building Permits | 100-32211- | \$ 800.00 |
| | | | | | | Escrow Deposits | 100-36245-8 | \$ 3,000.00 |
| | | | | | | | | \$ 3,800.00 |
| 02/28/2023 | 4 M Fund | 171735739 | Feb Interest | (02/28/2023) - | N | Interest Earning | 100-36210- | \$ 3,466.39 |
| | | | | | | | | \$ 3,466.39 |
| 02/28/2023 | Residents - via St Anthony Village | 171735742 | Utility Billing-Feb, includes 1 NSF return. | (02/28/2023) - | N | Leaf Collection | 100-34408- | \$ 375.00 |
| | | | | | | Leaf Collection | 100-34408-5 | \$ 24.23 |
| | | | | | | Water Consumption | 601-37111- | \$ 1,567.47 |
| | | | | | | Water Utility User Fee | 601-37112- | \$ 349.35 |
| | | | | | | Water Main-break Surcharge | 601-37113- | \$ 349.01 |
| | | | | | | State Surcharge | 601-37116- | \$ 33.92 |
| | | | | | | Administrative Fee Move/Out | 601-37118- | \$ 25.00 |
| | | | | | | Penalties and Forfeited Discounts | 601-37160- | \$ 119.99 |
| | | | | | | Sewer Consumption | 605-37211- | \$ 862.01 |
| | | | | | | Sewer Minimum Charge | 605-37212- | \$ 582.40 |
| | | | | | | Penalties and Forfeited Discounts | 605-37260- | \$ 44.94 |
| | | | | | | | | \$ 4,333.32 |
| 03/01/2023 | Das Heating and Cooling, Inc | 171735735* | Building Permit- 2023-9, 612 Hall Ave | (03/01/2023) - 1 | N | Building Permits | 100-32211- | \$ 151.00 |
| | | | | | | | | \$ 151.00 |
| 03/01/2023 | Reiss, Susan | 171735736* | Variance fee- 2023-2 VB, 127 Wildwood Ave | (03/01/2023) - 1 | N | Building Permits | 100-32211- | \$ 600.00 |
| | | | | | | | | \$ 600.00 |
| 03/01/2023 | Reiss, Susan | 171735737* | Escrow Deposit, 2023-VB 2, 127 Wildwood Ave | (03/01/2023) - 1 | N | Escrow Deposits | 100-36245-8 | \$ 3,000.00 |
| | | | | | | | | \$ 3,000.00 |

Fund Name: All Funds

Date Range: 02/10/2023 To 03/07/2023

| <u>Date</u> | <u>Remitter</u> | <u>Receipt #</u> | <u>Description</u> | <u>Deposit ID</u> | <u>Void</u> | <u>Account Name</u> | <u>F-A-P</u> | <u>Total</u> |
|------------------------------------|---------------------------------|------------------|--|-------------------|-------------|---------------------|--------------|---------------------|
| 03/01/2023 | Bear Roofing and Exteriors, Inc | 171735738* | Building Permit, 2013-13, 30 Oakridge Dr | (03/01/2023) - | N | Building Permits | 100-32211- | \$ 258.75 |
| | | | | | | | | \$ 258.75 |
| 03/01/2023 | Trio Contracting, Inc | 171735744* | Building Permit 2023-14, 214 Wildwood | (03/01/2023) - | N | Building Permits | 100-32211- | \$ 171.75 |
| | | | | | | | | \$ 171.75 |
| 03/07/2023 | HomeWorks Services | 171735741* | Building Permit # 2023-15, 3836 E County Line | (03/07/2023) - | N | Building Permits | 100-32211- | \$ 151.00 |
| | | | | | | | | \$ 151.00 |
| 03/07/2023 | Weier, Katherine | 171735745* | LMC training reimbursement- unable to attend in person and LMC refunded the in-person cost | (03/08/2023) - 1 | N | Miscellaneous | 100-36140- | \$ 251.00 |
| | | | | | | | | \$ 251.00 |
| 03/07/2023 | W S & D Permit Service, Inc | 171735746* | Bldg Permit, # 2023-16, 2 Hall Court | (03/08/2023) - 1 | N | Building Permits | 100-32211- | \$ 302.08 |
| | | | | | | | | \$ 302.08 |
| 03/07/2023 | Smith, Samantha | 171735747* | Hall Rental, March 24th | (03/08/2023) - 1 | N | City/Town Hall Rent | 100-34101- | \$ 25.00 |
| | | | | | | | | \$ 25.00 |
| Total for Selected Receipts | | | | | | | | \$ 24,536.92 |

As on 3/7/2023

Special Rev Projects

| | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
|--|---------------|---------------|-----------------|
| Receipts: | | | |
| Total Revenues | 0.00 | 0.00 | 0.00 |
| Other Financing Sources: | | | |
| Total Other Financing Sources | 0.00 | 0.00 | 0.00 |
| Disbursements: | | | |
| Total Disbursements | 0.00 | 0.00 | 0.00 |
| Other Financing Uses: | | | |
| Total Other Financing Uses | 0.00 | 0.00 | 0.00 |
| Beginning Cash Balance | | 3,420.69 | |
| Total Receipts and Other Financing Sources | | 0.00 | |
| Total Disbursements and Other Financing Uses | | 0.00 | |
| Cash Balance as of 03/07/2023 | | 3,420.69 | |

As on 3/7/2023

Capital Project PW

| | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
|--|---------------|---------------|-----------------|
| Receipts: | | | |
| Total Revenues | 0.00 | 0.00 | 0.00 |
| Other Financing Sources: | | | |
| Total Other Financing Sources | 0.00 | 0.00 | 0.00 |
| Disbursements: | | | |
| Total Disbursements | 0.00 | 0.00 | 0.00 |
| Other Financing Uses: | | | |
| Total Other Financing Uses | 0.00 | 0.00 | 0.00 |
| Beginning Cash Balance | | 111,711.31 | |
| Total Receipts and Other Financing Sources | | 0.00 | |
| Total Disbursements and Other Financing Uses | | 0.00 | |
| Cash Balance as of 03/07/2023 | | 111,711.31 | |

As on 3/7/2023

Water

| | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
|---|---------------|------------------|--------------------|
| Receipts: | | | |
| Water Consumption | 0.00 | 20,740.89 | 20,740.89 |
| Water Utility User Fee | 0.00 | 7,484.77 | 7,484.77 |
| Water Main-break Surcharge | 0.00 | 6,988.95 | 6,988.95 |
| Special Water Charges | 0.00 | 5.00 | 5.00 |
| State Surcharge | 0.00 | 708.34 | 708.34 |
| Administrative Fee Move/Out | 0.00 | 100.00 | 100.00 |
| Penalties and Forfeited Discounts | 0.00 | 207.24 | 207.24 |
| Total Acct 371 | 0.00 | 36,235.19 | 36,235.19 |
| Total Revenues | 0.00 | 36,235.19 | 36,235.19 |
| Other Financing Sources: | | | |
| Total Other Financing Sources | 0.00 | 0.00 | 0.00 |
| Disbursements: | | | |
| Financial Administration | | | |
| Contracted Services | 0.00 | 2,250.81 | (2,250.81) |
| Total Acct 415 | 0.00 | 2,250.81 | (2,250.81) |
| Newsletter | | | |
| Printing and Binding (351 through 359) | 0.00 | 180.96 | (180.96) |
| Total Acct 419 | 0.00 | 180.96 | (180.96) |
| Water Utility | | | |
| Contracted Services | 0.00 | 12,560.98 | (12,560.98) |
| Utility Services (381 through 389) | 0.00 | 2,492.26 | (2,492.26) |
| Utility Services: Water | 0.00 | 107.00 | (107.00) |
| Fees | 0.00 | 817.00 | (817.00) |
| Total Acct 431 | 0.00 | 15,977.24 | (15,977.24) |
| Total Disbursements | 0.00 | 18,409.01 | (18,409.01) |
| Other Financing Uses: | | | |
| Total Other Financing Uses | 0.00 | 0.00 | 0.00 |
| Beginning Cash Balance | | 51,557.07 | |
| Total Receipts and Other Financing Sources | | 36,235.19 | |
| Total Disbursements and Other Financing Uses | | 18,409.01 | |
| Cash Balance as of 03/07/2023 | | 69,383.25 | |

As on 3/7/2023

Sewer

| | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
|---|---------------|------------------|--------------------|
| Receipts: | | | |
| Sewer Consumption | 0.00 | 14,679.07 | 14,679.07 |
| Sewer Minimum Charge | 0.00 | 11,344.32 | 11,344.32 |
| Penalties and Forfeited Discounts | 0.00 | 87.17 | 87.17 |
| Total Acct 372 | 0.00 | 26,110.56 | 26,110.56 |
| Total Revenues | 0.00 | 26,110.56 | 26,110.56 |
| Other Financing Sources: | | | |
| Total Other Financing Sources | 0.00 | 0.00 | 0.00 |
| Disbursements: | | | |
| Postage/Postal Permits | | | |
| Refunds and Reimbursements | 0.00 | 896.25 | (896.25) |
| Total Acct 414 | 0.00 | 896.25 | (896.25) |
| Engineer Service | | | |
| PROFESSIONAL SERVICES (301 through 319) | 0.00 | 13,200.00 | (13,200.00) |
| Total Acct 416 | 0.00 | 13,200.00 | (13,200.00) |
| Utility Locates | | | |
| Contracted Services | 0.00 | 67.55 | (67.55) |
| Total Acct 428 | 0.00 | 67.55 | (67.55) |
| Sewer Utility | | | |
| Sewer - Wastewater Charge | 0.00 | 14,906.10 | (14,906.10) |
| Contracted Services | 0.00 | 1,271.60 | (1,271.60) |
| Utility Services (381 through 389) | 0.00 | 1,480.61 | (1,480.61) |
| Total Acct 431 | 0.00 | 17,658.31 | (17,658.31) |
| Total Disbursements | 0.00 | 31,822.11 | (31,822.11) |
| Other Financing Uses: | | | |
| Total Other Financing Uses | 0.00 | 0.00 | 0.00 |
| Beginning Cash Balance | | 95,053.21 | |
| Total Receipts and Other Financing Sources | | 26,110.56 | |
| Total Disbursements and Other Financing Uses | | 31,822.11 | |
| Cash Balance as of 03/07/2023 | | 89,341.66 | |

Date Range : 2/9/2023 To 2/9/2023

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> | <u>Account #</u> | <u>Account Name</u> | <u>Detail</u> |
|----------------------------------|--------------------------|--|----------------|-------------------|------------------|---------------------|-------------------|
| 02/09/2023 | IRS - US Treasury | Federal Taxes - Q1 2023 - Jan Payment | 6346* | \$2,786.22 | | | |
| | | | | | 100-41401-100- | Clerk - Treasurer | \$1,665.68 |
| | | | | | 100-41401-100- | Clerk - Treasurer | \$389.56 |
| | | | | | 100-41401-100- | Clerk - Treasurer | \$730.98 |
| 02/09/2023 | MN Department of Revenue | MN State Tax eFiling - Q1 2023 Jan Pmt | 6347* | \$743.84 | | | |
| | | | | | 100-41401-115- | Clerk - Treasurer | \$743.84 |
| Total For Selected Claims | | | | \$3,530.06 | | | \$3,530.06 |

| | | |
|---------------------|--------------------------------|------|
| Justin R. McCarthy | City Council/Town Board | Date |
| Katherine A Weier | City Council/Town Board | Date |
| Margaret Arola Ford | City Council/Town Board, Mayor | Date |
| Robert Mark Foster | City Council/Town Board | Date |
| Ryan A Hankins | City Council/Town Board | Date |

Date Range : 2/6/2023 To 3/6/2023

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> | <u>Account #</u> | <u>Account Name</u> | <u>Detail</u> |
|----------------------------------|------------------|--|----------------|----------------|------------------|---------------------|----------------|
| 02/22/2023 | A T & T Mobility | Wireless for water tower- Feb- Mar 1, 2023 | 6349* | \$53.50 | 601-43180-382- | Water Utility | \$53.50 |
| Total For Selected Claims | | | | \$53.50 | | | \$53.50 |

Justin R. McCarthy

City Council/Town Board

Date

Katherine A Weier

City Council/Town Board

Date

Margaret Arola Ford

City Council/Town Board, Mayor

Date

Robert Mark Foster

City Council/Town Board

Date

Ryan A Hankins

City Council/Town Board

Date

Date Range : 2/6/2023 To 3/6/2023

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> | <u>Account #</u> | <u>Account Name</u> | <u>Detail</u> |
|----------------------------------|--------------------------|---|----------------|-------------------|------------------|---------------------|-------------------|
| 03/06/2023 | IRS - US Treasury | Federal Taxes - Q1 2023 - Feb Payment | 6374 | \$1,354.54 | | | |
| | | | | | 100-41401-100- | Clerk - Treasurer | \$843.36 |
| | | | | | 100-41401-100- | Clerk - Treasurer | \$197.24 |
| | | | | | 100-41401-100- | Clerk - Treasurer | \$313.94 |
| 03/06/2023 | MN Department of Revenue | MN State Tax eFiling - Q1 2023 Feb pymt | 6375 | \$351.81 | | | |
| | | | | | 100-41401-115- | Clerk - Treasurer | \$351.81 |
| 03/06/2023 | PERA | Retirement funds- Becky Kellen | 6376 | \$366.13 | | | |
| | | | | | 100-41401-121- | Clerk - Treasurer | \$366.13 |
| 03/06/2023 | PERA | Retirement funds- Jim Rydeen | 6377 | \$306.45 | | | |
| | | | | | 100-45207-121- | Parks | \$306.45 |
| Total For Selected Claims | | | | \$2,378.93 | | | \$2,378.93 |

Date Range : 2/6/2023 To 3/6/2023

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> | <u>Account #</u> | <u>Account Name</u> | <u>Detail</u> |
|-------------|---------------------|--------------------|--------------------------------|--------------|------------------|---------------------|---------------|
| | Justin R. McCarthy | | City Council/Town Board | | | | Date |
| | Katherine A Weier | | City Council/Town Board | | | | Date |
| | Margaret Arola Ford | | City Council/Town Board, Mayor | | | | Date |
| | Robert Mark Foster | | City Council/Town Board | | | | Date |
| | Ryan A Hankins | | City Council/Town Board | | | | Date |

Date Range : 2/6/2023 To 3/6/2023

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> | <u>Account #</u> | <u>Account Name</u> | <u>Detail</u> |
|-------------|-------------------------------------|--|----------------|--------------|------------------|--|---------------|
| 03/06/2023 | BrightView Landscapes, LLC. | 2/6, 2/7, 2/15, 2/25, 2/27 Deicing Services, 2/20, 2/21 snow removal | 6350* | \$17,891.20 | | | |
| | | | | | 100-43125-210- | Ice and Snow Removal | \$8,939.80 |
| | | | | | 100-43125-314- | Ice and Snow Removal | \$8,951.40 |
| 03/06/2023 | Metropolitan Council - Env. Service | Wastewater Service- Mar | 6351* | \$4,968.70 | | | |
| | | | | | 605-43190-217- | Sewer Utility | \$4,968.70 |
| 03/06/2023 | Hankins, Ryan | Replacement microphone for council desk | 6352 | \$366.15 | | | |
| | | | | | 100-41940-230- | General Government Buildings and Plant | \$366.15 |
| 03/06/2023 | Dynamic Earth & Civil, LLC | excavation to locate broken and inoperable curb stop/water shut off at 417 Birchwood Ave | 6353* | \$850.00 | | | |
| | | | | | 100-49201-314- | Unallocated Expenditures | \$850.00 |
| 03/06/2023 | Minnesota Department of Health | Community Water Supply Service Connection Fee 01/01/2023-03/31/2023 | 6354 | \$817.00 | | | |
| | | | | | 601-43180-437- | Water Utility | \$817.00 |
| 03/06/2023 | Kellen, Rebecca | Zoom | 6355 | \$16.09 | | | |
| | | | | | 100-49201-320- | Unallocated Expenditures | \$16.09 |
| 03/06/2023 | Menard's - MAPLEWOOD | Seafoam, screws, padlock, furnance filters | 6356* | \$48.52 | | | |
| | | | | | 100-45207-400- | Parks | \$28.96 |
| | | | | | 100-41940-400- | General Government Buildings and Plant | \$19.56 |
| 03/06/2023 | Nitti, Thomas | Express mail for shipping radon kits to lab | 6357 | \$16.70 | | | |
| | | | | | 100-49201-430- | Unallocated Expenditures | \$16.70 |

Date Range : 2/6/2023 To 3/6/2023

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> | <u>Account #</u> | <u>Account Name</u> | <u>Detail</u> |
|-------------|------------------------------------|--|----------------|--------------|------------------|--|---------------|
| 03/06/2023 | City of St. Anthony Village | 1st Qtr Utility Billing, billing forms fee and Bank Reconciliation | 6358 | \$2,777.81 | | | |
| | | | | | 601-41501-314- | Financial Administration | \$2,177.04 |
| | | | | | 601-41501-314- | Financial Administration | \$73.77 |
| | | | | | 100-49201-314- | Unallocated Expenditures | \$527.00 |
| 03/06/2023 | Kodiak Power Solutions | Wildwood Lift Station Repair- Low temp alarm, replaced jacket heater | 6359* | \$453.66 | | | |
| | | | | | 605-43190-314- | Sewer Utility | \$453.66 |
| 03/06/2023 | St. Paul Stamp Works, Inc | Endorsement stamp and Birchwood Village address stamp | 6360* | \$56.10 | | | |
| | | | | | 100-41911-200- | Office Operations Supplies | \$56.10 |
| 03/06/2023 | Thatcher Engineering, Inc | City Engineer - engineering services, 469 Lake and Wildwood Lift station | 6361* | \$8,300.00 | | | |
| | | | | | 100-41650-300- | Engineer Service | \$300.00 |
| | | | | | 605-41650-300- | Engineer Service | \$8,000.00 |
| 03/06/2023 | TSE, Inc. Work Account | Janitorial Services - 2/2/23 | 6362* | \$25.00 | | | |
| | | | | | 100-41940-314- | General Government Buildings and Plant | \$25.00 |
| 03/06/2023 | USS Minnesota One MT LLC | Energy Charges - January | 6363 | \$290.69 | | | |
| | | | | | 605-43190-380- | Sewer Utility | \$165.29 |
| | | | | | 100-41940-380- | General Government Buildings and Plant | \$34.20 |
| | | | | | 605-43190-380- | Sewer Utility | \$91.20 |
| 03/06/2023 | Toshiba America Business Solutions | Printer Maintenance - 2/9/23-3/8/23 | 6364 | \$10.62 | | | |
| | | | | | 100-41911-314- | Office Operations Supplies | \$10.62 |

Date Range : 2/6/2023 To 3/6/2023

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> | <u>Account #</u> | <u>Account Name</u> | <u>Detail</u> |
|-------------|--------------------------------|--|----------------|--------------|----------------------------------|--|-------------------|
| 03/06/2023 | Dakota Supply Group | Subcontractor labor for trouble shooting AMI collector failure, Power and Enترنت kit | 6365* | \$2,460.00 | 601-43180-380- | Water Utility | \$2,460.00 |
| 03/06/2023 | Hugo Equipment Company | Parts - Spring and belts | 6366* | \$52.27 | 100-45207-400- 100-45207-400- | Parks Parks | \$4.29 \$47.98 |
| 03/06/2023 | Metro - INET | IT Charges March | 6367* | \$513.00 | 100-41940-320- | General Government Buildings and Plant | \$513.00 |
| 03/06/2023 | Tennis Sanitation, LLC | Recycling for Service Period: Jan- Feb 2023 | 6368* | \$2,944.00 | 100-43300-314- | Recycle | \$2,944.00 |
| 03/06/2023 | Companion Animal Control LLC | Animal Control Services -Feb | 6369 | \$80.00 | 100-41916-314- | Animal Control | \$80.00 |
| 03/06/2023 | Gopher State One Call | Email tickets | 6370 | \$2.70 | 605-42805-314- | Utility Locates | \$2.70 |
| 03/06/2023 | City of White Bear Lake Fire | Fire Srvc -Feb 2023 | 6371 | \$3,049.17 | 100-42201-314- | Fire | \$3,049.17 |
| 03/06/2023 | H.A. Kantrud, P.A. | Attorney Services -Feb 2023 | 6372 | \$1,500.00 | 100-41601-300- | Legal Services | \$1,500.00 |
| 03/06/2023 | Manship Plumbing & Heating Inc | Standby -March | 6373 | \$700.00 | 601-43180-314- | Water Utility | \$700.00 |

Date Range : 2/6/2023 To 3/6/2023

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> | <u>Account #</u> | <u>Account Name</u> | <u>Detail</u> |
|---------------------------|---------------|--------------------|----------------|--------------|------------------|---------------------|---------------|
| Total For Selected Claims | | | | \$48,189.38 | | | \$48,189.38 |

Justin R. McCarthy

City Council/Town Board

Date

Katherine A Weier

City Council/Town Board

Date

Margaret Arola Ford

City Council/Town Board, Mayor

Date

Robert Mark Foster

City Council/Town Board

Date

Ryan A Hankins

City Council/Town Board

Date

Date Range : 2/6/2023 To 3/6/2023

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> | <u>Account #</u> | <u>Account Name</u> | <u>Detail</u> |
|----------------------------------|---------------|--------------------|----------------|-------------------|------------------|---------------------|-------------------|
| 03/06/2023 | Xcel Energy | Street lighting | 6378 | \$1,364.57 | 100-43160-380- | Street Lighting | \$1,364.57 |
| Total For Selected Claims | | | | \$1,364.57 | | | \$1,364.57 |

| | | |
|---------------------|--------------------------------|------|
| Justin R. McCarthy | City Council/Town Board | Date |
| Katherine A Weier | City Council/Town Board | Date |
| Margaret Arola Ford | City Council/Town Board, Mayor | Date |
| Robert Mark Foster | City Council/Town Board | Date |
| Ryan A Hankins | City Council/Town Board | Date |

Date Range : 2/7/2023 To 3/7/2023

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> | <u>Account #</u> | <u>Account Name</u> | <u>Detail</u> |
|----------------------------------|--------------------|--|----------------|-------------------|------------------|----------------------------|-------------------|
| 03/07/2023 | Press Publications | Section 407, 605 and 701, legal proceedings | 6379* | \$210.21 | | | |
| | | | | | 100-41130-351- | Ordinances and Proceedings | \$70.07 |
| | | | | | 100-41130-351- | Ordinances and Proceedings | \$70.07 |
| | | | | | 100-41130-351- | Ordinances and Proceedings | \$70.07 |
| 03/07/2023 | Cahill, Mary | Stamps- 1st class mail and international stamps for Minute Solutions | 6380 | \$910.75 | | | |
| | | | | | 605-41430-810- | Postage/Postal Permits | \$896.25 |
| | | | | | 100-41911-200- | Office Operations Supplies | \$14.50 |
| Total For Selected Claims | | | | \$1,120.96 | | | \$1,120.96 |

| | | |
|---------------------|--------------------------------|------|
| Justin R. McCarthy | City Council/Town Board | Date |
| Katherine A Weier | City Council/Town Board | Date |
| Margaret Arola Ford | City Council/Town Board, Mayor | Date |
| Robert Mark Foster | City Council/Town Board | Date |
| Ryan A Hankins | City Council/Town Board | Date |

Re: Treasurer report

Mary Cahill <Mary.Cahill@cityofbirchwood.com>

Tue 3/7/2023 3:40 PM

To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>; Margaret Ford <Margaret.Ford@cityofbirchwood.com>; Justin McCarthy <justin.mccarthy@cityofbirchwood.com>; Ryan Hankins <Ryan.Hankins@cityofbirchwood.com>; Kathy Weier <Kathy.Weier@cityofbirchwood.com>; Mark Foster <mark.foster@cityofbirchwood.com>

I added a few additional items for the treasurer's report. I listed it in order of the claims list for approval. I don't plan on attending the 3/14 council meeting, so please if you have any questions or would like additional clarification, please let me know. Thank you!

March report:

1. Follow up from February council meeting- T.A. Schifsky has collected the divertor cones and bases. We are still waiting on Washington County to refund us the shipping cost. They have assured me we will be reimbursed for the \$159.39 cost from N & M Transfer.
2. February snow removal bills totaled \$17, 891.20.
3. The Ramsey/Cable Commission will be reimbursing us \$366.15 of the replacement microphone Ryan purchased. I anticipate getting the check for next month's treasurer's report.
4. We had an emergency repair totaling \$850.00 it was for excavation to locate a broken and inoperable curb stop and water shut off at 417 Birchwood Ave.
5. St. Anthony village costs included \$527 for the time and travel to complete the bank reconciliation. We should not have any further expense for account reconciliation.
6. The cost to repair the water tower collector failure was \$ 2,460.00. I allocated the expense to the water fund. We do have enough money in the fund to cover. Per Brad at DSG- I would recommend that this spring that a netting of something be wrapped around the cables to prevent another animal from creating a nest again.
7. I was able to get a slight discount on first class Stamps at Costco. I purchased enough to get us through the year.
8. New resolution to approve EFT payments. MN statutes require us to have a financial directive for Electronic Fund Transfers. This will become an annual review and approval process.

I believe the other payments are typical city business.

Mary Cahill

Treasurer

City of Birchwood Village, MN

email: mary.cahill@cityofbirchwood.com

website: <http://www.cityofbirchwood.com>



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MINNESOTA MUNICIPAL CLERKS INSTITUTE (MMCI)

May 8-12, 2023

Registration coming after the 2023 MCFOA Annual Conference in March

Online Registration coming soon

Invoice/Check Registration coming soon

General Program Description

The MMCI (Institute) is a three-year continuing education program leading to professional accreditation.

Each year the Institute consists of a required five day, 40 hour curriculum, for a total of 120 hours of programming over the three year period. Once participants have completed the mandatory 120 hour curriculum, they become graduates of the Institute.

This is an exceptional and internationally accredited program, for which SCSU is the only authorized provider in Minnesota. The International Institute of Municipal Clerks (IIMC) has set forth the guidelines and accredits the Institute.

Clerks successfully completing the three year Institute program are awarded 50 points toward the Education requirements of the Minnesota Certified Municipal Clerk (MCMC) designation. Graduates must apply to the MCFOA for this certification, showing 25 points in the Experience category and 3 years of active membership in the MCFOA in addition to their 50 Education points.

MMCI graduates can also apply for certification from the International Institute of Municipal Clerks for the Certified Municipal Clerk (CMC) designation which requires 60 points in Education and 50 experiences points with two years of active membership in the IIMC.

Sponsors

- [Minnesota Clerks & Finance Officers Association \(MCFOA\)](#)
- [League of Minnesota Cities \(LMC\)](#)
- [The Center for Continuing Studies at St. Cloud State University](#)

— Why Attend

The MMCI offers:

- Top-notch courses that are directly applicable to work in the field.
- Professional development in the areas of public administration, social and interpersonal skills, and special topics central to emerging issues.
- The chance to view problems from multiple perspectives and to refine problem solving techniques.
- Lecture, discussion, and hands-on training, taught by experts with a focus on practical, how-to education.
- Accredited and experienced professionals who recognize the critical role of the municipal clerk in serving both large and small cities.
- An invaluable networking opportunity for discussion and idea sharing among clerks from throughout Minnesota.

This training program strives to enhance the quality, professional competence and performance of municipal clerks in the state of Minnesota. The intent of training is to improve local governance and thus improve service to the local citizen.

The Institute delivers the following outcomes:

- Participants will be well-versed in the theory and practice of their profession and learn how to keep abreast of new laws or changes affecting the profession.
- Participants will be able to apply what they have learned to their jobs.
- Participants will be able to gain insight into their profession through contact with instructors and through a network of experienced municipal clerks.
- Participants will be able to attain their CMC certification within three years if they have also obtained the IIMC required experience points and meet IIMC membership requirements. Graduates of the Institute can also apply for the designation of MCMC if they have also obtained the MCFOA required experience points and meet MCFOA membership requirements.

— 2022 Registration (2023 TBD)

Registration Fees

- MCFOA members is \$445, if submitted by April 15, 2022 and \$465 postmarked/received after April 15, 2022.
- Non-MCFOA Member is \$485, if submitted by April 15, 2022 and \$505 postmarked/received after April 15, 2022.

If you are applying for a scholarship, register after you receive notification from the MCFOA of its decision. You will be able to complete your registration prior to the early registration deadline.

Registration closes on April 22, 2022, except for special circumstances. Those approved to register after April 22, 2022, will be charged a \$25 late registration fee.

Cancellations and Refunds

- A refund, minus a \$30 processing fee, will be granted if you cancel by April 22, 2022.
- If you cancel after this date, you will not be eligible for a refund.
- The University reserves the right to cancel the Institute if necessary, in which case a full refund will be issued.

— 2022 Accommodations - Rates (2023 TBD)

The [Best Western Plus Kelly Inn](#) has a block of rooms at a special rate of \$104.00.

Call 320-253-0606 or email stcloud@kellyinns.com

— 2022 Schedule and Details

Week at a Glance

Here is the [schedule](#)

— Institute Policies

All curriculum hours are mandatory. Registrants who do not complete the required curriculum will not be allowed to advance to the next level toward graduation. There is a strict adherence to punctuality in each session and no cell phone calls or texting are allowed in the classroom (devices are allowed for session materials only).

Attendance will be tracked. In rare instances related to emergencies, excused absences are allowed if approved by the Institute Director. These excused absences will require a “makeup assignment” that is provided by the Institute Director (who will collaborate with the instructor prior to the end of the programming). **Participants who fail to comply with attendance and punctuality requirements will not receive a certificate of completion.**

— Scholarships

Scholarships

[Minnesota Clerks and Finance Officers Association](#) (MCFOA) is a membership organization open to the Municipal Clerks and Finance Officers of the 855 Minnesota cities. Members are eligible to apply to MCFOA for an MMCI scholarship. You must be a paid member to apply.

If you are applying for a scholarship please register after you receive notification from the MCFOA of their decision. You will be able to complete your registration prior to early registration deadline.

RESOLUTION 2023-21
CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA

A Resolution Authorizing the expenditure of monies for staff training.

WHEREAS, the City has budgeted for the orderly training of City Staff, and

WHEREAS, the City Administrator is considered the City’s Clerk for purposes of those duties, and

WHEREAS, the Minnesota Municipal Clerks Institute conducts annual trainings for City Clerks including the 2023 Annual Conference in Saint Cloud MN on May 8-12, 2023, and

WHEREAS, the City Administrator desires to attend said-conference to maintain her knowledge of City Clerk procedures for the good of the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Birchwood Village hereby authorizes the following:

1. Expenditure of a not-to-exceed amount of \$1000.00 (registration, per diem and mileage) for the attendance of the City Administrator at 2023 MCFOA Annual Conference as sponsored by the Minnesota Municipal Clerks Institute scheduled for May 8-12, 2023.

Passed by the City Council of The City of Birchwood Village, Minnesota this 14th day of March, 2023.

Margaret Ford, Mayor

Attest:

Rebecca Kellen, City Administrator

March 1, 2023

City of Birchwood Village
Attn: Rebecca Kellen, City Administrator
207 Birchwood Avenue
Birchwood, MN 55110

RE: City Planner Position

Dear Mayor Ford, City Council Members, and Administrator Kellen:

Thank you for the opportunity to apply for the position of City Planner Consultant. I'm hopeful and confident that you will find that my experience, skills, and demeanor will fit your needs perfectly.

Following early-career training in planning at the county and city levels, I worked full-time in real estate development in the private sector while consulting to a single city (one which I continue to consult to, twenty years later) for eight years. For the past fourteen years, I have consulted to multiple cities and townships while working for private sector clients, as well. The job description in this Request for Proposal matches the work that I currently do for three municipalities.

Having worked in both sectors, I believe that I will bring a unique perspective on the needs of both the City of Birchwood and the land use and building permit applicants. Please contact the references provided on the following page; they will confirm that my relationship with the residents of and applicants to the cities and towns for which I work is appreciated. I am providing reference letters for your convenience, and would be happy to talk with any of you if you have questions or need more information (contact information is below and on the attached resume).

I look forward to meeting you at an upcoming City Council meeting, and am excited at the prospect of providing planning services to the City of Birchwood Village. Thank you for your time and consideration of my proposal.

Sincerely,

Ben Wikstrom
(612) 801.7992
benwikstrom@gmail.com

City of Birchwood Village – References

Becker Township (Consulting Zoning Administrator)

Lucinda Messman, Town Clerk (763) 360.3962

Brad Wilkening, Chair/Board member (320) 293.7343

City of St. Bonifacius (Consulting City Planner)

Brenda Fisk, Clerk-Treasurer (952) 446.1061

Haven Township (Consulting Planner)

Kathi Sims-Kosloski, Town Supervisor (320) 260.2959

BEN WIKSTROM

112 Mill Avenue ▪ Watertown, MN 55375 ▪ 612.801.7992 ▪ benwikstrom@gmail.com

CONSULTING LAND USE PLANNER; REAL ESTATE DEVELOPMENT PROFESSIONAL

Seasoned professional with over two decades of practice providing expertise to cities and towns related to all planning and zoning matters. Vast experience drafting zoning ordinances, comprehensive plans, and staff reports, as well as in public speaking, securing entitlements, due diligence reporting, and grant applications. Proven leadership in the private sector across a breadth of real estate development and land use planning projects throughout the country.

Professional Experience

PLANNING AND ZONING CONSULTANT

2003 to Present

Becker Township, MN/St. Bonifacius, MN/Haven Township, MN; previously Big Lake, MN/Emily, MN

- Serve the City of St. Bonifacius and Townships of Becker and Haven as Consulting Planner/Zoning Administrator, overseeing all planning and zoning matters - including land use/zoning applications and all commercial and residential developments - for these jurisdictions.
- Drafted entire 2030 and 2040 Comprehensive Plans for the City of St. Bonifacius.
- Updated numerous ordinances and long-range plans for each jurisdiction.
- Wrote Downtown Development Plan for City of Emily.

PLANNING AND LAND USE PLANNING CONSULTANT

2003 to Present

Bahram Akradi, LLC/ Lake West Development/ Maxfield Research/ R&R Construction/ Cudd Homes/ A'Bulae

- Manage development projects from site identification through construction.
- Led efforts of Bahram Akradi, LLC and Trillium Bay Homeowners' Association to shape principal characteristics of a 1,000+unit housing development on the shores of Lake Minnetonka.
- Performed Real Estate Market Research and Analysis for Maxfield Research, Inc.
- Entitled Bavaria Downs, a luxury wedding and event venue on 270 acres in Chaska, MN.
- Prepare and manage applications and entitlements for various clients on personal property dealings

REAL ESTATE PLANNING MANAGER/DEVELOPMENT MANAGER

2001 to 2009

Life Time Fitness, Inc.

- Managed Planning Division of a successful company expanding nationwide and into Canada.
- Excelled at site identification, investigation, and analysis; site and landscape planning; hiring and budgeting; gaining entitlements; building relationships with government entities and neighborhood groups; and securing closing documents.
- Worked closely with in-house and consulting engineers, architects, and attorneys to ensure projects remained on-schedule and within budget.

PLANNER/ECONOMIC DEVELOPMENT DIRECTOR

1998 to 2001

Maricopa County, AZ

City of Minnetonka, MN

City of Belle Plaine, MN

- Performed or directed activities related to all planning and/or economic development and public works matters within three jurisdictions.
- Acted as liaison to county board, city councils, planning commissions, park boards, school districts, and state and county agencies.

Education

UNIVERSITY OF MINNESOTA

Bachelor of Arts in Geography/Planning, 1998

City of Birchwood Village – Fee Proposal

Please accept the following outline of services for the City Planner position under a Retainer Fee structure:

Included Services

- Review of land use applications and preparation of staff reports
- Ordinance amendments
- Enforcement letters and site visits
- Phone and email correspondence with City staff, Council and Commission members, residents, applicants, etc.
- Review of permit applications as necessary
- Meeting attendance at City Council, Planning Commission, and other meetings and with residents
- Other duties as typical as referenced in Chapter 300 of the City Code

Additional Services (not included)

- Comprehensive Plan review and update
- Zoning Ordinance review and update (full sections of ordinance; typical amendments are included services)
- Special projects as approved by the City Council
- Large-scale development project review as approved by the City Council
- Mileage, payable at IRS standard rate for tax year

Fee

\$2,400 per month

(Fee based on an anticipated 20-30 hours per month; review after 12 or 24 months is anticipated)

Ben Wikstrom

KATHI SIMS KOSLOSKI <kathisims@hotmail.com>

Wed 3/8/2023 6:38 AM

To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>; Ben Wikstrom <benwikstrom@gmail.com>

Greetings Rebecca;

I am reaching out to you regarding Ben Wikstrom. I have worked with Ben on many projects related to planing, creating policy and interpretation of municipality guidelines. Ben is a true professional who is knowledgeable, timely, well spoken, is very easy to work with and displays a strong work ethic. I have come to respect him a great deal and highly recommend him as a team member. I have been in local government for 18 years and as the township chair have depended on Ben for his intelligence and guidance related to the functioning of our town. He works well our legal team, the public and our board. You would be fortunate to have him join your organization.

Sincerely yours,

Kathi Sims Kosloski

329-269-2959

Sent from my iPhone

CITY OF ST. BONIFACIUS
Office of the Administrator/Clerk/Treasurer
8535 Kennedy Memorial Drive
St. Bonifacius, MN 55375
(952) 446-1061

March 7, 2023

To Whom It May Concern:

I am more than happy to provide a reference for Ben Wikstrom. Ben was appointed as the City Planner for the City of St. Bonifacius in 2003. Over the past 20 years in my capacity as the Administrator/Clerk/Treasurer, I have worked closely with Ben on many projects for the city.

During his time with the city, Ben has been responsible for developing two comprehensive plans, has successfully applied for comprehensive plan grants and park grants that awarded funds to complete the comprehensive plan and overhaul Townsedge Little League baseball park. Ben assists with amendments to ordinances including recodification and he accommodates the city with attending workshops, planning commission meetings and council meetings as needed to present reports where the city receives zoning applications. Ben is very organized, very beneficial when meeting due dates for Planning Commission and City Council agendas.

I highly recommend Ben Wikstrom and feel he would make a positive contribution within any organization. If I can be of further assistance please feel free to contact me at 952-446-1061 or email brendafisk@st-bonifacius.mn.us.

Sincerely,



Brenda Fisk
Administrator/Clerk/Treasurer

Ben Wikstrom

Lucinda Messman <Lucinda@beckertownship.org>

Mon 3/6/2023 10:33 AM

To: Rebecca Kellen <Rebecca.Kellen@cityofbirchwood.com>

Ms. Kellen,

This letter is a reference for Ben Wikstrom, a candidate for the City of Birchwood Village City Planner.

I have worked with Ben since he was hired in early 2017 as the Township Planning Consultant. He still serves in that capacity though now the duties of Zoning Administrator rest with him as well.

I am the clerk for Becker Township in Becker, Minnesota, Sherburne County (there are multiple Becker Township's in the state). We are different than many townships in that we handle all of our own planning and zoning, including decision making, are exempt from the county zoning ordinance (though not DNR Wetlands), have the ability to be less strict than county ordinance, and contract with City of Becker to handle our building permits.

Ben's duties are varied as we are a small entity. He handles various types of use permits and variances, floodplain administration, writing of Township ordinance as well as zoning ordinance, enforcement items, on-site inspections, and other zoning activities that may arise. He works with our attorney, engineer and with the City of Becker planners as well as reviewing wetlands information from the county to be presented to the Town Board for specific DNR related variances.

Ben reviews and prepares the various reports that include maps and codes impacted and presents the information in a professional manner to the pertinent boards. Our board members are able to review his reports and arrive at meetings well prepared in understanding the applications and discuss the requested actions or ask questions with confidence knowing he has indicated related codes. Ben can effectively explain the reasoning behind the various findings and recommended conditions and relationship between the various parts of our code of ordinances. His communication with county and engineering staff makes platting developments move through easier since he makes sure the applicants understand any right of way dedication requirements (and reasons) prior to attendance at board meetings.

We have found his understanding of development from the private side as well as governmental side to be an asset as well. This understanding gives him the ability to communicate more effectively with applicants, their engineers and/or surveyors.

If you would like any further clarification of duties, please feel free to contact me by email or phone.

Sincerely,

Lucinda Messman

Becker Township Clerk

T: 763-261-5301

F: 763-261-5303

www.beckertownship.org

office hours M/W/F 8-5

Tuesdays 8-5 or 12 – 9pm

Closed Thursdays

Appointments recommended



PROPOSAL FOR CITY PLANNER

City of Birchwood Village | March 1, 2023



**BOLTON
& MENK**

Real People. Real Solutions.

CONTACT:

Jenni Faulkner
952-890-0509

Jenni.Faulkner@bolton-menk.com

3507 High Point Drive North | Bldg. 1 - Suite E130
Oakdale, MN 55128
651-704-9970 | Bolton-Menk.com

March 1, 2023

Rebecca Kellen
City Administrator
City of Birchwood Village
207 Birchwood Avenue
Birchwood, MN 55110

RE: Proposal for City Planner

Dear Rebecca:

Birchwood Village has requested assistance in providing on-call planning services from a professional firm who will serve as an extension of city staff. This service agreement will require a reputable team of qualified experts who provide immense value by expanding the organization and capabilities of your team. Like you, we take great pride in helping create a community that is safe, sustainable, and beautiful. Our approach to planning services makes Birchwood Village's priorities our priorities. We understand your needs and can provide excellent planning and development services.

Local Planning Experts – Bolton & Menk has been providing planning and urban design services to our clients for over a decade. Just as important, our planning team collectively has a significant amount of public sector planning experience ranging from rural to suburban to urban environments. We are Minnesota-based and most of our planners work in the Twin Cities Metro, so we are strongly positioned to serve Birchwood Village with local expertise and availability.

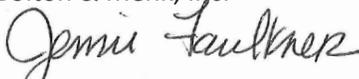
We are very familiar with municipal processes and procedures, including the practical realities of managing public meetings and challenging clients, as well as Minnesota state laws regarding planning practices. We have on-call planning experience with other communities in Washington County including Forest Lake, Newport, Scandia, and Cottage Grove, as well as many other comparable cities. We are familiar with local watershed districts, county offices, Metropolitan Council, and DNR staff to assist with your planning needs.

Focused on Service – At Bolton & Menk, we pride ourselves on providing excellent service and building relationships with our clients. We not only represent ourselves, but when providing on-call services, we consider ourselves an extension of your staff. We have served as the city planner and as the city engineer for many of our clients. And with our multidisciplinary approach, we have experience and experts in a variety of specialties from wetlands, road, and utilities, to environmental review, long range planning, and grant writing.

Cost Effective and Full-Service – In order to provide the best value for Birchwood Village, this planning services agreement requires a full-service consultant with the flexibility to assign resources when needed. Our proposed lead planner, Steve Jensen, is an emerging planner with development review, code enforcement, and ordinance experience. He currently is an on-call planner for other communities. He can attend your monthly planning commission and city council meetings, be at the city hall office as requested and will readily answer questions about permits, zoning, or development processes. To support Steve, Bolton & Menk will have additional planners available for consultation and to handle complex issues. I will serve as the project manager to provide oversight and management of our workload and team.

We are excited at the opportunity to provide value-driven expert planning services for Birchwood Village. I will serve as your lead client contact and project manager. Please contact me at Jenni.Faulkner@bolton-menk.com or 952-890-0509 if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.



Jenni Faulkner
Project Manager



Real People. Real Solutions.

3507 High Point Drive North
Bldg. 1 - Suite E130
Oakdale, MN 55128
651-704-9970 | Bolton-Menk.com



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FIRM OVERVIEW

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

Our commitment to communities began in 1949 with two hard working Midwesterners—John Bolton and Martin Menk. They saw people in their surrounding communities who had dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. John and Martin's goal was to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Their legacy lives on. We still want to help, we work hard every day, and we always remember what got us here—we're people helping people. Today, Bolton & Menk, Inc. has more than 800 employees including a professional staff of more than 250 engineers, planners, landscape architects, and surveyors.

For more than 10 years, our planning and urban design group has helped clients plan their future. Using robust public engagement, we facilitate consensus for buildable, sustainable solutions. Our team expertise helps solve multifaceted problems with technical, regulatory, funding, and community issues. We deliver plans and designs you will love to live with.

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

Solutions Provided:

- Civil/Municipal Planning & Engineering
- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Structural Services
- Aviation Services
- Planning & Urban Design
- Water Resources Engineering
- Environmental Planning & Permitting
- Construction Administration & Inspection
- Land Surveying
- Geographic Information Systems
- Project Funding Support
- Project Communication
- Creative Studio Services

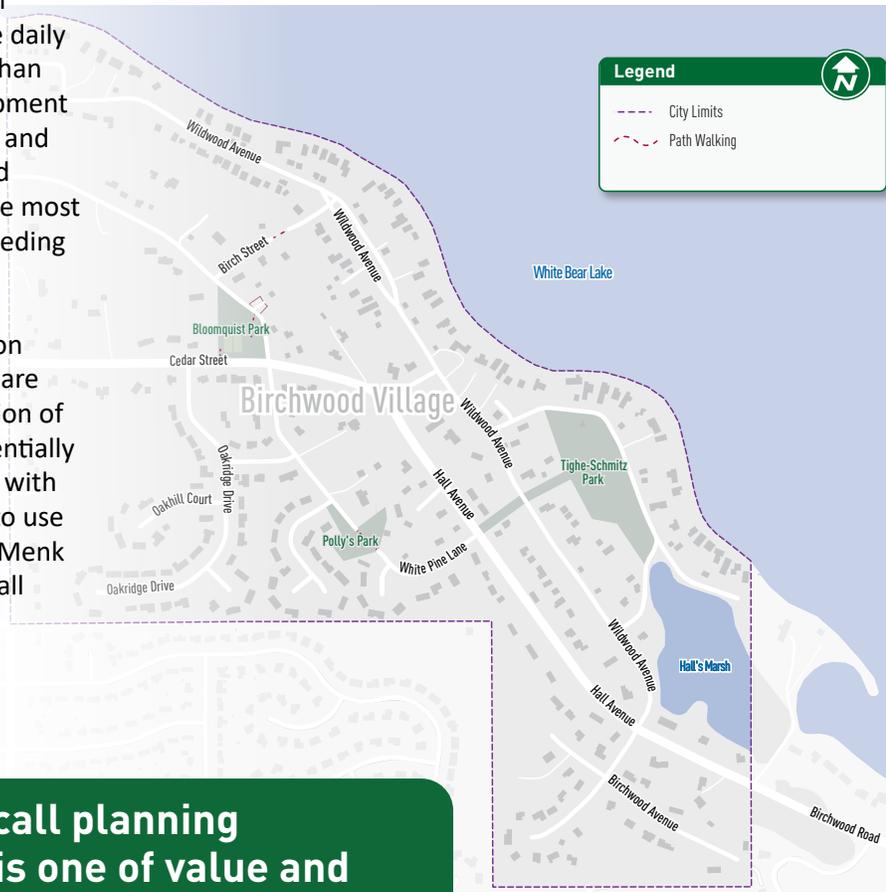
OUR APPROACH TO PLANNING

At Bolton & Menk, we believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. Our diverse team of professionals collaborates with city staff and stakeholders to work through issues and develop solutions. Each of us makes it our personal, ethical, and professional mission to prepare well-crafted and research-based reports and plans. Our unique, integrated, creative, and transparent approach makes us stand out from other firms.

Using a team with a diverse mix of planners can provide the most cost-effective service to meet Birchwood Village's needs as they evolve. Bolton & Menk proposes to use a combination of planners to meet your needs. Steve Jensen will be your lead planner. Steve is an entry level planner that can provide cost effective daily planning services. Steve will be supported by Nathan Fuerst who can assist with more complex development review projects. These positions will be managed and supported by project manager, Jenni Faulkner and principal-in-charge, Haila Maze. This allows for the most efficient use of resources while meeting and exceeding your service needs.

Additionally, using engineering services that Bolton & Menk can provide for Birchwood Village, there are some efficiencies that can be gained in coordination of development review and land use items and potentially meeting coverage. Efficiencies can also be gained with the use of our multidisciplinary team and ability to use in-house specialty resources if needed. Bolton & Menk does not anticipate using subcontractors for on-call planning services.

Our planning staff is very familiar with city and state statutes, codes, and procedures. From understanding basic permit and development reviews to following the "60-Day Rule" to strategizing for emerging land uses and comprehensive plans, our team is very knowledgeable in all aspects of planning. We are experienced in shoreland and floodplain land use regulations. We are also strong communicators and coordinators, both internally and externally. We will work with concerned neighbors, adjacent jurisdictions, the county and state, and other stakeholders. We are also very familiar with MnDOT, DNR, MPCA, and watershed regulations and processes. Should environmental reviews be required, we can be a resource for navigating those processes and regulations.



Our approach to providing on-call planning services to Birchwood Village is one of value and expertise.

Scope of Services

Bolton & Menk is confident we can provide outstanding on-call planning services to meet your needs including, but not limited to:

1. ON-CALL PLANNING SERVICES: Serving as your consulting city planner, we will provide planning services at all levels from answering zoning inquiries to development review and presentations at meetings, code enforcement, ordinance amendments, site inspections, and comprehensive plan work. We are comfortable with answering questions and providing information to the public. We take pride in our ability to successfully respond to and resolve routine inquiries efficiently. We have and continue to successfully provide on-call planning services to a variety of clients.

2. CITY'S OBJECTIVES: As an extension of your staff, the Bolton & Menk team will develop an accurate understanding of the city's general plan, zoning ordinances, subdivision regulations, and other city codes and policies. We will maintain good working relationships with other city departments, other jurisdictions, and the public. We have a proven track record of maintaining excellent working relationships within cities in which we serve.

3. APPLICATION PROCESS: With a staff of professional and experienced planners, we can provide critical information to applicants for mutual understanding in navigating the land use processes. Because of our work in other jurisdictions large and small, we can bring a best practices approach to achieve the application process you are seeking.

We will propose a structure that is the most efficient and cost effective for Birchwood Village. If more complex issues arise, our senior staff can assist. We will competently review and process zoning requests and inquires, including:

- Minor and major site plan review
- Variances
- Conditional use permits (CUPs)
- Interim use permits (IUPs)
- Administrative permits
- Sign permits
- Architectural design review
- Rezoning
- Lot line adjustments
- Lot combinations
- Annexations
- Comprehensive plan and development code amendments



4. MEETINGS WITH APPLICANTS: Our planners are experienced in land use clearance processing and are good communicators across all platforms. We can establish regular times or schedule time as needed to meet with applicants with the goal of facilitating their applications through your process.

As your planning consultant we expect to meet with stakeholders (developers, engineers, property owners, contractors, and other individuals) to discuss, advise, explain processes, and suggest improvements regarding potential projects, pre-applications, development applications, feasibility analysis, conceptual development plans, and code interpretation. We will do this in a responsive and professional manner for every interaction.

5. SUBDIVISION MAPS: We are experienced at processing subdivisions from administrative lot splits, minor subdivision, to complex preliminary and final plats. Our team of planners is very familiar with statutory timelines and requirements for processing land use clearances.

6. ZONING AND LAND USE REPORTS: We are comfortable and experienced writing planning commission and city council staff reports, resolutions, ordinances, conditions of approval, memorandums, public notices, and agendas, and giving oral presentations.

7. PRESENTATIONS/MEETINGS: Our staff is experienced and prepared to attend public hearings and community meetings as necessary. We will provide succinct professional presentations with technologies available.

8. COORDINATION: We will review and provide determinations of applications for completeness, including coordination with other agencies or jurisdictions. This could include internal coordination such as the city engineer and external such as the county, watershed district, DNR, or others. In addition to our planners' knowledge, Bolton & Menk has environmental and wastewater engineers to assist with technical reviews and compliance as needed.

9. COMPLIANCE CHECKS: Our staff is experienced with completing zoning and permit compliance checks as directed. We will address complaints and code violations and provide written documentation. Our staff routinely provides this service as part of on-call planning services. We can do inspections, prepare correction notices, and work with city staff/attorneys to gain compliance.

10. PLANNING COMMISSION: As your consulting city planner, we can provide administrative support to your commission. We can prepare reports, maintain records, and carry out planning directives.

11. LEGAL DOCUMENTS: We can ensure legal documents are recorded and complied with through regular monitoring.

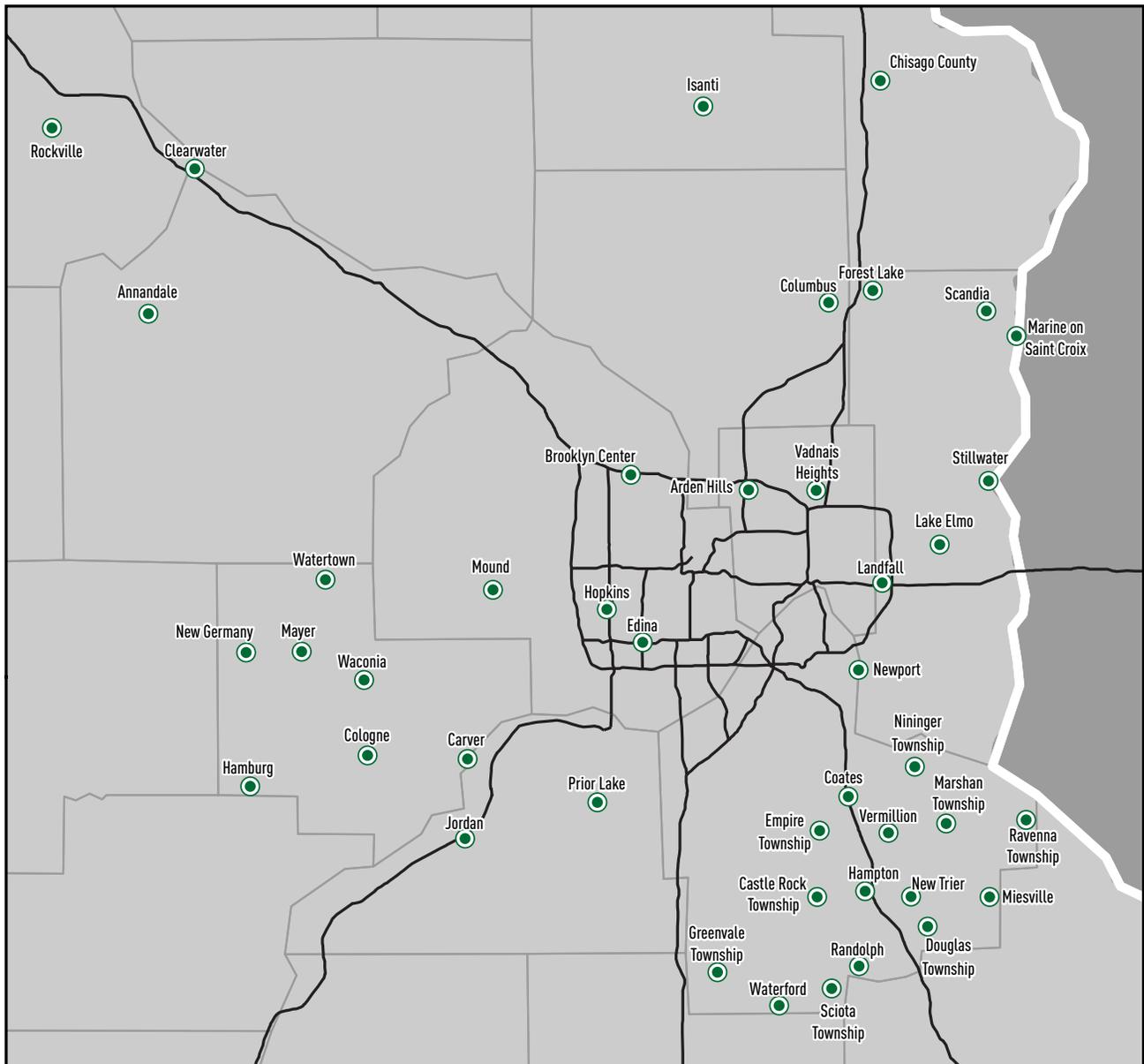
12. MEETINGS: We can attend regular city council meetings, planning commission meetings, and other meetings as needed.

13. REPRESENT THE CITY: We take pride in representing the city, ourselves, and Bolton & Menk in a respectful, professional, and collaborative manner. We will make efforts to accurately estimate the cost of application services.



CURRENT CLIENTS

We provide planning services to several communities including those with similarities to the City of Birchwood Village.



Conflict of Interest

In providing services to more than 300 communities in Minnesota, Iowa, and North Dakota, Bolton & Menk will occasionally represent clients with competing interests. We have successfully represented the best interests of all our clients by providing internal separation of the work performed. We will refrain from providing services for developers working within the city to avoid any concerns or appearance of impropriety. Generally, the developers work through the city for plan review and construction. We will support the city and assist as requested.

RELEVANT PROJECTS AND REFERENCES

Bolton & Menk's success serving cities like Birchwood Village is grounded in creativity, sound planning, customer service, and effective relationships. In addition to our planning expertise, we are committed to you. We excel in our ability to listen and understand the unique needs of Birchwood Village. We also recognize your residents and business owners are our clients too, and effective communication with them is critical to planning successes.

Our team builds upon our experience and will apply it to achieve Birchwood Village's objectives. We provide planning services to several communities similar to Birchwood Village. We have highlighted several projects as examples of recent and related team experience. Client satisfaction remains a top priority for us as evidenced by quality deliverables, cost-effective rates, and timely project delivery. Please feel free to contact any of the references to evaluate our performance. Additional project information is available upon request.

Planning Services

City of Scandia, Minnesota

The City of Scandia recently went out for RFP for Planning Services. Bolton & Menk was awarded this work. Since adding planning services along with our previous and on-going commitment to provide engineering services, we have established regular office hours for the public to visit with the planner, addressed challenging land uses, presented information on solar farms, and processed several subdivisions or lot splits. We have fielded dozens of calls regarding zoning and done some code enforcement.



REFERENCE: Ann Hurlburt
Interim City Administrator
651-433-2274 | a.hurlburt@ci.scandia.mn.us

Length of Service: > 1 year as City Planner; 10 years (2013-present) as City Engineer

Planning Services

City of Arden Hills, Minnesota

Bolton & Menk provides planning services for Arden Hills. The original intent was to assist with large development applications and overflow. However, when the city needed us, Bolton & Menk stepped in to provide an array of planning and zoning administration services, including office hours, responding to resident and business inquiries, code enforcement, and writing and presenting staff reports to the planning commission and city council.



REFERENCE: Dave Perrault
City Administrator
651-792-7800 | dperrault@cityofardenhills.org

Length of Service: 5 years (2018 - Present)

Planning Services *City of Newport, Minnesota*

The City of Newport is a unique metropolitan community. Nestled along the Mississippi River and larger communities, the city maintains its own identity and character. Its close proximity to both downtown St. Paul and Minneapolis, and its easy access to major transportation corridors, make the city a desirable location to live, work, and play.

The city is nearly built-out, but similar to Birchwood Village, that does not mean it is not evolving and growing. New development and redevelopment continue to occur, and property owners want to improve their existing properties.

Development and redevelopment in established communities bring both opportunities and challenges. Planning in these communities is crucial in order to review and monitor impact to existing development and promote opportunities in the city. The city was seeking a planning consultant to provide ongoing planning services, one who would provide high quality and consistent customer service.

The City of Newport has adopted a number of city plans and a city code intended, first and foremost, to protect the public health, safety, and general welfare of the community. These planning documents and regulations also serve to implement the city’s vision. Establishing a consistent and ongoing program for planning services is a key component in carrying out the purpose of these documents. We assembled a planning team based on their experience providing planning services for similar communities throughout Minnesota.

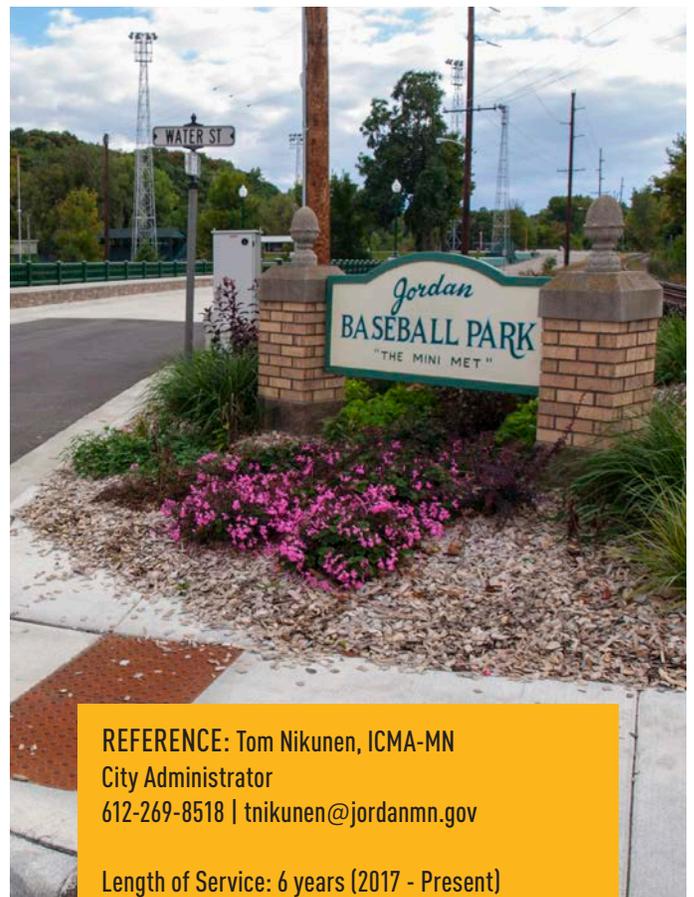
Our diverse team of professionals collaborates with city staff and stakeholders to work through issues and develop solutions. We have been able to bring an innovative and a full-service problem solving approach to provide ongoing planning services to the city.

REFERENCE: Travis Brierley
Assistant to the City Administrator
651-556-4601 | tbrierley@newportmn.com

Length of Service: 2 years (2021 - Present)

Planning Services *City of Jordan, Minnesota*

The City of Jordan experienced a staff turnover that left them with a relatively inexperienced planning staff facing several upcoming developments. Bolton & Menk was hired to provide on-call planning and development review services for the city. Our role is to assist staff with the review of development applications, including report writing and presentations to the planning commission and city council. We also provide assistance in zoning code interpretation and administration. Bolton & Menk also serves as the city engineer in Jordan making for cohesive service delivery.



REFERENCE: Tom Nikunen, ICMA-MN
City Administrator
612-269-8518 | tnikunen@jordanmn.gov

Length of Service: 6 years (2017 - Present)

We provide planning services to several other communities including those with similarities to the City of Birchwood Village.

KEY PERSONNEL

Bolton & Menk will serve the City of Birchwood Village using a team approach led by the project manager, Jenni Faulkner. Jenni will serve as your primary contact and be responsible for all activities performed on behalf of the City of Birchwood Village. This approach ensures consistency across all planning services provided—the city only must look to one place for answers or information.

Jenni will be supported by a team of professionals with a depth of planning experience. The Bolton & Menk team works to serve as an extension of city staff, closely coordinating all tasks and services with city staff and leadership. We have provided a short summary of qualifications for our key project team members; full résumés are included in the appendix.



JENNI FAULKNER
Project Manager

27 Years of Experience

Jenni will be responsible for providing project support and consultation as needed on complex issues.

Jenni is a senior planner on the Bolton & Menk team who began her professional career in 1995. Her expertise spans the fields of city planning and land use, economic development, and housing. Prior to joining Bolton & Menk, Jenni served as the Community Development Director for the City of Burnsville, MN for 17 years. Her passion stems from her desire to provide sustainable and beautiful solutions to the communities she works in.

Education:

Master of Arts – Urban Planning, Minnesota State University, Mankato

Bachelor of Arts – Urban Studies, University of Minnesota, Minneapolis



STEVE JENSEN ESTEVEZ
Lead Planner

1 Year of Experience

Steve will serve the role of your City Planner. He will be responsible for the day-to-day planning. He will hold office hours at city hall as needed, field all planning and zoning calls, process all land use clearances, conduct research, make presentations, and ensure projects are well coordinated internally and externally and reviewed in a timely manner. Steve is a planner on the Bolton & Menk team who began his career in early 2023. He is responsible for providing support on community planning projects including studies, technical memos, graphics, development review, and reports. His key areas of expertise include sustainability, alternative transportation, and community engagement. Steve is fluent in both English and Spanish and has undertaken a variety of community engagement efforts in both languages. His passion for the field stems from his devotion to environmental sustainability—“Environmental sustainability has always been the predominant driving force behind my work, and urban planning is a field that allows me to apply my skills and talents towards this goal effectively.”

Education:

Master of Urban and Regional Planning – Urban and Regional Planning, University of Minnesota, Twin Cities

Bachelor of Science – Urban Studies, University of Minnesota, Twin Cities





NATHAN FUERST, AICP
Planner

6 Years of Experience

Nathan will provide direct support with day-to-day and long-range planning and special projects as needed.

Nathan is a community planner at Bolton & Menk whose professional career began in 2016. His responsibilities include providing support to senior planners and project managers, assisting with the development of planning studies and reports, performing research, producing staff reports, coordinating with communities on development reviews, and presenting to planning commissions and city councils. Nathan's passion for the field stems from how rewarding he finds it to see the impacts of planning on our everyday lives.

Education:

Master of Arts – Urban and Regional Planning, University of Southern California

Bachelor of Science – Environmental Science, University of Minnesota, Twin Cities

Professional Certifications:

- Certified Planner – AICP
- Construction Site Management
- Low Salt Design Strategies (LSiD™)

WE'RE LOCAL.

Having fully staffed local offices means we're closer to you and your job sites, saving time and money.



FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. The hourly rates for principals and members of the staff vary according to skill and experience.

For planning services outside of regular meeting, we propose to charge our hourly rate as follows:

| | |
|----------------|----------------|
| Steve Jensen | \$115 per hour |
| Nathan Fuerst | \$145 per hour |
| Jenni Faulkner | \$185 per hour |

With Steve Jensen taking on the role of your City Planner, he can provide cost-effective on-call planning services. He is supported by very experienced planners in Nathan and Jenni who are available to assist as needed on complex applications, situations, or interpretations.

Bolton and Menk propose a Monthly Fee for attendance at one regularly scheduled Planning Commission and City Council meeting of \$300 each. Steve Jensen, acting as your City Planner, will attend as requested.

INSURANCE

Documentation of current insurance coverage and limits, including professional liability insurance, will be provided upon selection, as requested in the RFP.





APPENDIX:

RESUMES



Jennifer K. Faulkner
Senior Planner



Real People. Real Solutions.

Education

Master of Arts – Urban Planning,
Minnesota State University, Mankato

Bachelor of Arts – Urban Studies,
University of Minnesota, Minneapolis

Summary

Jenni is a senior planner on the Bolton & Menk team who began her professional career in 1995. Her expertise spans the fields of city planning and land use, economic development, and housing. Her passion stems from her desire to provide sustainable and beautiful solutions to the communities she works in. Jenni says, "In my profession, I have the ability to positively impact and influence how people experience their physical environment."

Experience

Planning Services, City of Jordan, Minnesota

The City of Jordan experienced a staff turnover that left them with a relatively inexperienced planning staff facing several upcoming developments. Bolton & Menk was hired to provide on-call planning and development review services for the city. Our role is to assist staff with the review of development applications, including report writing and presentations to the planning commission and city council. We also provide assistance in zoning code interpretation and administration. Jenni oversees our day to day planning services in Jordan.

Planning Services, City of Empire, Minnesota

As consulting planner for Empire, Bolton & Menk provides an array of planning and zoning administration services, including answering resident and business owners' zoning and land use questions, conducting development review, and attending planning commission and town board meetings. Jenni currently serves as the City Planner for Empire.

Planning Services, City of Burnsville, Minnesota

Prior to joining Bolton and Menk, Jenni served as the Community Development Director for the City of Burnsville for 17 years. In that role she led planning and economic development efforts along with overseeing code enforcement and building inspections. Jenni was responsible for facilitating work of the city's Planning Commission and Economic Development Commission. Also while serving in this role, she served on legislative committees related to land use and planning at League of MN Cities and Metro Cities.

Temporary Planning Services, City of Lake Elmo, Minnesota

After recent staff turn-over, and on short notice, the City of Lake Elmo reached out to Bolton and Menk to provide temporary planning services. In this role, Jenni is serving as their planning director and conducting development review and carrying out other planning activities on behalf of the city.

Temporary Planning Services, City of Victoria, Minnesota

Similar to Lake Elmo, Bolton and Menk is currently providing temporary development review and in-office planning support for the City. We have been their planner(s) since October 2022. Jenni's role is to support the city and the Bolton and Menk planning team assigned.



Stephen I. Jensen Estevez

Planner



Real People. Real Solutions.

Education

Master of Urban and Regional Planning – Urban and Regional Planning,
University of Minnesota, Twin Cities

Bachelor of Science – Urban Studies,
University of Minnesota, Twin Cities

Summary

Stephen is a planner on the Bolton & Menk team who began his career in early 2023. He is responsible for providing support on community planning projects including studies, technical memos, graphics, development review, and reports. His key areas of expertise include sustainability, alternative transportation, and community engagement. Stephen is fluent in both English and Spanish and has undertaken a variety of community engagement efforts in both languages. His passion for the field stems from his devotion to environmental sustainability—"Environmental sustainability has always been the predominant driving force behind my work, and urban planning is a field that allows me to apply my skills and talents towards this goal effectively."

Experience

Planning Services, City of Arden Hills, Minnesota

While Arden Hills attempts to fill empty positions on their planning staff, Bolton & Menk is serving as the consulting planner for the city. Through this role, the firm assists with planning and zoning administration, development review, and community research. Steve currently holds office hours at their City Hall while providing daily planning services to augment their limited staff. His work in Arden Hills includes site inspections, permit review, development review and related staff reports.

Planning Services, City of Empire, Minnesota

As consulting planner for Empire, Bolton & Menk provides an array of planning and zoning administration services, including answering resident and business owners' zoning and land use questions, conducting development review, and attending planning commission and town board meetings. Steve has completed development review applications as well as ordinance and Comprehensive Plan Updates for the city.

Planning Services, City of Jordan, Minnesota

The City of Jordan experienced a staff turnover that left them with a relatively inexperienced planning staff facing several upcoming developments. Bolton & Menk was hired to provide on-call planning and development review services for the city. Our role is to assist staff with the review of development applications, including report writing and presentations to the planning commission and city council. We also provide assistance in zoning code interpretation and administration. Steve provides planning support to the city with office hours as needed and building permit reviews.



Nathan L. Fuerst, AICP
Community Planner



Real People. Real Solutions.

Education

Master of Arts – Urban and Regional Planning,
University of Southern California

Bachelor of Science – Environmental Science,
University of Minnesota, Twin Cities

Certifications

- Certified Planner – AICP
- Construction Site Management
- Low Salt Design Strategies (LSiDTM)

Summary

Nathan is a community planner at Bolton & Menk whose professional career began in 2016. His responsibilities include providing support to senior planners and project managers, assisting with the development of planning studies and reports, performing research, producing staff reports, coordinating with communities on development reviews, and presenting to planning commissions and city councils. Nathan’s passion for the field stems from how rewarding he finds it to see the impacts of planning on our everyday lives.

Experience

Opportunity Zone Redevelopment, City of Brooklyn Center, Minnesota

The city was in need of modernized zoning code to support development on targeted sites. We used public open houses and workshops, pop-up meetings at community events, online engagement, and a technical advisory committee to both gain a clear understanding of the community and to properly relay information back to the community. All project components were combined into one cohesive initiative, providing the City of Brooklyn Center with a new zoning code that has a community-first focus.

Parks, Trails, and Open Space Master Plan Update, City of Forest Lake, Minnesota

The City of Forest Lake wanted to update its Parks, Trails, and Open Space Master Plan that was prepared in 2014. Bolton & Menk helped the city with community engagement, specifically tailored to encourage equitable feedback on the existing parks system and park operations while inquiring about desired amenities.

Unified Development Code, City of Brooklyn Center, Minnesota

Bolton & Menk led the complete overhaul of the City of Brooklyn Center’s Unified Development Ordinance, which hadn’t been meaningfully updated since the 1960’s. The final code, adopted in 2022, included the allowance of ADUs and home businesses, revision of parking standards, establishing a TOD zoning district and performance measures, adoption of MRCCA regulations, and greater clarity in allowable uses and site standards across a freshly established set of zoning districts.

Zoning and Subdivision Ordinance, Chisago County, Minnesota

Chisago County is updating their Zoning & Subdivision Ordinances in order to streamline processes and reflect current development needs. Several primary focus areas have been identified and are being addressed: the consolidation of duplicative zoning classification districts, the clarification and simplification of the subdivision and planned unit development process including the transfer of development credits, addressing accessory dwelling units, and standardizing components of the interim use permit process. This project is in the final stage of completion.



A PROPOSAL FOR

City Planner Services

FOR THE CITY OF BIRCHWOOD VILLAGE

March 1, 2023

City of Birchwood Village
Attn: Rebecca Kellen, City Administrator
207 Birchwood Avenue
Birchwood, MN 55110



Re: Proposal for City Planner Services

Dear Rebecca

On behalf of WSB, thank you for this opportunity to submit our qualifications for on-call city planner services for the City of Birchwood Village. We are excited to show you how well our company can meet your needs for these services. WSB will be at your disposal and on-call whenever you need us. We understand communities like Birchwood Village and our team shares the communities' concerns with being cost-effective and focusing on the long-term relationship. We will also present you with the opportunity to use technology to assist in cost-efficient and effective client/consultant communications. You will see that WSB invests in our client communities!

WSB Understands Lake Communities | WSB understands the need for Birchwood Village to have city planner services provided on an as-needed basis because we understand the concerns and issues that arise in shoreland communities. WSB has several clients that include shoreland areas (Tonka Bay, Wayzata, Long Lake, Deephaven, Excelsior, Sunfish Lake, and Mahtomedi) and has direct experience working with communities of your size. Whether it is shoreland issues, variance issues, or nonconforming issues (to name a few), we will be able to provide our knowledge of the land use application process for your community.

Cost Conscious and Relationship Oriented | WSB understand the needs and budgetary constraints of communities like Birchwood Village based on our significant experience in smaller communities. We also understand how important relationships and communication are when working for these communities. Our goal is to be conscious of your budgetary needs while building a lasting and trusting relationship for the years ahead.

Communication Through Issues Tracker | WSB has developed a tool to use in our client communities called the Issues Tracker. We always strive for excellent communication and collaboration with our clients and this tool helps in that endeavor. The Issues Tracker is a database application that is incredibly easy to use and all team members, both WSB staff members or our clients, can use this database to track issues, complaints, applications, and application status. We are proud to present this easy-to-implement technology option for Birchwood Village in order to provide clarity, effective communication, and consistency in the work that we provide.

WSB appreciates the opportunity to provide this proposal and to, hopefully, establish a lasting relationship with the City of Birchwood Village. We encourage you to contact our existing and past clients to get a better understanding of our level of knowledge, expertise, and efficiency in providing technical excellence, over-the-top customer service, and integrity in our work. If you have any questions, please feel free to contact me directly at jgromberg@wsbeng.com or at 612.400.3569

Sincerely, WSB

Jim Gromberg, EDFP
Project Manager

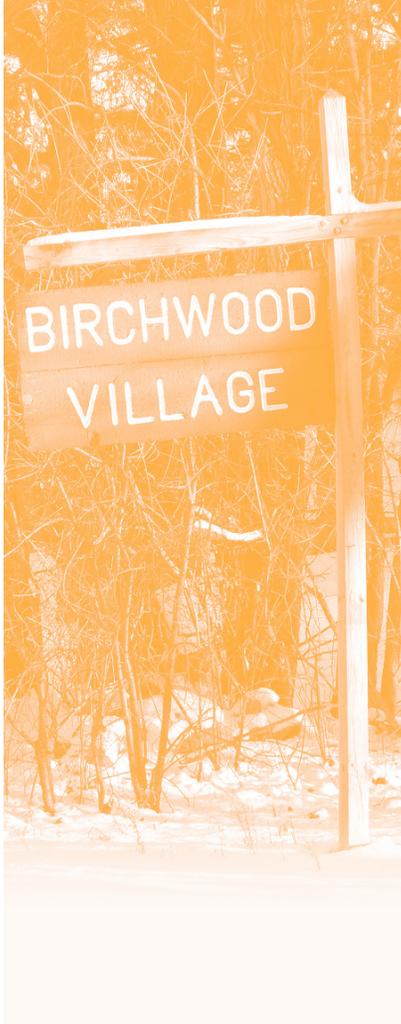


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Consultant Profile

Forge ahead.

WSB is a design and consulting firm specializing in zoning, community planning, economic development, engineering, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services that seamlessly integrate planning, design and implementation.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

ONGOING PLANNING AND ECONOMIC DEVELOPMENT SERVICES FOR:

- Litchfield
- Long Lake
- Mahtomedi
- Tonka Bay
- Wyoming
- Lent Township
- North St. Paul
- Denmark Township
- Maple Grove
- Wayzata
- Elko New Market
- Norwood Young America
- Sunfish Lake
- Waverly
- Monticello

650+
STAFF

30+
SERVICE AREAS

15
OFFICES

5
STATES

Alternative Project Delivery | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Special Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Solar | Survey | Sustainability | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind



References

City of North St. Paul

Brandy Howe

Community Development Director

651.747.2582

brandy.howe@northstpaul.org

City of Sunfish Lake

Cathy Lago

City Clerk / Administrator

651.768.7542

cjiago@comcast.net

City of Litchfield

Dave Czoik

City Administrator

320.699.9800

dave.cziok@ci.litchfield.mn.us

City of Tonka Bay

Dan Tolsma

City Administrator

952.474.7994

dtolsma@cityoftonkabay.net

MAPLE GROVE, MN

Description of Planning Services

Our planners have experience in developing the full spectrum of plans, policies, and ordinances for communities of all sizes. We implement these policies through day-to-day zoning administration and development review. Our team is committed to practical, implementable plans and ordinances because we are on the front lines as city planners by providing planning support for many of our clients.

WSB's Community Planning Group is made up of three community planning staff and one economic developer with a wide range of experience, expertise, and passions. Our group works collaboratively alongside other service areas within the company to ensure the best value and over-the-top customer service for our clients.



Day-to-Day Planning

We provide day-to-day planning and economic development services for 15 Minnesota communities. day-to-day planning services vary among clients, however, they generally include:

- Consultations with residents, business owners, and developers
- Review of land use applications
- Building permit reviews
- Zoning administration/front counter assistance
- Code enforcement
- Ordinance auditing and amendments
- Staffing, presentation, and preparation of packets for city council, planning commission, and economic development authority meetings
- Market analysis



Long-Range Planning

Our Community Planning and Economic Development staff also undertake special projects for cities. These projects include:

- Small area planning
- Community engagement
- Downtown planning and redevelopment
- Housing studies
- Comprehensive planning
- Coordination with adjoining or regulating jurisdictions
- Preparation of a variety of planning, economic development, environmental, and transportation grant applications
- Professional code reviews



Our team's depth of experience in a variety of planning services, along with our collaborative and cross-functional office environment, will be an asset to the City of Birchwood Village.



EXAMPLE OF A MASTER PLAN UPDATE: NORTH ST. PAUL REDEVELOPMENT PLAN

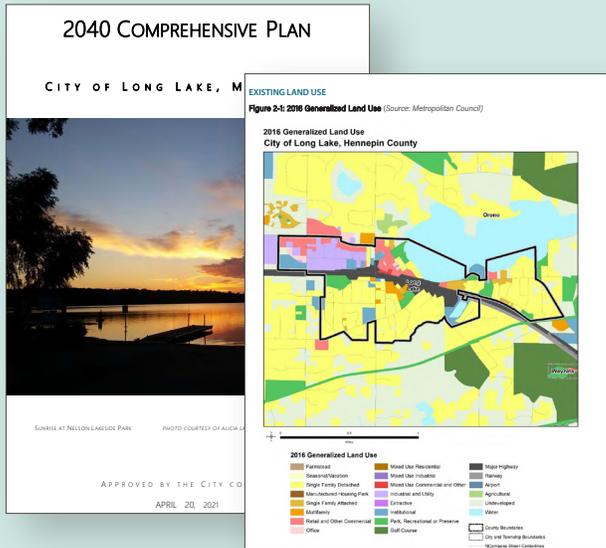
Relevant Experience

WSB’s core services are municipal engineering and planning. We are proud of the projects that we have been involved with and the lasting relationships that we have developed in the communities we serve. The City of Birchwood Village will benefit from the wealth of knowledge and experience that our staff has obtained through developing broad-based projects and serving such a diverse group of cities. Below we have highlighted communities for which WSB has provided planning services or augmentation.

CURRENT SERVICES OFFERED:

City of Long Lake

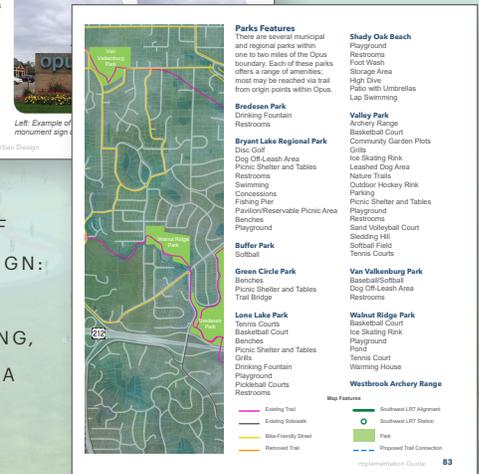
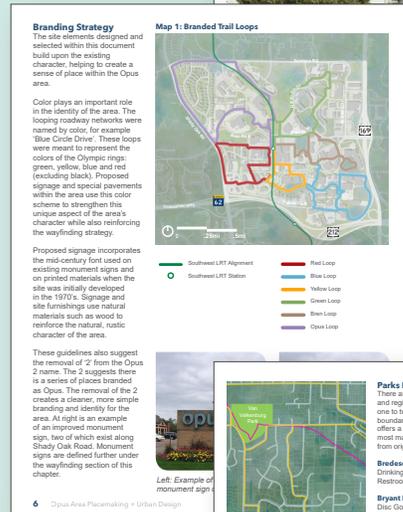
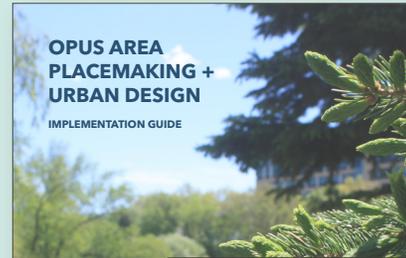
- Serve as the full-service staff planner for the City, and review all planning applications and zoning inquiries.
- Serve as a staff resource for Planning Commission and City Council members and serve as an extension of their staff by attending department meetings whenever necessary.
- Conducts all planning application reviews and prepares staff reports for Planning Commission and City Council meetings. Assist with public planning and zoning inquiries.
- Provide zoning ordinance amendments as needed including recent modifications to the industrial zoning districts.



EXAMPLE: LONG LAKE 2040 COMPREHENSIVE PLAN

City of Sunfish Lake

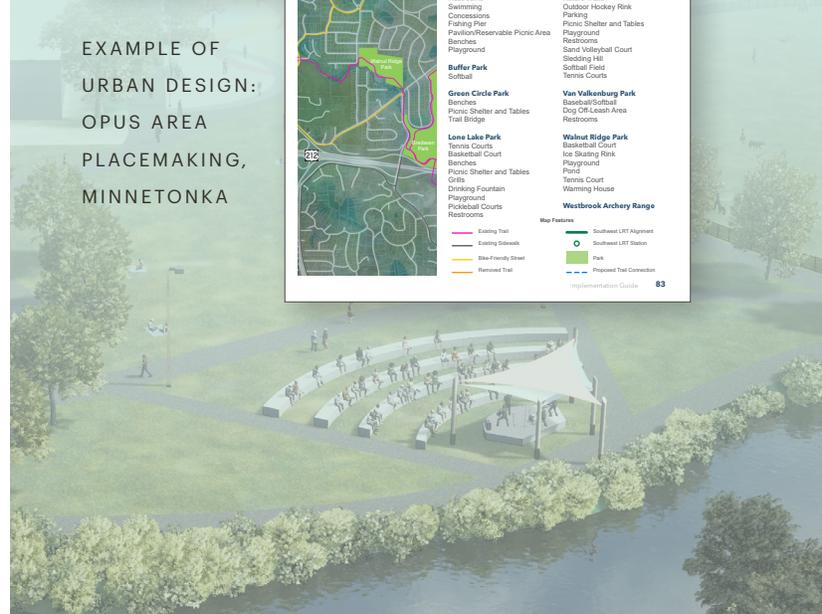
- Serve as the full-service staff planner for the City, and review all planning applications and zoning inquiries.
- Attend Planning Commission and City Council meetings as needed.
- Staff coordination for development meetings and conduct property inspections for code enforcement.
- Provide planning review services for land use applications, including review of applications, staff report preparation, presentation of applications, and recommendations at Planning Commission and City Council meetings.
- Assist with Zoning Ordinance and Comprehensive Plan updates.
- Maintain escrow accounts and fee schedules for the City, with the assistance of the City Treasurer.



EXAMPLE OF URBAN DESIGN: OPUS AREA PLACEMAKING, MINNETONKA

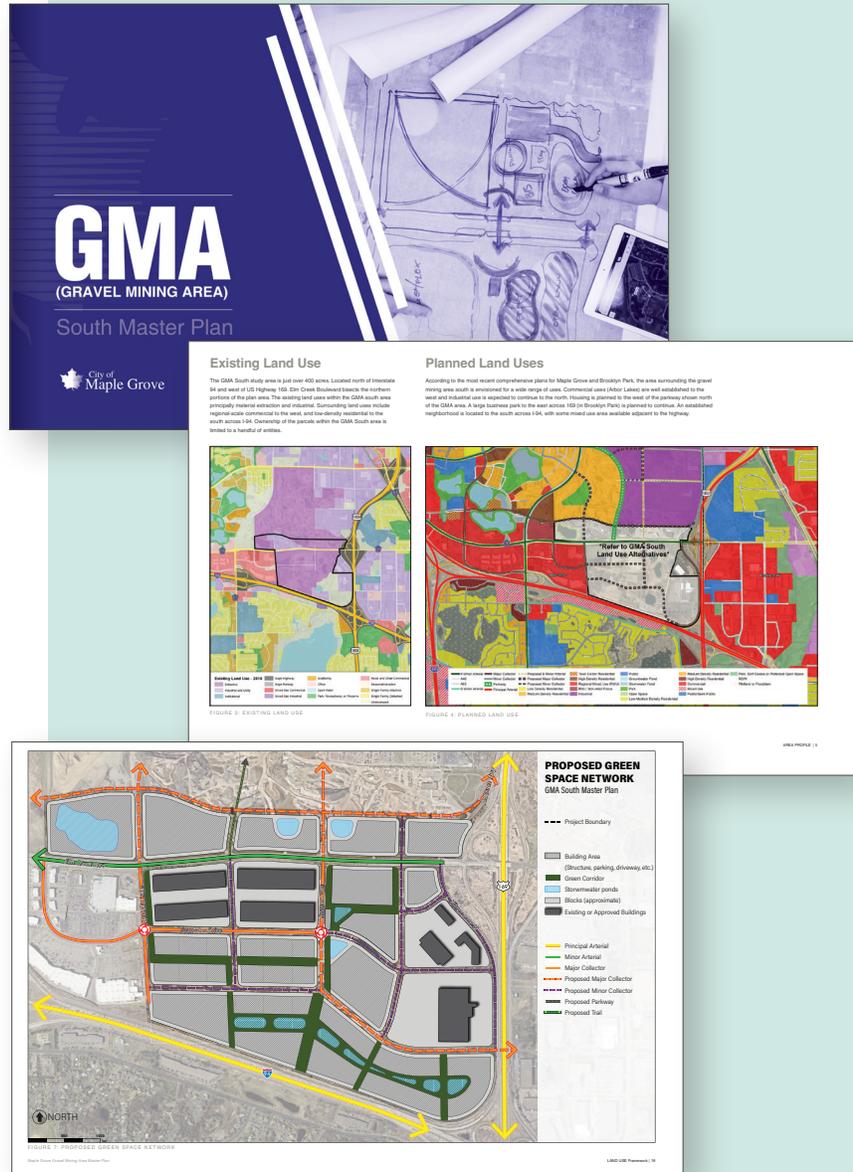
City of North St. Paul

- Provide planning augmentation services through site plan and application review on specific land use applications.
- Creates staff reports for Planning Commission and City Council meetings related to land use applications.
- Attends Planning Commission and City Council meetings on an as-needed basis.
- Assist with ongoing zoning ordinance updates.



City of Tonka Bay

- Serve as the full-service staff planner for the City and review all planning applications and zoning inquiries.
- Serve as the staff resource for Planning Commission and City Councilmembers and serve as an extension of their staff by attending department meetings monthly.
- Provide planning review services for land use applications, including review of applications, staff report preparation, presentation of applications, and recommendations at the Planning Commission and City Council meetings.
- Will assist with a zoning ordinance update next year.
- Act as the liaison to the public on land use applications and holds meetings with applicants when necessary to assist them with the application process.



City of Waverly

- Provided on-call economic development and planning services for the City.
- Completed special planning and economic development projects for the City when requested.
- Created development plans for new industrial areas and growth areas for the City.

EXAMPLE OF A SPECIAL PLANNING RELATED PROJECT FOR THE CITY OF MAPLE GROVE: GMA MASTER PLAN



Experience Working Together

The staff at WSB are energized and excited. Prior work experiences along with WSB projects means that our people know and work well with each other. The structure of WSB emphasizes collaboration and engagement and the team selected is a core group that will provide seamless responsiveness to Birchwood Village’s needs.

PROJECT MANAGER

Jim Gromberg will be the point-of-contact and will oversee all planning activities for the community. You can contact Jim at any time with planning questions, the need for additional services, or other areas that WSB can assist Birchwood Village. Jim will provide on-call services on an as-needed basis utilizing the other WSB service areas, depending on the needs of Birchwood Village. Those areas could include grants, transportation, environmental, and water and wastewater.

Jim Gromberg

612.400.3569 | jgromberg@wsbeng.com | 701 Xenia Avenue South, Suite 300 | Minneapolis, MN 55416

RESOURCE POOL

Hannah Rybak will provide assistance with land use applications and staff reports on an as-needed basis and will provide her extensive knowledge of land use processes in the case of Jim’s absence.

Lori Johnson will assist Jim with any research or writing needs as Lori possesses strengths in these areas. She will provide support to Jim with land use applications and will be on call for any special projects that might arise.



While Jim is your project manager, all of the Community Planning and Economic Development Department staff will allow for a complete planning service package for the City of Birchwood Village.

Jim's Relevant Experience

- Jim provided day-to-day planning services for the City of Becker.
- Jim served as City Administrator/Community Development Director for the City of Isanti.
- Jim provided day-to-day economic development services and limited planning to the Cities of Maple Lake, Waverly and Monticello.
- Jim has completed a number of housing studies for Prescott, WI, Clearwater, Maple Lake and Monticello, MN identifying areas for development and redevelopment as well as changes to zoning to allow for meeting the communities' needs for development.
- Jim has completed the rental ordinance and rental program review for the City of Northfield.
- Jim has completed a number of strategic plans for the Cities of Worthington, Monticello, and Waverly to assist with their continued growth.



Hannah's Relevant Experience

- Provides day to day planning services for the City of Mahtomedi, the City of Litchfield and the City of Long Lake.
- Fully knowledgeable regarding all planning and land use related applications and processes.
- Experienced in working with staff, Planning Commissions and City Councils.



Lori's Relevant Experience

- Worked in concert with several public agencies on development and land use related matters, including the Metropolitan Council, Coon Creek Watershed District, Rice Creek Watershed District, Anoka County and the DNR.
- Acted as the City Planner for the City of Blaine for 24 years prior to working at WSB.
- Reviewed all land use and zoning applications for the City of Blaine and managed the Planning Commission and City Council actions associated with those applications.



Approach

WSB understands that the City of Birchwood Village is searching for an experienced planning professional to handle day to day planning functions on an as needed basis and as dictated by development activity within the City.

Good working relationships with other staff members and knowledge of the zoning ordinance and comprehensive plan are required strengths and skills. The planning professional will process all land use-related applications, analyze data, meet with applicants, property owners and the public, and present staff reports to the Planning Commission and City Council as deemed appropriate by City Staff.

Effective communication skills, both oral and written, are tools that are imperative in this role. Inter-agency coordination is also required for this position. WSB will assist City Staff with addressing complaints and code violations.



GIVEN THIS INFORMATION, WSB PROPOSES TO PROVIDE THE FOLLOWING FOR THE CITY OF BIRCHWOOD VILLAGE THROUGH JIM GROMBERG, HANNAH RYBAK, LORI JOHNSON, AND THE REST OF THE COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT STAFF:

- Jim will act as the Lead Planner for the City of Birchwood Village. All land use related questions, applications, and requests may be directed to Jim for processing. Jim will utilize the Community Planning and Economic Development staff when possible to complete reviews and write reports, to provide an opportunity for cost savings for the City. Jim will lead and supervise the community planning and economic development staff assigned to the projects to ensure quality work is being provided.
- Jim will attend Planning Commission and City Council meetings as deemed necessary by the City Administrator.
- Jim will assist with code compliance issues as directed by City Staff. Care will be taken to make code enforcement as efficient and cost-effective as possible.
- With Jim's supervision, the Community Planning and Economic Development staff will carry out all research and other analyses associated with this position.
- All team members will understand all city ordinances and codes, as well as the direction provided by the City's comprehensive plan.
- Jim will provide direction on the application process to ensure all residents and applicants can clearly understand how to accurately submit a land use application.
- Jim or the Community Planning and Economic Development staff will be available to meet with residents or applicants to help them better understand the land use application process.

In essence, WSB will provide you with highly qualified planning professionals who are backed up by experienced staff to provide your day-to-day planning services. The goal is to provide you with excellent customer service at a reasonable price by utilizing employees with a range of hourly fees.

NOTE: WSB will accommodate the City by adapting to its preferred method of application submittal. Typically, applications are received via email with PDF's of all submittal documents attached. If the City prefers a different method for this process, WSB will adapt as necessary.



As stated in our cover letter, WSB is dedicated to strong relationships, collaboration, and forward-thinking ideas. Our staff works together to improve the way people engage with communities and the following elements are critically important to our team:

UNDERSTANDING YOUR COMMUNITY:

The role of our WSB team is to listen to, and respond to, direction from the City. We have a very good understanding of other shoreland communities around Minnesota and of our current workloads. We will be ready when you need us. The multi-disciplinary nature of our firm allows us to handle many types of issues in an efficient manner. Because planning is a core service for our firm, we have the skills and knowledge to provide quality products and services to your city. We have provided all that you have asked for to other clients and would be happy to discuss those experiences with you. We will ensure that our services fit within the goals and policies of the City.

BUDGET CONSCIOUS AND RELATIONSHIPS YOU CAN TRUST:

Several of our clients are small cities just like Birchwood Village. We know your city does not have endless funds to be squandered on critical projects. Our experience has proven us to be efficient with our clients' time and money. This, in turn, has led us to many long-lasting relationships and partnerships and it shows that we value integrity and trust in all that we do.

COMMUNICATION THROUGH ISSUES TRACKER:

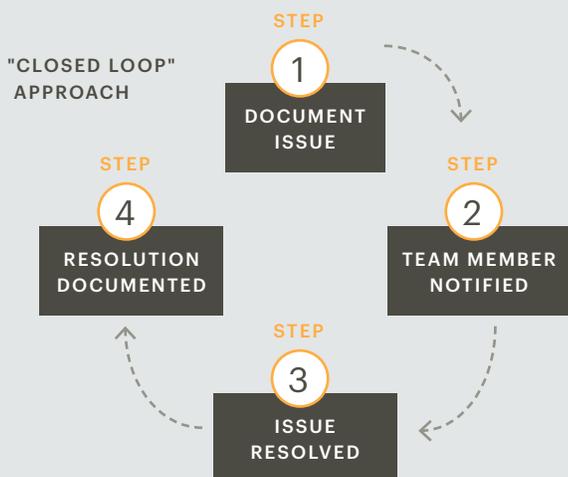
We believe that communication is key between the consultant, city staff, and the public. Our issues tracker tool will enhance our effort to provide over-the-top customer service for residents of Birchwood Village. We will utilize this tool as we work with the City of Birchwood Village as part of our services.



Issue Tracker

WSB's philosophy focuses on strong communication at all levels within our client's organizations. Effective coordination and communication is one of the components that drive excellent customer service. In addition to WSB's commitment to excellent communication through internal staff training and development, WSB has developed a web-based issue management and communication application called IssueTracker.

IssueTracker is an innovative database application that provides a documented communication loop related to day-to-day and project issues. IssueTracker efficiently and effectively transfers issues to appropriate team members - both internally at WSB and externally within our client's organizations.



OUR SYSTEM PROVIDES:

- Immediate issue notification to the appropriate person(s)
- "Chain-of-custody" for all documented issues
- Easy prioritization and identification of critical issues
- Permanent record of all issues and their resolutions

IssueTracker makes certain all documented project issues are addressed in a timely manner, even on non-office hour days and is a proven value-added component associated with WSB's project delivery.



Community Investment

WSB does not merely provide services to our clients without becoming invested in the community. Giving back to our client communities is of great importance to us and we try to establish connections with our communities beyond the contract.

WSB continually looks for ways to support our clients that may be outside the realm of the services we provide, like becoming involved with local Chambers of Commerce, Rotary Clubs, or other community organizations.



HIGHLIGHT: EXCELSIOR, MN

WSB sponsors events like the 2022 Art on the Lake Event, the Luck O' the Lake 5K fun run and tent party, and the Art and Apples on the Lake event through the Lake Minnetonka Chamber of Commerce. WSB staff employees find that this is yet another opportunity to support our clients by volunteering in and giving back to their community.

Continuing this giving back tradition is important to us and we will seek out ways to further serve the City of Birchwood Village like we do our other clients. Please let us know how we can better your community!



Jim Gromberg, EDFP



PROJECT MANAGER

Jim has over 25 years of experience in economic development, including both redevelopment and greenfield development projects. In addition, Jim has worked with communities to acquire grant funding for several grants including rail infrastructure, water and sewer infrastructure, public facilities and small cities redevelopment grant implementation. Most recently, Jim was the State of Minnesota’s Business Development Representative for the Twin Cities metro area, responsible for attracting new businesses to the state and assisting businesses in expanding their current locations. In addition, he managed Minnesota’s Shovel Ready Certification Program, which prepares a community for projects that are interested in locating or expanding in their communities. Jim led the State’s Data Center Attraction Program which also promotes Minnesota as a site for new data center development using tax credits and incentives.

SERVICE GROUP:

Community Planning & Economic Development

CERTIFICATIONS:

Certified Economic Development Finance Professional

EDUCATION:

Master of Business Administration (MBA), St. Cloud State University, 1997

Bachelor of Arts in Public Administration, St. Cloud State University, 1988

Industrial Park Expansion Plan | Princeton, MN

CLIENT: CITY OF PRINCETON

PROJECT DURATION: NOV 2015 – APR 2016

Jim served as the project manager to review and provide an analysis of the city’s existing industrial land, potential sites in the growth boundary area, and the market for new industrial property in the area. The analysis included an industrial market overview, market trends and market area data, industrial market jobs data, industrial land development trends, and current vacant industrial sites in the city that are available for development.

Economic Development Plan | Hastings, MN

CLIENT: CITY OF HASTINGS

PROJECT DURATION: DEC 2015 – JUN 2016

Jim served as the project manager to review the city’s current economic development programs and provide recommendations to expand the level of services to both existing and relocating businesses. The project included developing a strategic plan based upon public involvement meetings, a community profile highlighting the community, a review of current and projected area demographics, a selling proposition, a review of existing ordinances, and suggested changes to better position the community for future development.

Economic Development Services | Monticello and Maple Lake, MN

CLIENT: CITIES OF MONTICELLO AND MAPLE LAKE

PROJECT DURATION: ONGOING

Jim currently provides economic development services to these communities for the expansion of local businesses, new development projects, development of marketing strategies, strategic planning services, community interaction, and implementation of economic development goals. These activities included meeting with businesses and economic development authorities.



Hannah Rybak



COMMUNITY PLANNER

Hannah has been a planner with WSB for over six years. Her primary role has been day-to-day planning and zoning administration for a variety of cities. Additionally, Hannah has extensive experience with code enforcement and ordinance amendments. Through her education and work experience, Hannah has developed a passion for understanding challenges that face today’s communities. She takes great pride in finding solutions to enhance life for the residents of the communities she serves.

SERVICE GROUP:
Community Planning &
Economic Development

EDUCATION:
Master of Arts in Urban and
Regional Studies Minnesota
State University, Mankato,
2016

Bachelor of Science
in Urban and Regional
Studies, Minor in Public
Administration Minnesota
State University, Mankato,
2014

**MEMBERSHIPS +
RECOGNITIONS:**
American Planning
Association

City Planner | Litchfield, MN

CLIENT: CITY OF LITCHFIELD
PROJECT DURATION: OCT 2016 - CURRENT

As the City Planner in Litchfield, Minnesota, Hannah works on a variety of tasks. The day- to-day items include reviewing land use applications, responding to zoning inquires, staff report preparation and presenting to the City’s elected and appointed officials. Hannah has also spent a significant amount of time reviewing the City’s ordinances, making recommendations for updates, and authoring amendments. In her three years with the City, Hannah has become an expert on the City’s ordinances and a trusted advisor to staff and city officials.

City Planner | Mahtomedi, MN

CLIENT: CITY OF MAHTOMEDI
PROJECT DURATION: JAN 2018 - CURRENT

In the City of Mahtomedi, Hannah serves as the sole City Planner. Mahtomedi is a unique city with a mix of redevelopment and new development occurring. Hannah works to guide applicants through the land use approval process and coordinates with other city departments. Her role also includes day-to-day permit review, serving as the point of contact for zoning inquiries, and ongoing ordinance review. In her time at Mahtomedi, Hannah has also been leading an extensive ordinance amendment process, following the 2040 Comprehensive Plan Update.

2040 Comprehensive Plan | Long Lake, MN

CLIENT: CITY OF LONG LAKE
PROJECT DURATION: JAN 2018 - JAN 2019

Hannah helped to guide the City of Long Lake through the comprehensive plan approval process. This role included presentation of the draft plan, incorporating council feedback, finalizing the plan, and working with the Metropolitan Council on final adoption.



Lori Johnson, AICP



SENIOR COMMUNITY PLANNER

Lori has more than 25 years of experience working in a municipal planning department, having worked her way up through the planning department at the City of Blaine, to become their City Planner. As the City Planner, she supervised two planners and managed day to day functions of the planning department as well as the application processes with the Planning Commission and City Council. She is well versed in all aspects of city planning activities including project management and long range planning. Lori is skilled at understanding how to effectively communicate with city councils, planning commissions, developers, real estate professionals, and residents. During her career, Lori has participated in three different comprehensive planning process, two of them for the City of Blaine.

SERVICE GROUP:
Community Planning & Economic Development

EDUCATION:
Bachelor of Arts, Political Science, Luther College, 1992

Master of Community and Regional Planning, Iowa State University, 1995

MEMBERSHIPS:
American Planning Association - MN Chapter
Co-Chair of Women in Planning Group

Sensible Land Use Coalition

Metro District Director - MN APA

Acting City Planner | Cities of Sunfish Lake and Tonka Bay

CLIENT: CITY OF SUNFISH LAKE AND CITY OF TONKA BAY

PROJECT DURATION: ONGOING

Lori is currently serving as the acting City Planner for Sunfish Lake and Tonka Bay. She is the point of contact for the elected and appointed officials and the public with regard to all land use applications. Applications most typically processed in these cities include site plan reviews, conditional use permits, variances and plats. Lori is well versed in all state mandated application requirements and leads these cities through the application processes according to state laws and local ordinances.

Territorial Road Master Plan | Maple Grove, MN

CLIENT: CITY OF MAPLE GROVE

PROJECT DURATION: SEPT 2021 - CURRENT

Lori co-managed this project with Eric Zweber of WSB and they led the multi disciplinary team to create a master plan for the area around the intersection of Territorial Road and Maple Grove Parkway. Development pressures persuaded the City to develop a master plan for this area to guide the residential, commercial and park development in this area. Lori and her team presented WSB's recommendations to the City Council on land use, park location, natural resource preservation and transportation networks in June/July 2022.

Otter Lake Road Extension Master Plan | Lino Lakes, MN

CLIENT: CITY OF LINO LAKES

PROJECT DURATION: OCT 2021 - CURRENT

Lori is the project manager for this master plan process which involves studying the 400 acres surrounding the future road alignment for Otter Lake Road. This area is industrial and commercial in nature and the physical constraints on this acreage make this a difficult area to develop and provide property owners with the maximum development potential. She is working closely with the natural resource team at WSB on issues surrounding wetland banking and sequencing. She is also working closely with transportation planners to provide a road network in the master plan area that enhances the development potential of the area. She is currently writing the final draft document for this plan which is scheduled for approval by the City in Fall 2022.



Proposed Retainer Fee Structure

WSB would propose a monthly retainer of \$750 providing up to 8 hours per month of planning services. Additional hours would be billed at the current billing rate for the staff completing the review and planning services.

Review of land use applications that include an escrow deposit would not be charged against the retainer but would be billed at current hour rates against the escrow received from the applicant. As part of the planning services retainer, WSB would provide a monthly review statement of outstanding escrows.

Attendance at Planning Commission and City Council Meetings would be billed at \$150.00 per meeting with the time not counting towards the retainer hours.

| ITEMS | MONTHLY COST | ANNUAL TOTAL COST |
|---------------------------------|--------------|-------------------|
| MONTHLY RETAINER | \$750 | \$9,000 |
| MEETING (1PC MEETING PER MONTH) | \$150 | \$1,800 |
| TOTAL ESTIMATED ANNUAL COST | \$10,800 | |



PROPOSAL FOR CITY ENGINEER

City of Birchwood Village | March 1, 2023



**BOLTON
& MENK**

Real People. Real Solutions.

CONTACT:

Marcus Johnson, PE
507-440-0537

Marcus.Johnson@bolton-menk.com

3507 High Point Drive North | Bldg. 1 - Suite E130
Oakdale, MN 55128
651-704-9970 | Bolton-Menk.com

March 1, 2023

Rebecca Kellen
City Administrator
City of Birchwood Village
207 Birchwood Avenue
Birchwood, MN 55110
rebecca.kellen@cityofbirchwood.com

RE: Proposal for City Engineer

Dear Rebecca:

With its convenient access to the Twin Cities Metro, innovative schools, extensive system of parks and open spaces, and proximity to White Bear Lake, it's little wonder the City of Birchwood Village is such a desirable community. As infrastructure ages, it is important to find the right solutions at the right time to be fiscally responsible, minimize inconveniences, and protect your quality of life. Like you, Bolton & Menk takes great pride in designing and managing projects that are safe, sustainable, and beautiful. As your city engineer, we will make Birchwood Village's priorities our priorities. When you partner with Bolton & Menk, you'll benefit from:

Commitment to Your Community – Bolton & Menk has completed many projects in Washington County and has been serving Minnesota communities for more than 70 years; we have a track record of providing long-term service to our clients. More than 30 of our city engineering clients have been with us for more than 30 years and nearly 95 percent of our business is from repeat clients. It takes time to build relationships and to integrate into a community. We pride ourselves on becoming an extension of staff and the community by being present and developing trust. We are passionate about serving the City of Birchwood Village for years to come.

Efficient and Cost-Effective Service – We understand the City of Birchwood Village is watching its bottom line. Our professionals are creative problem solvers, which means we work to find the right solution at the right budget. We also have a history of successful funding assistance for cities—we have helped secure more than \$1 billion in funding from a variety of sources in recent years. With thoughtful engineering, Bolton & Menk has reduced risks, shortened project timelines, provided sustainable projects, and saved millions for our clients—and we can do that for you, too. **In addition, we are offering a reduced hourly meeting rate for the City of Birchwood Village; this will allow our staff to be a part of city meetings and be informed of ongoing efforts and priorities.**

A Team of Technical Experts – Municipal engineering is at the core of our services, but we are not just engineers. We are municipal, water, wastewater, stormwater, structural, and transportation engineers, surveyors, wetland and environmental specialists, landscape architects, planners, urban designers, GIS professionals, and project funding specialists. We are the one-stop-shop for Birchwood Village. In fact, we are proposing on the Professional Planning Services RFP as well, which can provide further continuity. In addition to our proposed team, Bolton & Menk pledges the full resources of our Midwest team to ensure all your professional service needs are met. Our approach to specific designated contracts that build relationships with staff and the community, while still offering the depth of resources from a larger company, is what sets Bolton & Menk apart and why we are city engineer in so many communities.

We are excited at the opportunity to serve as your city engineer. Marcus Johnson will serve as your lead client contact and city engineer. Please contact him at 507-440-0537 or Marcus.Johnson@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.



Brian Bachmeier, PE
Senior Project Manager/Senior Advisor



Real People. Real Solutions.

3507 High Point Drive North
Bldg. 1 - Suite E130
Oakdale, MN 55128
651-704-9970 | Bolton-Menk.com



**BIRCH
BEACH**

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FIRM OVERVIEW

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

We are Municipal Engineering Specialists

Our commitment to communities began in 1949 with two hard-working Midwesterners—John Bolton and Martin Menk. They saw people in their surrounding communities who had dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. John and Martin's goal was to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Their legacy lives on. We still want to help, we work hard every day, and we always remember what got us here—we're people helping people. Today, Bolton & Menk, Inc. has more than 800 employees including a professional staff of more than 250 engineers, planners, landscape architects, and surveyors.

We have been successfully serving communities for more than 70 years. We are committed to helping each community prosper in its own way, at its own rate. Our dedicated team of professionals allow us to provide a full complement of services to every community—as much or as little as you need.

Contrary to many of our competitors, we are not simply project engineers. **We don't disappear between projects. We are long-term investors in the City of Birchwood Village.**

Services to the City of Birchwood Village will be managed from our Oakdale location. When the size and/or scope of a project requires more staff or specialized services, we will draw on our more than 800 team members to meet your needs.



| Employee Count | |
|-------------------------------------|-----|
| Civil Engineers | 234 |
| Transportation Engineers & Planners | 70 |
| Structural Engineers | 12 |
| Aviation Engineers & Planners | 11 |
| Environmental Engineers | 35 |
| Water Resources Engineers | 32 |
| Natural Resources Specialists | 16 |
| Land Surveyors | 29 |
| Survey Technicians | 54 |
| CADD Technicians | 38 |
| Construction Inspectors | 73 |
| GIS Specialists | 23 |
| Urban/Regional Planners | 27 |
| Landscape Architects | 40 |
| Communication Specialists | 7 |
| Creative Studio | 13 |
| Funding Specialists | 7 |
| Corporate/Administrative | 98 |

We Serve Our Clients for the Long-Term



5
years or less
43
communities

5-10
years
45
communities

10-20
years
45
communities

20-30
years
23
communities

30+
years
36
communities

SERVICES

Civil/Municipal Planning & Engineering

- 3D printing
- City-led public infrastructure design and inspection
- Citywide infrastructure management plan
- Concrete pavement rehabilitation
- Consulting engineer transition services
- Inflow and infiltration investigation
- OpenRoads training and support
- Performance sports field
- Site planning
- Smoke testing
- Stadium design
- Stormwater utility
- Synthetic turf design
- UAV (drone) services
- Water main pipe condition assessment services
- Broadband in street and highway projects



WATER & WASTEWATER ENGINEERING

- Water and wastewater treatment design and planning
- Industrial wastewater consulting and design
- Water and wastewater pilot plant testing
- Water distribution and supply services
- Water storage, towers, and coatings
- Telecommunication services
- Wells and wellhead protection plans
- Wastewater collection system engineering
- Lift station design and rehabilitation
- Permitting assistance
- Process optimization and troubleshooting
- Biosolids consulting
- Cost of service studies for water and wastewater utilities
- Specialty funding consulting
- Filter evaluation services



TRANSPORTATION PLANNING & ENGINEERING

- Highway and street corridors
- Traffic safety and operations
- Bridge and structural
- Transit and multimodal mobility
- Bikeway and trail corridors
- Stakeholder and community engagement
- Environmental compliance
- Construction services
- Connected automated vehicles
- Parking services
- StreetLight analysis
- Traffic studies
- Speed limit policies and procedures
- Active transportation services
- Beyond Typical



PROJECT FUNDING SUPPORT

- Knowledge of funding sources
- Positioning your project for success
- Grant writing, application process, and funding administration
- Franchise fees



AVIATION SERVICES

- Airport management
- Planning
- Environmental reviews
- Aeronautical surveying
- Design and construction
- Airport building facilities
- Geographic information system services
- Airport zoning
- Approach development



STRUCTURAL SERVICES

- Bridge and building design
- Expansion and renovation
- Retaining walls
- Foundation design
- Piping and equipment supports
- Conditions assessment
- Load rating and analysis
- Existing conditions evaluation
- Incident, fracture, and emergency damage inspection
- Coatings inspection



PLANNING & URBAN DESIGN

- Environmental planning
- Community planning
- Transportation planning
- Trails, parks, and recreation planning
- Landscape architecture and urban design
- Wayfinding and monumentation
- Public engagement and communication
- Comprehensive planning
- Corridor planning



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WATER RESOURCES ENGINEERING

- Stormwater planning and MS4 management
- Hydrologic and hydraulic modeling
- TMDL assistance and implementation
- Best management practice and water quality improvements
- Stormwater reclamation and reuse design
- Floodplain assessment and mapping
- Culvert and waterway analysis
- Wetland services
- Agricultural drainage
- MS4 stormwater pond bathymetric assessment
- MS4 stormwater pond sediment removal
- Two-dimensional stormwater modeling
- Nutrient reduction strategies
- Stormwater BMP establishment and maintenance manual
- LSiD™



ENVIRONMENTAL PLANNING & PERMITTING

- Archaeological survey and investigation
- Aquatic resource delineation and permitting
- Aquatic resource and prairie restoration services
- Community history and interpretation
- Local government unit services
- Natural resource surveys
- Environmental documentation
- Funding environmental reviews



CONSTRUCTION ADMINISTRATION & INSPECTION

- Schedule management/project controls
- Delivery of projects with special funding
- Enhanced public communication and outreach
- Roadway, bridge, and interchanges
- Private utility relocation management and permit reviews
- ADA-compliance reviews
- Trenchless utility construction and rehabilitation
- Signal and lighting systems
- Public utility coordination



PROJECT COMMUNICATION

- Inclusive community engagement
- Digital and in-person communication and engagement tools
- Pop-up meetings, open houses, and community events
- Project messaging and branding
- Graphic design and visualizations



LAND SURVEYING

- Topographic
- Boundary and ALTA
- Residential lot and rural acreage
- Subdivision layout
- Right-of-way and easement services
- Construction staking
- Hydrographic
- UAV/drone services
- 3D laser scanning
- Energy services
- UAV LiDAR (North Dakota only)



GEOGRAPHIC INFORMATION SYSTEMS

- GIS project and technical management
- ArcGIS Enterprise implementation
- GIS web application development
- Desktop GIS customization
- Data automation and analysis
- Geospatial data collection
- UAV services and remote sensing
- CRASHiD™
- ENVISIONiD™
- GeoCP™
- GeoCP™ 360
- GeoCV™
- INPUTiD™
- RoadBotics™ pavement evaluation
- Underground structure inspection and condition assessment



CREATIVE STUDIO SERVICES

- Studio and on-location video production
- Community marketing and public outreach videos
- 2D, 3D, and 4D animation
- 3D interactive applications
- Visualizations and 3D renderings
- Ground and UAV aerial photography
- Graphic design services
- Project website development



SERVICE AREAS

We appreciate the opportunity to submit this proposal to the City of Birchwood Village. In selecting Bolton & Menk for your city engineer, the city should feel assured you are receiving a full-service consulting firm. After careful review of the RFP, we have highlighted the following primary service areas and are confident you will find our team qualified to meet your needs.

MUNICIPAL ENGINEERING

Bolton & Menk provides ongoing municipal engineering services to more than 300 Minnesota communities. We will draw on this experience as we tailor engineering services to meet Birchwood Village's goals and expectations. **Our approach to providing engineering services to the City of Birchwood Village can involve project-specific or general engineering services that may be required on a day-to-day basis.**

Project-specific engineering services aid with specific projects initiated by the city. These projects would generally be completed under a publicly bid construction contract. These can include

- Preliminary design and feasibility reports
- Public informational meetings
- Preparation of plans and specifications
- Utility analysis and design
- Construction cost estimates
- Permitting
- Private utility coordination
- Bidding services
- Assessment roll preparation
- Municipal state and federal aid project administration
- Construction administration and inspection services
- Record drawing preparation
- Trenchless solutions

General engineering services are the professional service needs you may require on a day-to-day basis. They are not typically associated with a specific project. These can include

- Capital improvement planning
- Agency coordination, review, and liaison
- Municipal state aid reports
- Pavement management plans
- Construction services
- Project management
- Development review

Bolton & Menk is Committed to Your Community

We are committing a team of professionals you can trust to find the right solutions for your engineering and project needs. Bolton & Menk is one of the largest municipal service firms in the region. We maintain a tremendous depth of staff and experience and are prepared to deliver many unique projects Birchwood Village will be completing in the coming years. Our goal is for the city to feel they have the expertise of our firm's more than 800 staff at any time, for any need.

We Provide Comprehensive Municipal Engineering Resources

Different projects require different staffing needs. As projects develop in the City of Birchwood Village, our team will evaluate the needs, pull from our staff, and get the right team members involved to deliver the best project. A municipal project is no longer entirely completed with municipal staff. The project manager/city engineer coordinates and works with other work groups to provide the project with the stormwater and utility expertise, the communication and engagement needs, etc. to successfully deliver the project. While a project includes staffing from other work groups, the City of Birchwood Village will have a consistent and familiar point of contact through our client service manager and service team leaders.

Although this is general municipal engineering services, we fully understand the importance of bringing creativity and innovation to these projects. **We have highlighted a few specific areas within general municipal engineering to illustrate our knowledge of these areas and how they can be a part of or incorporated into a project.**

The Importance of Planning Documents

A comprehensive plan defines the vision, goals, and aspirations of a community's long-term development. A strong plan can intricately shape land use and transportation patterns, develop ways to conserve natural resources, and identify needs for housing, utilities, parks, and other community facilities.

Understanding Land Use Planning

As community leaders look to the future, they look to the comprehensive plan to provide clear, workable recommendations and to serve as a framework for the development of future land use policy.

At Bolton & Menk, we understand the comprehensive plan should inspire and guide the growth of Birchwood Village, while being sensitive to existing residents and developments.

We also understand that the individual technical documents such as the sanitary sewer, water supply, transportation, and stormwater plans must all be evaluated on how they specifically relate to each project.

Feasibility Reports

In addition to the city's comprehensive plan, there have been numerous studies and feasibility reports completed in various growth and development areas within the city. Understanding the assumptions and recommendations from these reports is vital to the extension and construction of new infrastructure. We understand the importance of these studies and value the investment the city has made in understanding its infrastructure goals.

Each individual project requires an in-depth review of all pertinent and historic information so there is consistency in how the infrastructure is managed. This not only reduces project risk, but also fosters a culture of cost-effective decision making to reduce project costs.

Construction Services

Our staff understands the importance of performing high-quality inspections to ensure infrastructure is built to the city's specifications. Our staff also understands the importance of clear and concise communication between the city's project manager, the city's public works staff, residents, and contractors.

With many qualified and diverse resources located throughout the upper Midwest, we can provide construction services on projects of all different types and sizes, giving Birchwood Village access to the largest construction services group in the area. We have more than 140 full-time and seasonal field representatives with expertise in virtually all areas of road, bridge, and utility construction. We are prepared to provide a range of support to Birchwood Village on all levels, including inspection staff augmentation, project management, and full staff contract administration and oversight with the ability to provide turn-key services. We emphasize federal and state aid projects and are experienced at coordinating with MnDOT and helping deliver projects on trunk highway systems. We're local and committed to the success of Birchwood Village.



Project communication is vital during construction. We understand the impacts construction projects have on businesses, residents, and other community stakeholders. Each project brings its own unique challenges and affected stakeholders. We minimize the impacts of construction through planning and communication with affected stakeholders, both public and private. We understand the importance of public engagement and the need to carry it through the construction phase. That's why we work closely and collaboratively with agency project managers to ensure project commitments are upheld.

In addition to project-specific construction services, our construction services group can be made available to assist the City of Birchwood Village on internal projects, new developments, and more. Bolton & Menk can provide various staffing models to most efficiently provide construction services to successfully meet the

city's needs. An example of a staffing model we have successfully implemented in other metro communities is to assign a very experienced lead inspector over multiple development projects. We have found this model works well for communities that are experiencing significant development interests and have continually been tasked with managing multiple new developments each year. Using this model, the lead inspector will provide oversight, with full-time inspection occurring on each individual project by other inspectors. This provides the detailed experience when it is needed for each project, but mitigates the higher billing rate when it is not, which results in more cost-effective inspection services.

Trenchless Services

Bolton & Menk is dedicated to trenchless technologies and we send staff in this area to numerous training seminars to allow us to have the utmost knowledge and resources in the industry. Our trenchless group has experience in

- Cured-in-place-pipe
- Horizontal directional drilling
- Sliplining and pipe bursting
- Spray-in-place-pipe
- Carbon fiber reinforced pipe
- Tunneling and pipe jacking
- Auger boring and pipe ramming
- Manhole rehabilitation
- Geotechnical baseline reports
- Tunnel restoration services

Project Experience at a Glance

Riverfront Renaissance Improvements, City of Hastings

The City of Hastings expressed a desire to revitalize and reconnect their downtown to the Mississippi River and leverage the nearby regional trail connection. We collaborated with the city to develop a three-phase project. Phases 1 and 3 focused primarily on the downtown infrastructure, while Phase 2 focused on Levee Park, a prominent park straddling the Mississippi River, Mississippi River Regional Trail, and downtown business district. The master plan included

- Nine city blocks of street and sidewalk reconstruction
- A limestone amphitheater
- Musical playground
- Ice skating rink
- Branding and signage
- Enhancement of the Mississippi River Regional Trail
- Veterans' memorial



Through these combined efforts, the city now has a uniquely stunning downtown connected to the Mississippi River that honors its history and thrives as a visitor destination for all ages.

WATER RESOURCES

Bolton & Menk understands the importance of protecting a natural resource such as White Bear Lake. We work in other communities adjacent to the lake and within the Rice Creek Watershed District and understand the permitting and regulation requirements.

We will continue to build upon our strong partnership with the City of Birchwood Village by sharing our knowledge of complex and developing stormwater regulations. We will also share our innovative and successful strategies for understanding your stormwater management system and prioritizing improvements that matter most to you. From helping the City of

Birchwood Village with a small drainage issue to major system modeling, Bolton & Menk has the experience. We are ready to use our extensive hydraulic and hydrologic modeling experience to substantiate your water resources management plan, help identify critical system improvements, and align projects with your capital improvement plan and funding opportunities. Our modeling experience includes city-wide hydraulic assessments, detailed water quality improvement studies, flood mitigation strategies, and design related to municipal state aid, county highway, and MnDOT drainage projects.

We have helped municipalities review stormwater management plans, construction documents, erosion control plans, and stormwater pollution prevention plans (SWPPP) submitted by private developers. We are committed to guiding these privately designed projects toward full compliance with regulations set in place by the city and the appropriate watershed district. Our team has worked diligently with metro-area communities to develop water quality best management practices (BMP) that blend innovation, cost benefit, and long-term maintenance. These include unique bioretention applications, use of native and engineered soils, iron enhanced sand filtration, innovative use of recycled products, stormwater wetlands, and storm sewer retrofits. With increasing restrictions on stormwater volume, total suspended solids, and total phosphorus discharge, the City of Birchwood Village can rely on Bolton & Menk. Our experience in planning, design, and maintenance of local and regional water quality facilities ensure Birchwood Village has sustainable solutions for current and future MS4 requirements.

Bolton & Menk Surface Water Resources Services

- Comprehensive stormwater management planning
- Stormwater management analysis and design
- GIS compatible stormwater modeling
- Hydraulic and hydrologic analysis
- Total maximum daily load (TMDL) assistance and implementation plans
- Water quality BMP designs and inspection
- Infiltration, reclamation, and reuse designs
- Digital flood insurance rate map (DFIRM)
- Flooding analysis and inundation mapping
- Culvert and waterway analysis
- Regulatory and permitting
- Climate adaptation and resiliency planning
- Stormwater pond monitoring
- Wetland delineation and mitigation services
- Restoration designs
- Aquatic plant surveys and management plans

Today's rainfall can be characterized by increasing intensities over shorter durations resulting in higher runoff rates and volumes. In many cases, our systems may not be designed to handle these rapidly changing storms and system adaptation is necessary. Bolton & Menk's water resources, natural resources, landscape architecture, urban planning, and communication teams



work closely to understand the current and future land uses, identify flood management system shortfalls, and educate the public of their potential risk. We are prepared to share our innovative, multidisciplinary approach to climate adaptation planning to ensure lasting flood protection and water quality improvement. The complexity of water resources projects requires real, innovative, and customized engineering solutions. We integrate GIS with modeling, allowing us to be more efficient and precise. By combining theoretical modeling with practical experience, we create the most efficient and cost-effective designs.

Surface Waters

We are familiar with legal and multijurisdictional issues and permitting requirements and prepare our designs accordingly. We develop and calibrate a runoff model of existing conditions on a citywide or watershed basis and use it to test our innovative designs. This approach allows us to answer the questions that arise when a drainage pattern is altered. It also provides our clients with the information they need to make informed decisions.

We Offer Targeted Specialty Services

In addition to our modeling capabilities, Bolton & Menk provides wetland specialists to assist in wetland delineations, permitting, mitigation plans, banking plans, and comprehensive wetland management planning. We can help administer the Wetland Conservation Act on behalf of our clients who have chosen to be their own Local Government Unit. We also have certified floodplain managers on staff who are familiar with the National Flood Insurance Program. They can assist with correcting

flawed floodplain maps, securing letters of map change, and obtaining elevation certificates to prove selected properties are not in the floodplain.

We have also prepared digital flood insurance rate maps according to the standards set by the DNR and FEMA.

We Prioritize System Improvements

We are proficient in a wide variety of hydrologic and hydraulic modeling techniques. Bolton & Menk uses several data sources from multiple platforms to generate complex and comprehensive stormwater management system models for our clients. Because every project area is different, we have developed our water resources staff to specialize in multiple software models. We are fully trained and proficient with the latest versions of the following programs:

- XPSWMM, 1D and 2D
- Storm and sanitary analysis (SSA) for AutoCAD
- HydroCAD
- StormCAD
- InfoSWMM
- MicroStation GeoPAK
- HEC-RAS and HEC-GeoRAS
- HEC-HMS and HEC-GeoHMS
- P8
- SWAT and ArcSWAT
- Qual2E, Qual2K
- GIS geospatial data
- CAD linework
- LiDAR technology
- Aerial photography

These programs can be used to model the impact of new developments, the hydrologic and water quality benefit of BMPs, and the impact on floodplains. They are also helpful in analyzing and proving the effectiveness of improvements that are part of MS4 permitting.

Additionally, these programs allow us to perform spatial calculations, import GIS information, and automatically assign attributes to the system geometry and hydraulic elements. This increases the level of accuracy of the model and vastly expedites the model building process.

Why Choose Bolton & Menk for Your Surface Water and Natural Resources Services?

The increasing complexity of water resources projects requires more innovative and customized engineering solutions. Our water resources group will provide technical and managerial support for any complicated water resources projects in Birchwood Village. Protection of our water resources requires dedication from state,

county, and local entities, as well as collaboration between public and private stakeholders.

Bolton & Menk has taken the initiative to develop and integrate low salt design concepts into our cold climate infrastructure designs, putting our staff at the forefront of a re-envisioning of the way infrastructure is designed moving forward. Through careful project exploration, innovative pollution-reduction strategies, and effective stakeholder partnerships, we can protect Birchwood Village's environmental resources now and for years to come.

Project Experience at a Glance

MS4 Program Management, 25 Minnesota Communities

Bolton & Menk provides comprehensive MS4 program management to 25 communities across Minnesota. This includes ordinance development, inspection services, innovative GIS asset management, pond bathymetric assessment, and total phosphorus (TP) and total suspended solids (TSS) removal effectiveness analyses, education, training, and document management. We understand MS4 responsibilities, believe in supporting the water quality goals that matter most to you, and support all aspects of MS4 program management.

Opportunity Site Stormwater Management Planning, City of Brooklyn Center, Minnesota

Brooklyn Center is in the process of transitioning from past to future and facing numerous challenges. Redevelopment is a unique opportunity to understand the present impacts of widespread hard surfaces and partially mitigate water quality and flooding impacts through reductions in hard surface, inclusion of stormwater practices where there aren't any, restoration of compacted soils, and increased urban forests and native vegetation. Bolton & Menk developed a regional stormwater plan that allows for flexibility and evolution as redevelopment planning and phasing is proposed.

The Opportunity Site Stormwater Assessment provides the City of Brooklyn Center a framework for regional stormwater management that will evolve with development planning. This innovative approach will guide the city in constructing regional stormwater practices and align projects with funding opportunities to incentivize stormwater treatment above and beyond the minimum regulatory requirements.

MUNICIPAL UTILITIES

Bolton & Menk excels in municipal utility system engineering. We plan and design according to the specific situations and capacity needs of clients, always striving to exceed their expectations. Because we maintain a strong working relationship with regulatory agencies, we can help clients navigate regulatory requirements.

Through these systems, Bolton & Menk can provide clients with a safe and reliable drinking water source that meets all regulatory requirements and the water demands of the community.

Establishing existing capacity of trunk and lateral sanitary sewer systems has become increasingly important given the age of infrastructure and expansive development. Additional sewer discharges are added to the system often with little data to support its level of service. Further, failing infrastructure may introduce inflow and infiltration (I&I) to the system that consumes sewer capacity and must be served by lift stations and treatment facilities. Regional sanitary sewer modeling, especially when coupled with lift station records and other flow metering data, is an effective tool for the following tasks:

- Understanding the system's current capacity
- Identifying sources of substantial I&I
- Approximating required sewer and lift station upgrades to support development/redevelopment
- Prioritizing sewer upgrade projects in conjunction with other capital improvements

Bolton & Menk has completed several regional studies that help communities predict current hot spots and identify high-priority system improvements. We are familiar with several software programs that provide a

dynamic view of the sanitary network under a variety of system flows and rainfall derived I&I scenarios. We have also developed a seamless approach to integrating GIS data with model building. We use model results to enhance the GIS with additional system capacity data that may have otherwise been unknown. Further integration with an online mapping system provides the city with a readily accessible tool that will help you make effective decisions about sanitary sewer system improvements and maintaining the health and welfare of the community.

Bolton & Menk has been successful in designing and implementing hundreds of lift station projects throughout the metro area. These stations have ranged from relatively straightforward replacement of pumps in existing stations, to the design of large cast-in-place wet well/dry well stations pumping millions of gallons.

Project Experience at a Glance

Nicollet Avenue Forcemain Replacements, City of Burnsville

Nicollet Avenue carries high traffic volumes and is a major north-south corridor extending from CR 42 to Cliff Road. As a part of the Heart of the City Arterial Roadway Improvements, an existing forcemain required replacement. The street improvements were limited to rehabilitation via mill and overlay so a trenchless forcemain replacement was desired.

Using pipe bursting, the existing forcemain was able to be replaced with minimal additional impact to the street and traveling public. Temporary bypass pumping was required to maintain service to the existing lift station/neighborhood served by the forcemain.

TRANSPORTATION ENGINEERING

Bolton & Menk offers a broad range of transportation planning, traffic, design, public engagement, project funding, and project management services. We can help guide your project through conceptual planning, preliminary design, funding eligibility and applications, final design, regulatory approval, and construction. While we provide large-scale highway design and construction services to Minnesota cities and counties, we specialize in local transportation services such as neighborhood and sub-area traffic studies, intersection safety and capacity analyses, modal integration, and corridor studies. Bolton & Menk is pre-qualified by MnDOT in more than 50 categories including all components of transportation and environmental planning, traffic analysis, signal design, ADA design, geometric highway design, and roundabouts.

Bolton & Menk is especially qualified to support the City of Birchwood Village's project coordination efforts with Washington County. Our ability to develop effective working relationships between cities and counties has given us the experience and knowledge necessary to build consensus and create win-win solutions. The Bolton & Menk team also brings a wealth of knowledge in available funding opportunities that could help the city move projects forward or make them more appealing to project partners like Washington County. We have an entire funding team that keeps their fingers on the pulse of available funding options, has significant experience in determining which projects have a reasonable chance of being funded by different solicitations, and have successfully secured over \$500 million in funding over the last 15 years. We believe our extensive experience in this regard will make us a valuable partner to the city while assisting with transportation planning and design projects.

Transportation Planning Services

- Funding guidance, leadership, and applications
- Access management plans
- Environmental documentation
- Preliminary design
- Right-of-way preservation and official mapping
- Travel demand modeling
- Capacity analysis
- Interchange studies
- Bikeway/trail planning and design
- Transportation plans

Traffic Engineering Services

- Intersection control evaluations
- Traffic impact studies
- Traffic forecasting/modeling
- Americans with Disabilities Act (ADA)/Public Rights-of-Way Accessibility Guidelines (PROWAG) compliance
- Corridor operations modeling and simulation
- Corridor safety review
- Signal justification reports
- Traffic signal design and operations
- Roundabout analysis and design
- Structural support for signs, luminaries, and signals

Project Development and Design Services

- Complete streets planning/design
- Street and highway preliminary and final design
- Non-motorized trail design
- At-grade intersection design
- Roundabouts, signalized, limited access
- Turn lanes and channelization
- Transportation management plans (TMP)
- Innovative contracting
- Roadway lighting analysis and design
- Design-build services
- Temporary and permanent traffic control

Why Choose Bolton & Menk for Your Transportation Services?

Birchwood Village can count on Bolton & Menk's transportation team to provide the highest quality services and deliverables in the industry. We will engage the interests of multiple stakeholders and find sustainable solutions that achieve your goals. Sustainable solutions that are technically feasible, publicly acceptable, environmentally compatible, and economically viable are the essence of quality and satisfaction. You can depend on our team of planners, engineers, and specialists to achieve your project goals.

Project Experience at a Glance

Southview Boulevard (CSAH 14) and 3rd Avenue Improvements, Dakota County

With high crash rates, outdated traffic signals, uneven pavement surfaces, and deteriorating pedestrian facilities, the Southview Boulevard corridor needed a refreshed image. With a comprehensive corridor

analysis, enhanced with grassroots stakeholder involvement, Bolton & Menk developed a new corridor vision. A sustainable solution design process led to acceptance for removal of two traffic signals, a narrowed street section with 11-foot travel lanes, streetscape approach with designated pedestrian access routes, and corridor branding. We led a robust public involvement process that engaged the public, businesses, and residents. Because of this collaboration, the corridor was revitalized, providing the opportunity for private development.



Highway 61 Streetscape Improvements, City of White Bear Lake

Highway 61 is the gateway to White Bear Lake. It is a significant transportation corridor for the region and splits the downtown. With an average traffic volume of more than 20,000 vehicles per day, it exposes a

multitude of users to the city. The highway was showing its wear and was slated for a major overlay project by MnDOT.



With a lack of identity and inadequate pedestrian amenities, this major vehicular transportation corridor also served as an impediment to the community in its current state. Rather than provide just a standard overlay project, Bolton & Menk worked with city staff, MnDOT, and the community to develop a culturally significant corridor with enhanced pedestrian facilities, traffic calming measures, and a brand identity for White Bear Lake. The project improved safety and access for all modes of transportation, created a gateway for the community, and minimized impacts to the local community during construction.

LAND SURVEYING

The City of Birchwood Village has a wide range of land surveying needs on a variety of different projects. Bolton & Menk is equipped to provide all of Birchwood Village's surveying needs and more.

Bolton & Menk's land surveying staff offer competitive services with accuracy and efficiency, using state-of-the-art technology such as

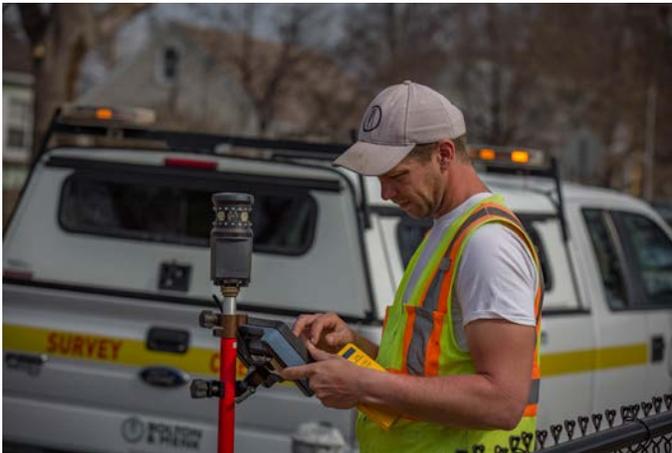
- Robotic data collection
- GPS
- 3D laser scanning and digital control leveling

Typical survey projects vary from general boundary surveys to detailed ALTA title surveys to complex construction site staking and comprehensive control surveys for large, complex projects. Bolton & Menk's

surveying services include

- Engineering and architectural design surveys
- Construction surveys and staking
- Boundary surveys
- Certificates of survey
- Photogrammetric mapping control
- Drainage and floodplain surveys
- GPS
- Subdivision plat preparation and review
- Property records investigations
- Legal descriptions
- 3D laser scanning
- Title and boundary surveys
- Right-of-way and easement descriptions and exhibits
- As-built surveys

Our field crews follow a rigorous set of survey and CAD standards and can follow any client standard. Survey personnel follow a standardized data collection process. This standardization means work gets done effectively and efficiently. Survey staff are trained, experienced, and, where required, prequalified for design/location and construction surveys of state, municipal, and county projects as well as land, right-of-way, and geodetic/control surveys.



Our survey group regularly works in partnership with our reality capture group and their vast array of UAV and other robotics services to efficiently deliver project needs. A great example of how this can directly benefit the City of Birchwood Village is through the use of our various photo capture methods to develop accurate, current information on existing roadway infrastructure. This data can be entered into AI programs to develop pavement condition assessments which quickly and accurately provide the information necessary to develop and update pavement management plans.

Why Choose Bolton & Menk for Your Land Surveying Services?

Bolton & Menk began as a surveying company more than 70 years ago and staying on top of the profession has always been a priority. Our professional commitment ensures unmatched service for the City of Birchwood Village and quality results on every surveying project.

Municipal-Focused Surveying

Bolton & Menk has developed its land surveying and related GIS practices to specifically serve the needs of our municipal and public clients. Our professional and technical staff are trained and highly experienced in the efficient delivery of a range of survey and GIS products that support and complement our clients' needs to manage, maintain, improve, and document the public infrastructure and their rights-of-way.

Project Experience at a Glance

Hamburg Avenue, City of Lakeville

Hamburg Avenue, a state aid residential collector road, was scheduled for improvements because of new residential development along the corridor. The road was partially improved in 2002 with a half-urban and half-rural road section to support the first developments. Over time, vehicular and pedestrian traffic increased due to additional residential development. This, along with pavement degradation, resulted in the need for street improvements. Bolton & Menk worked with Lakeville staff to expand the roadway, fully urbanize the street section with the addition of curb and storm sewer, add pedestrian amenities, incorporate traffic calming measures, and implement water quality infiltration basins. A collaborative approach to pavement design resulted in a combination of full reconstruction and full-depth reclamation along the corridor. Bolton & Menk provided full-service construction staking, including as-built/record plans of completed sanitary sewer, storm sewer, and water structure improvements.

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.**



Oakdale, MN

Jim Romanik
Public Works Operations
Manager
651-730-2743
Jim.Romanik@oakdalemn.gov

Willernie, MN

Victoria Keating
City Clerk
651-429-2977
vkeating1@comcast.net

Barb K. Parent

Mayor
651-426-0757

White Bear Lake, MN

Paul Kauppi
City Engineer/
Public Works Director
651-429-8526
pkauppi@whitebearlake.org

Conflict of Interest

In providing engineering services to more than 300 communities in Minnesota, Iowa, and North Dakota, Bolton & Menk will occasionally represent clients with competing interests. We have successfully represented the best interests of all our clients by providing internal separation of the work performed. We will refrain from providing services for developers working within the city to avoid any concerns or appearance of impropriety. Generally, the developers work through the city for plan review and construction. We will support the city and assist as requested.



KEY PERSONNEL

We realize the City of Birchwood Village can choose from several engineering consultant firms. When choosing Bolton & Menk, you secure decades of municipal engineering experience and the expertise that comes with it. In addition, you get key personnel dedicated to Birchwood Village that will establish trust and build a relationship. We work hard every day to deliver exemplary customer service and the technical solutions Birchwood Village can count on.

Our team will provide seamless service, as if we are just down the hall and a member of city staff. As your city engineer, Marcus Johnson will closely coordinate with city administration, staff, and council. Our approach includes these key features:

- Marcus and Brian will work as an extension of city staff
- Marcus will proactively seek opportunities and efficiencies for the benefit of Birchwood Village
- As assigned by city staff and/or city council, our team will complete duties requested within the designated schedule
- We are available to respond to Birchwood Village City Council or staff inquiries quickly and effectively via phone and emails 24 hours a day, 7 days a week
- Upon request, we will provide written reports for inclusion in city council packets, attend and present progress at city meetings, and update staff and council on ongoing projects

During infrastructure project construction, Marcus will assign a construction project representative (CPR) to the city who will be on-call 24 hours a day, 7 days a week; the CPR will be on-site during construction activities as requested by the city

We promise every client two things: we'll work hard for you and we'll do a good job. We take a personal interest in the work being done around us. And at the end of the day, we're **Real People offering Real Solutions.**



Important to Know

Marcus prides himself on his personal contact with the council, staff, and residents. He will go the extra mile to learn about the city needs and address any questions or concerns.

Marcus will work with the city council and staff to prioritize projects, prepare cost estimates for community investment plans, and make recommendations on funding for a wide range of infrastructure improvements.

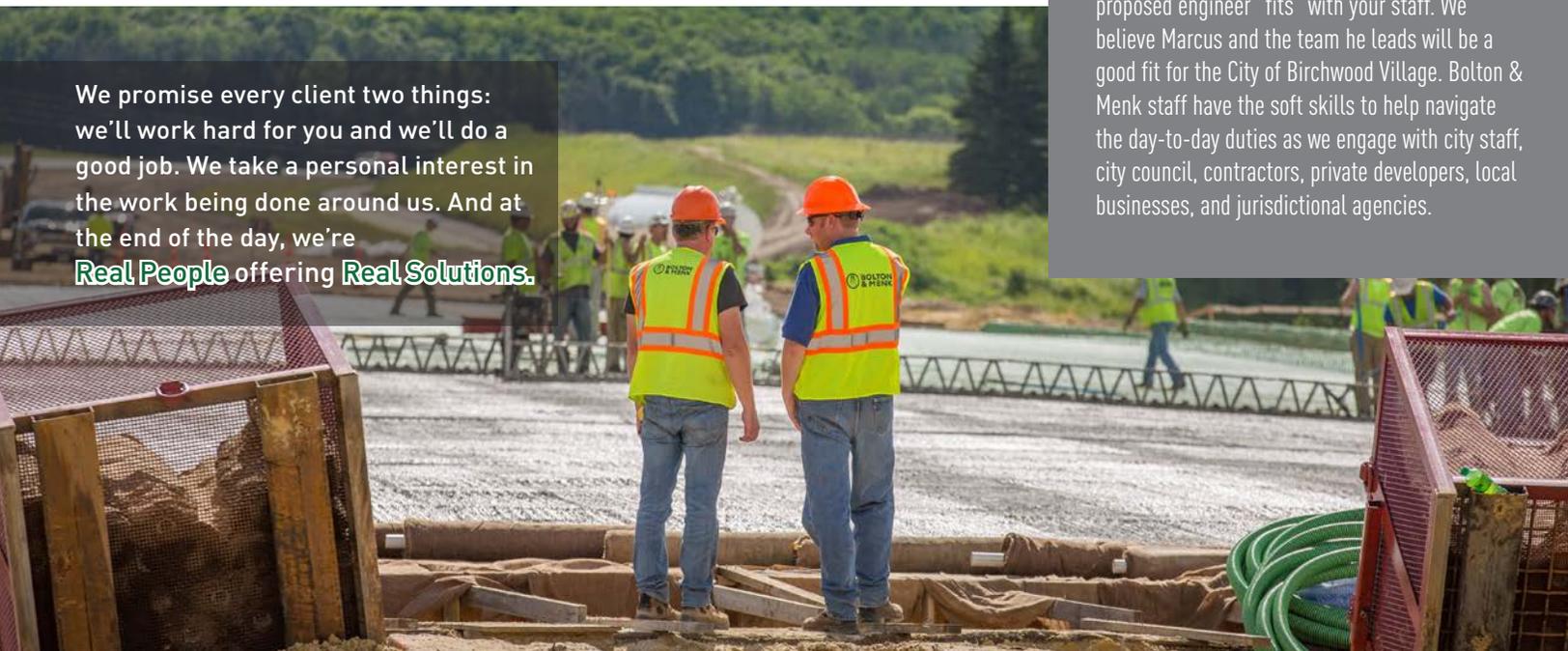
We have experts in a variety of specialty areas. Marcus will match the best person to serve as city engineer and project manager for any of the City of Birchwood Village's specialty projects—landscape design, survey, funding solutions, project communication, GIS mapping, water resources, and more.



Level of Service

A high level of service can be defined by one thing—treating others the way you want to be treated. In practice, we do what we say we are going to do. Responsiveness to calls or emails, punctuality, and communication are key factors in building a successful relationship as your consultant city engineer.

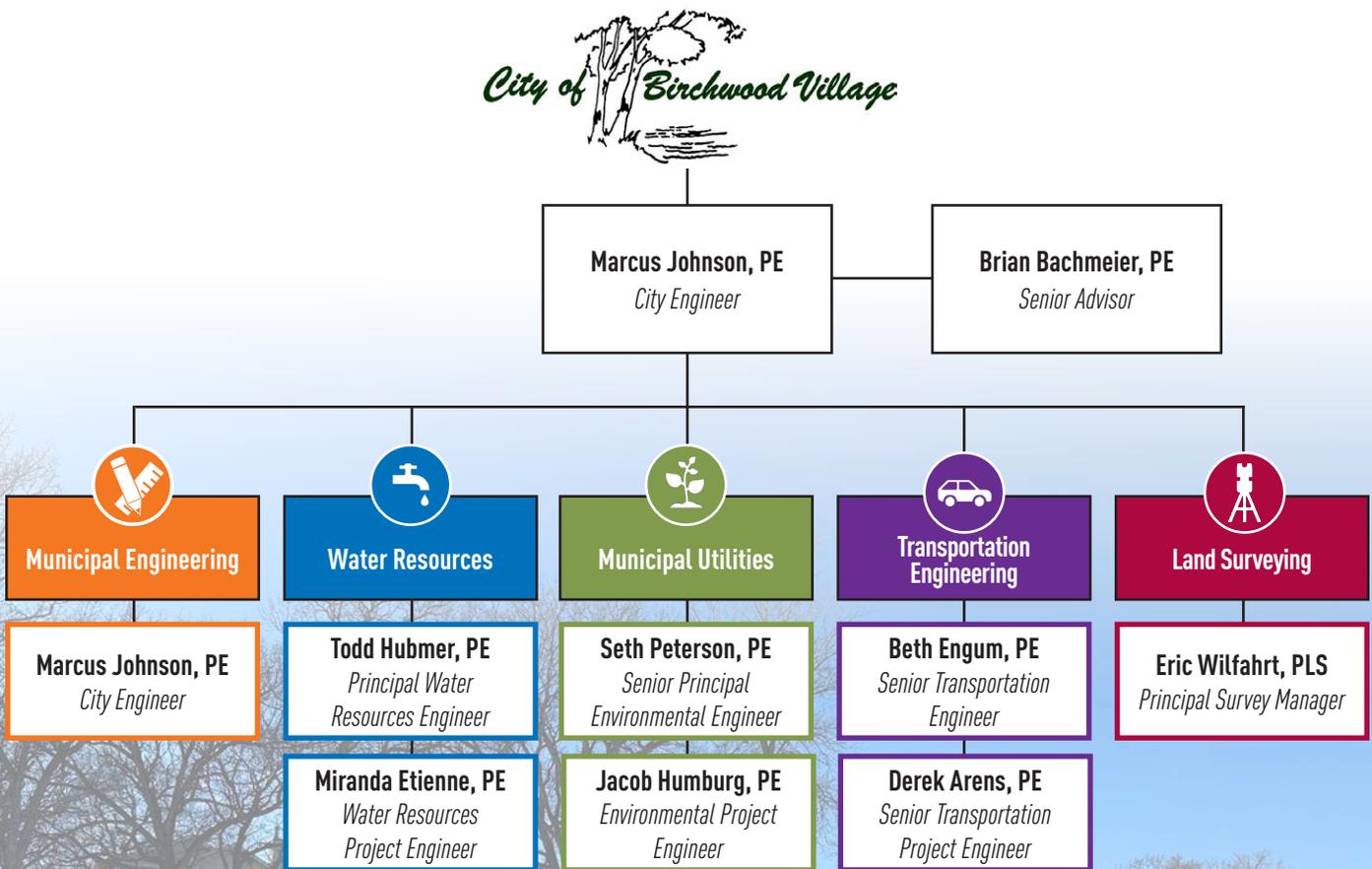
When considering who you will choose to work with as your consultant city engineer, the city needs to think about which engineering firm matches your needs, and more importantly, which proposed engineer “fits” with your staff. We believe Marcus and the team he leads will be a good fit for the City of Birchwood Village. Bolton & Menk staff have the soft skills to help navigate the day-to-day duties as we engage with city staff, city council, contractors, private developers, local businesses, and jurisdictional agencies.



Project Team

Bolton & Menk has assembled an experienced and proven team that is qualified to complete projects for the City of Birchwood Village, led by an outstanding group of lead project managers for each service area. This proposed team includes professionals with proven backgrounds and depth of experience to ensure all project goals and objectives are achieved. Bolton & Menk understands the importance of budget restraints, specifically in smaller communities. That is why we are structuring our services with staff members with lower billing rates, while still having plenty of experience. We also have multiple senior-level staff to provide input and guidance as needed.

Marcus Johnson will serve as the lead client contact and will routinely be responsible for the overall management and administration of contracts with the city. While Marcus will provide most of the day-to-day services for the city, he will rely heavily on others within the company to lead projects and provide support when needed. We offer the City of Birchwood Village full access to our firm’s more than 800 employees. Key team members include:



MUNICIPAL ENGINEERING



MARCUS JOHNSON, PE
City Engineer

5 Years of Experience

As the overall responsible person to the City of Birchwood Village, Marcus will serve as the initial contact as projects are developed. Once a project team is identified, a project delivery plan will be formulated to identify communication protocol with the city and Bolton & Menk project managers, as well as budget and scheduling milestone information. Marcus will also be the primary contact for billing questions, project performance, etc.

Marcus is a project engineer who began his career with Bolton & Menk in 2018 following a two-year internship. He is passionate about making communities a better, safer, and more environmentally friendly place to live, work, and play. Marcus is involved with various aspects of the design and construction process for municipal and site development projects. He assists in preparing preliminary engineering reports, developing designs and construction plans, and preparing bid documents and specifications. He also serves as a resident construction project representative during construction season.

Education:

Bachelor of Science – Civil Engineering, Minnesota State University, Mankato

Professional Certifications:

- Professional Engineer, MN
- Construction Site Management; Design of Construction SWPPP – University of Minnesota
- Bituminous Street; Aggregate Production; ADA Accessible Design in the Public Right-of-Way – MnDOT
- Low Salt Design Strategies (LSiD™) – Bolton & Menk Authorized Trainer

Project Experience:

- City Engineer, City of Willernie, Minnesota
- City Engineer, City of Center City, Minnesota
- City Engineer, Fish Lake Township, Minnesota
- City Engineer, City of Askov, Minnesota
- City Engineer, City of Findlayson, Minnesota
- Capital Improvement Plan, City of Marine on St. Croix and Fish Lake Township, Minnesota
- 205th and Ipava Avenue, City of Lakeville, Minnesota
- Twin Lake Boulevard, Cities of Little Canada and Vandais Heights, Minnesota
- Sanitary Sewer Lining, City of Forest Lake, Minnesota



BRIAN BACHMEIER, PE
Senior Advisor

36 Years of Experience

Brian will advise Marcus and the team on projects in the City of Birchwood Village. Brian currently serves as the City of Oakdale's consultant city engineer and will lend his depth of local knowledge and city engineering experience.

Brian is a senior project manager who began his career in 1984. Specializing in municipal engineering, his experience includes more than 38 years in municipal governments in Minnesota and North Dakota. Aligning himself with Bolton & Menk values, Brian says he enjoys "serving a variety of municipal clients in delivering engineering and planning services that provide a better environment to live, work, and play in."

Education:

Master of Arts – Public Administration, Hamline University

Bachelor of Science – Civil Engineering, North Dakota State University

Professional Certifications:

- Professional Engineer, MN
- Low Salt Design Strategies (LSiD™) – Bolton & Menk Authorized Trainer

Project Experience:

- Public Works Director/City Engineer, City of Oakdale, Minnesota (1989-2022)
 - Comprehensive Plan Development and Implementation
 - Planning and Zoning Administration
 - Development of Engineering Standards, Plan Review, and Construction Compliance
 - Development of Capital Improvement Programs and Estimates for Street, Utility, Building, and Park Improvements
 - Pavement Preservation and Replacement
 - Water Main Replacement
 - Sewer Lining and Replacement
 - Lift Station Relocation and Rehabilitation
 - Park Improvements
 - Surface Water Improvement
 - Improvement and Special Assessment Hearings
 - Working relationships with state and county agencies, including the MPCA, MDH, MDNR, MDOT, and Washington County

WATER RESOURCES



TODD HUBMER, PE
Principal Water Resources Engineer

31 Years of Experience

Todd is a principal water resources engineer who began his engineering career in 1992. He has experience serving as consultant city engineer, watershed district engineer, and lead water resource project manager for some of the largest public projects in Minnesota. His experience includes municipal processes, public policy development, grant writing, public process and strategy, lake and stream restorations, pollutant trading negotiations, water resource planning, and water treatment systems.

Todd skillfully collaborates with clients to develop a vision for project outcomes. He leads public processes to build community and regulatory support and trust, and throughout his career he has developed strategic partners to assist in securing the necessary funding to bring any project, both small and large, from vision to reality.

Education:

Bachelor of Science – Civil Engineering, Florida Institute of Technology

Professional Certifications:

- Professional Engineer, MN

Project Experience:

- Blue Line Light Rail West Segment, City of Minneapolis, Minnesota
- I-35W and TH 62 Water Resources Design, City of Minneapolis, Minnesota
- Highway 371 Design Build Water Resource Leader, City of Nisswa, Minnesota
- Levee Improvement Project, City of Carver, Minnesota
- Otter and Campbell Lakes, City of Hutchinson, Minnesota



MIRANDA ETIENNE, PE
Water Resources Project Engineer

6 Years of Experience

Miranda is a water resources engineer for Bolton & Menk beginning her career in 2017. She is responsible for preparing preliminary engineering reports, preliminary and final design, developing construction plans, and completing reviews of development plans. She also assists with design calculations and cost estimates. Miranda is proficient in AutoCAD Civil 3D, Storm & Sanitary Analysis (SSA), HydroCAD, and XPSWMM. She regularly completes hydrologic and hydraulic modeling, water quality modeling, best management practice (BMP) design for SWPPPs, and watershed permitting and administration for projects. In addition to her design knowledge, Miranda has gained valuable experience in the field on projects ranging from new residential developments to full reconstructs, as well as mill and overlay and reclamation projects.

Education:

Bachelor of Science – Civil Engineering, North Dakota State University

Professional Certifications:

- Professional Engineer, MN
- Low Salt Design Strategies (LSiD™) – Bolton & Menk Authorized Trainer
- Confined Space Entry – Rescue Resources
- Smart Salting for Property Management – Minnesota Pollution Control Agency (MPCA)
- Design of Construction SWPPP – University of Minnesota

Project Experience:

- Stormwater Management Plan and Neighborhood Flooding Assessment, City of Northfield, Minnesota
- 2023 Miscellaneous Storm Structure Repair, City of Northfield, Minnesota
- Hidden Valley Park Pond, City of Northfield, Minnesota
- Wastewater Treatment Facility Flood Protection Project, City of Benson, Minnesota
- Ice Arena Parking Lot Reconstruction, City of West St. Paul, Minnesota
- 2021 Pavement Management Program Street and Utility Improvements, City of Arden Hills, Minnesota

MUNICIPAL UTILITIES



SETH PETERSON, PE
Senior Principal Environmental
Engineer

27 Years of Experience

Having started as an intern at Bolton & Menk, Seth now leads one of the largest environmental groups in the Upper Midwest. Seth began engineering in 1995 and now serves as the environmental work group leader. If someone has a water or wastewater problem, he is willing to do what it takes to figure it out. His background includes planning, assisting with funding, and designing lift stations and water and wastewater treatment facilities; securing permits; working with regulatory agencies; and construction management.

Education:

Master of Science—Civil and Environmental Engineering, South Dakota State University
Bachelor of Science—Civil Engineering, South Dakota State University

Professional Certifications:

- Professional Engineer, MN, WI

Project Experience:

- Lift Station Improvements, City of Eagan, Minnesota (multiple lift stations)
- Lift Station Improvements, City of Prior Lake, Minnesota (multiple stations)
- Lift Station Improvements, City of Burnsville, Minnesota (multiple stations)
- Lift Station Improvements, City of Lake Elmo, Minnesota (multiple stations)
- Lift Station Improvements, City of Elko New Market, Minnesota (multiple stations)



JACOB HUMBURG, PE
Environmental Project Engineer

7 Years of Experience

Jacob is an environmental design engineer who joined Bolton & Menk in 2015. His work emphasis is on water and wastewater related projects, including water and wastewater treatment plants, lift stations, well houses, and chemical treatment systems. Jacob uses his attention to detail and ability to satisfy his client's unique requests to complete pre-planning, design phase, construction observation, project closeout, and the drafting of technical documents related to new or existing facilities.

Education:

Master of Science—Environmental Engineering, South Dakota State University
Bachelor of Science—Civil and Environmental Engineering, South Dakota State University

Professional Certifications:

- Professional Engineer, MN

Project Experience:

- Lift Station 2 Renovation, City of Brooklyn Center, Minnesota
- Ashbury Lift Station, City of Eagan, Minnesota
- Galtier Lift Station, City of Roseville, Minnesota
- Lift Station 2 and Forcemain, City of West St. Paul, Minnesota
- Lift Station 5 Rehabilitation, City of Woodbury, Minnesota

TRANSPORTATION ENGINEERING



BETH ENGUM, PE
Senior Transportation Engineer

23 Years of Experience

Beth is a senior transportation project manager at Bolton & Menk whose professional career began in 1999. Her expertise lies in arterial and interchange reconstruction, public and stakeholder agency engagement, and managing multiagency, multidisciplinary projects. Her passion for the field stems from seeing the positive impact public infrastructure improvement projects have on a community and its residents. Having worked for DOTs, counties, and cities, Beth has a unique understanding of public agencies, their needs and processes, and how to serve them.

Education:

Master of Science—Engineering Management, George Washington University
Bachelor of Science—Civil Engineering, University of Minnesota—Minneapolis

Professional Certifications:

- Professional Engineer, MN, WI

Project Experience:

- US Highway 169 and CSAH 4 Interchange Design, Sherburne County, Minnesota
- France Avenue Improvements, Hennepin County, Minnesota
- I-35/CSAH 9 Interchange Study, Rice County, Minnesota
- TH 61 Visioning Study, Washington County, Minnesota
- Lake Links Trail/South Shore Boulevard Trail Design Study, Ramsey County, Minnesota
- CSAH 49/Hodgson Road Reconstruction Preliminary Design, Ramsey County, Minnesota
- TH 36/CSAH 17 (Lake Elmo Avenue) Intersection Study, Washington County, Minnesota



DEREK ARENS, PE
Senior Transportation Project Engineer

12 Years of Experience

Derek is passionate about serving the public and takes pride in enhancing the safety and quality of the communities he serves. As a transportation project engineer, he is responsible for preliminary and final roadway design layouts, cost estimates, specifications, and assembling construction plans. Derek began his career in 2011 and has all-around experience from concept design to construction delivery. His design knowledge spans from retaining walls to trails to access management. He specializes in roundabout design and has a history of geotechnical experience. Derek enjoys bringing the clients' visions to life with the 3D design aspect of roadway design technology. He is fluent in software such as MicroStation/GEOPAK, Openroads, and Site/Corridor Modeler.

Education:

Bachelor of Science—Civil Engineering, University of Minnesota—Twin Cities
Bachelor of Arts—Engineering Science, Bethel University

Professional Certifications:

- Professional Engineer, MN

Project Experience:

- Diffley Road (CSAH 30) School Area Safety Improvements, City of Eagan, Minnesota
- CSAH 21 Downtown Prior Lake Reconstruction, Scott County, Minnesota
- CSAH 2 and 91 Roundabout, City of Elko New Market, Minnesota
- ISD 834 Utility and Street Improvements (Settlers Ridge Parkway and Brookview Road), City of Woodbury, Minnesota
- CR 45 Roundabout, Sherburne County, Minnesota
- US Highway 169 and CSAH 4 Interchange Design, Sherburne County, Minnesota
- France Avenue Improvements, Hennepin County, Minnesota

LAND SURVEYING



ERIC WILFAHRT, PLS
Principal Survey Manager

18 Years of Experience

Eric began his surveying career in 2004 with Bolton & Menk after three summer internships with the company. He manages survey operations for the firm's south metro locations. He likes to complete projects that have complex and challenging right-of-way and boundary determinations. Eric is very detail orientated, and he strives to produce the best possible product for clients while keeping budget in mind. He is responsible for crew scheduling and coordination; professional reviews and determinations; research; and preparing, calculating, interpreting, and writing legal descriptions. He also provides quality assurance and quality control on projects to ensure project scopes are complete. Eric is proficient in Civil 3D and Trimble Business Center.

Education:

Bachelor of Science—Land Surveying and Mapping Science, Saint Cloud State University
Associate of Applied Science—Civil Engineering Technology and Land Surveying Technology, South Central College

Professional Certifications:

- Professional Land Surveyor, MN

Project Experience:

- CSAH 12 Preliminary and Final Design, Scott County, Minnesota
- St. Anthony Parkway and Northtown Railyard Bridge, City of Minneapolis, Minnesota
- Tonka-Woodcroft Improvements, City of Minnetonka, Minnesota
- Rice Street Visioning Study, Ramsey County, Minnesota
- TH 61/Spring Creek Road Reconstruction, City of Red Wing, Minnesota
- Cedar Lake Road Improvements, City of St. Louis Park, Minnesota
- Topographic Survey for NE Penn Drainage Improvements, City of Bloomington, Minnesota



✓ Staff Availability and Commitment

Marcus will dedicate the time necessary to meet the city's expectations for city engineering, planning services, or any other services desired. In addition to Marcus, Bolton & Menk will commit the necessary staff members, as required, to meet commitments to the City of Birchwood Village. Our staff is at the disposal of the City of Birchwood Village to meet your needs 24 hours a day, 7 days a week.

✓ Approach to Communication and Coordination

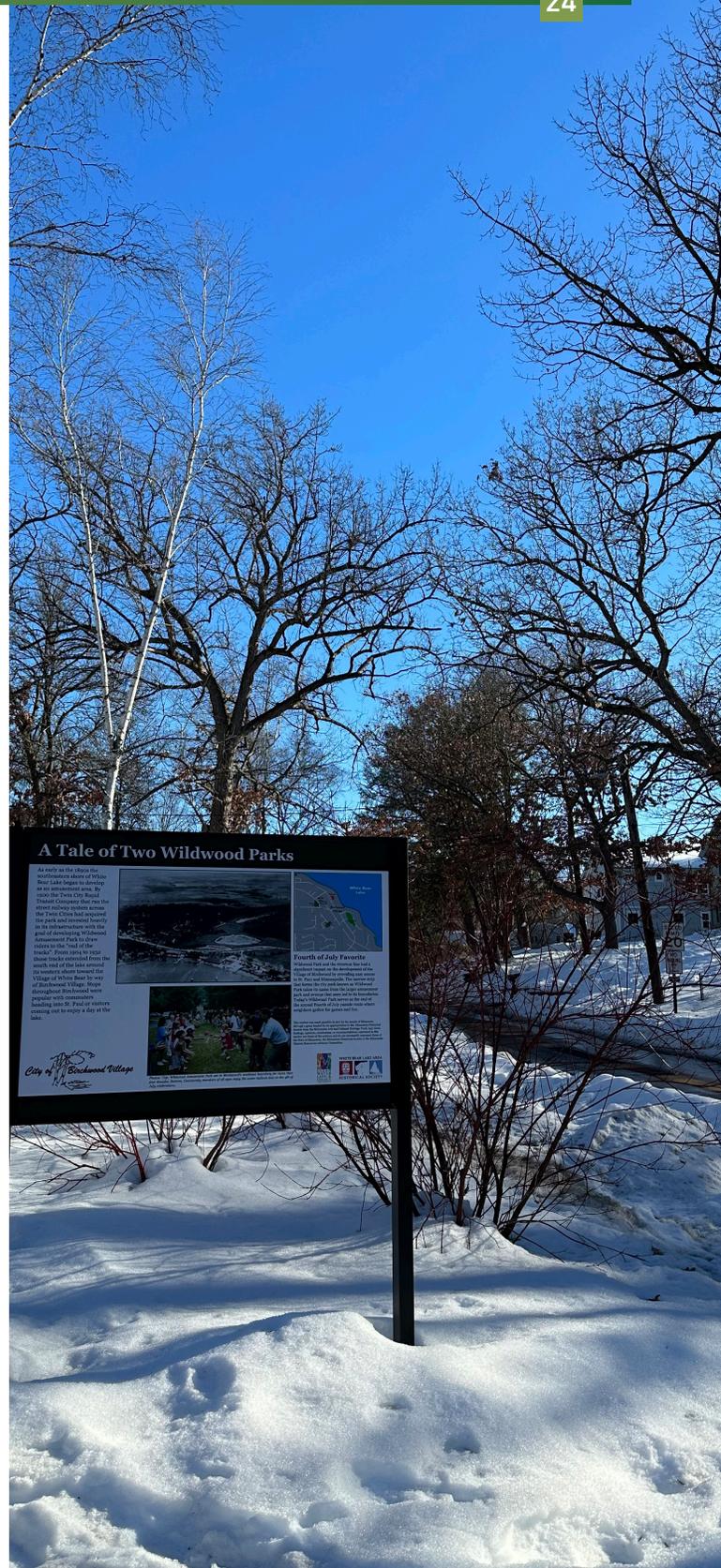
Marcus and the team are committed to providing effective and timely communication with city staff and council. Two-way communication is an essential, yet often overlooked, element in the development and evaluation of engineering and planning solutions. We continually welcome input throughout all phases of the project. City concerns will be addressed on a regular basis. Marcus is available to meet at Birchwood Village City Hall or answer phone calls promptly. He prides himself on the ability to maintain regular contact with the council, staff, and residents and will go the extra mile to address any questions or concerns.

✓ Accountability

One of the few remaining guarantees in life is that no one is perfect. A lack of perfection means mistakes will be made. **We make mistakes—it happens. Although it is not always easy, we are accountable for what we do and we can be counted on to make it right.** We value transparency. We do not hide from or deny our mistakes. Instead, we work with our clients to fix any issues as quickly as possible. Our philosophy is to “run to the problem.”

Accountability seems to be a lost art. At the end of the day, we are partners and believe in being treated fairly. Our number one goal is to build and maintain relationships built on trust, transparency, and accountability. **We do what we say we are going to do and if we make a mistake, we'll make it right.**

We believe in the power of face-to-face meetings, friendly conversations, and a collaborative decision-making process to keep your projects on schedule, within budget, and focused on **real, workable solutions.**



FEE SCHEDULE

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2023. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long travel distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Bolton & Menk proposes a **monthly fee for attendance at one regularly scheduled planning commission and city council meeting of \$300 each.** Marcus Johnson, acting as your city engineer, will attend as requested.

| Employee Classification | Hourly Billing Rates |
|--|----------------------|
| City Engineer—Marcus Johnson | \$149 |
| Senior Advisor—Brian Bachmeier | \$208 |
| Senior Project Manager | \$175-264 |
| Project Manager | \$104-198 |
| Senior Project Engineer | \$140-198 |
| Project Engineer | \$130-188 |
| Design Engineer | \$110-186 |
| Graduate Engineer | \$110-145 |
| Senior Planner | \$115-198 |
| Planner | \$115-171 |
| Senior Landscape Architect | \$150-204 |
| Landscape Architect | \$120-160 |
| Landscape Designer | \$100-169 |
| Licensed Project Surveyor | \$160-240 |
| Graduate Surveyor | \$130-181 |
| Survey Technician | \$85-173 |
| Senior Technician | \$110-195 |
| Technician | \$79-168 |
| Specialist* | \$95-205 |
| Practice Expert** | \$205-308 |
| Senior Principal | \$195-314 |
| Principal | \$160-289 |
| Administrative/Corporate Specialists | \$64-194 |
| GPS/Robotic Survey Equipment | NO CHARGE |
| CAD/Computer Usage | NO CHARGE |
| Routine Office Supplies | NO CHARGE |
| Routine Photo Copying/Reproduction | NO CHARGE |
| Field Supplies/Survey Stakes & Equipment | NO CHARGE |
| Mileage | NO CHARGE |

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.
 *Specialized role not classified above otherwise, incl. graphic design, project communication, funding support, etc.
 **Highly specialized and industry expertise unique to the market or area of discipline.

CITY OF BIRCHWOOD VILLAGE

Professional Engineering Services

March 1, 2023

Larry Poppler, PE

City Engineer

larry.poppler@tkda.com | 651.292.4457

444 Cedar Street, Suite 1500
Saint Paul, Minnesota 55101-2140

www.tkda.com



March 1, 2023

Rebecca Kellen, City Administrator
City of Birchwood Village
207 Birchwood Avenue
Birchwood, MN 55110



Re: City of Birchwood Village Professional Engineering Services

Dear Ms. Kellen and Members of the Selection Committee:

Twin Cities Tranquility - For many, this is the best of all worlds and the City of Birchwood Village is perfectly situated for residents to enjoy their scenic neighborhoods, but have access to major metropolitan jobs and culture. The City truly is a hidden gem within the Twin Cities Metropolitan Area.

In a way, TKDA is like the city itself. While TKDA has operated from the City of Saint Paul for over 110 years, our conservative leadership has provided for stable and steady growth. This conservative approach flows to our work. We understand that our services need to provide value to the communities we serve. We can be as small or big as you need us to be but always with the highest level of service. With that in mind, TKDA is pleased to submit this proposal to provide general engineering services for the City of Birchwood Village. **We would be honored to be your City Engineer.**

The Benefits of Hiring the TKDA Team:

- **Efficiency** - TKDA serves as Town Engineer for neighboring White Bear Township and has intimate knowledge about issues facing the northeast metro. We have strong connections within this area. Serving the City of Birchwood Village would allow for efficiencies in service for the benefit of both White Bear Township and the City of Birchwood Village.
- **Smaller but skilled Municipal Team** - At TKDA you will not be treated as another “house account” and given generic services. We will become an intimate part of your staff and always provide the highest quality of services to you in a very personalized way.
- **We’ve been in your shoes** - We know the pressures of being a public employee. Larry Poppler is proposed to serve as City Engineer and amongst his 26 years of project experience, he spent 15 years working for the City of Prior Lake, including as its City Engineer/Inspections Director. Sarah Forthun is proposed as the City Engineering Assistant and has been working in nearby White Bear Township for the last three years.
- **Extension of Staff** - TKDA is readily available to be an extension of the City staff. As a member of the City of Birchwood Village team, we will work diligently to provide detailed communication, responsive service, and accountability for the quality and cost of our services. ***Good engineering is not good if the message is not communicated correctly.*** This is where we will provide extra value that does not readily show up in cost proposals.
- **One Stop Shop** - TKDA has the in-house expertise to handle nearly every issue the City may encounter. Your City Engineer will have direct access to traffic and roadway, water resources, environmental documentation, water and wastewater treatment, architectural, structural, mechanical, electrical, aviation, railroad, planning, and landscape architecture experts among many others. Again, we can be as big or small as you need us to be.

We are excited for this opportunity to work with the City of Birchwood Village and all of the stakeholders. If you have any questions about our submittal, please contact Larry at 651.292.4457 or larry.poppler@tkda.com.

Respectfully submitted,


Larry P. Poppler, PE
Group Manager, Municipal Engineering


Douglas W. Fischer, PE
Vice President, Municipal, Utility, and Planning Divisions



Your single source for expert engineering, architecture, and planning.

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TKDA Firm Background

TKDA has been providing engineering services to government clients since our founding in 1910. City Engineering is a core function of our business and we provide the full range of engineering services including general City engineering, public meetings, reports, permitting, managing regulatory requirements, grant applications, capital planning, and project management.

TKDA professionals are experts in the delivery of municipal infrastructure: streets, utilities, water and wastewater systems, civic structures, parks and trails, mass transit, and railroad facilities. We are hired by cities both on a project-by-project basis and as their consulting city engineer.

As design professionals, we understand the need to balance sound engineering principles with stakeholder input. As city engineers, we understand the public forum, the focus on public communications, policy making, local government ordinances and statutes, infrastructure funding and assessment practices, emergency services, and navigating the permitting and regulatory environment. This diversity of experience—seeing projects from both a design perspective and from a City’s perspective—continually informs and enriches both our designs and our client relationships.

TKDA is a full service engineering consulting firm. We have experts that can address any of the City's needs, from rail and highway issues to building design, condition assessment, and rehabilitation.

Statement of Interest

As a full service consulting engineering firm, TKDA has a strong team of Engineers, Architects and Planners to assist the City of Birchwood Village in any of their Municipal needs. TKDA serves many clients in the East Metro and is familiar with regulatory standards for Washington County, Rice Creek Watershed District, Metropolitan Council, Minnesota Pollution Control Agency, etc. The proximity of the City of Birchwood Village to other TKDA clients provides opportunities to efficiently provide services to the City.



Public Engagement for Lexington Parkway in Saint Paul

Identification and Qualification of Assigned Personnel

TKDA Approach To Serving The City Of Birchwood Village

The TKDA team will serve the City of Birchwood Village on all City Engineering functions as identified in the RFP. A detailed listing of City Engineering services is also provided in the appendix. TKDA proposes to utilize our knowledge and understanding of the City of Birchwood Village area to provide efficiency and value. TKDA is serving other nearby communities on many of the same permitting requirements and unfunded mandates. Examples include: MS4 requirements, TMDL requirements, Rice Creek Watershed permits, comprehensive planning, and Metropolitan Council requirements. TKDA has strong understanding of regional concerns such as the Lake Level Lawsuit for White Bear Lake, Bruce Vento trail, regional roadway improvements, and Purple Line BRT. TKDA anticipates serving the City of Birchwood Village approximately 0 - 10 hours per month depending on meetings, applications, or City initiatives. TKDA understands the budgetary issues of a small community and will only provide services when necessary or required by law. TKDA plans to provide service within the approved City of Birchwood Village budget (\$12,000) for 2023. This means that TKDA will plan to bill on average \$1,000 per month. Some months may require less time while others require a bit more time. TKDA will utilize younger but experienced staff to complete work and keep costs down. A typical month (\$1,000) could include a City Council meeting attended by Larry Poppler, six hours by Sarah Forthun, and one hour by Larry Poppler. If the City Council chooses to move forward with other projects, TKDA will provide a simple letter proposal for the work. TKDA would utilize a mixture of technicians and engineers to provide value based proposals for the work.

Statement of Commitment

Larry Poppler has over 26 years of municipal engineering experience including 15 years with the City of Prior Lake. Larry's background provides him with an intimate knowledge of city operations and needs. Larry will keep this team fully informed of all issues he is working on so that they can fill in when needed. Larry will work closely with Sarah Forthun, ensuring team availability to the City and continuity of service.

The proposed TKDA team is committed to the City of Birchwood Village and does not have any limitations in meeting the needs of the City in terms of capacity and specific types of work. In addition, as a "one stop shop" with engineering expertise in traffic and transportation, water resources, utility repair and replacement, water

treatment, lift stations, bridge design, public buildings, railroads, and sustainable design, additional TKDA staff and professionals are readily available to provide technical assistance for the City Engineer on any infrastructure need.

Although Larry is currently working on other projects, he is available to serve the needs of the City of Birchwood Village. He will build his client base around the needs of the City and ensure the TKDA team is available to meet the City's needs for 2023 and beyond.

Time Sensitive Requests

TKDA is fully prepared to meet the capacity and workloads for the City of Birchwood Village, including all time-sensitive or short notice requests. Our firm will have multiple staff that have a full understanding of the City's existing and planned infrastructure and of the day-to-day engineering issues which may arise. This redundancy provides the City with multiple resource options for timely response and to provide answers quickly as issues and emergencies may arise.

Our Team approach provides continuous service to City staff and residents by offering Sarah Forthun as City Engineering Assistant. Sarah will be familiar with activities in the City of Birchwood Village if Larry is not available. Jim Studenski is available to provide specific technical assistance for time-sensitive or short notice requests and/or complicated issues.



Identification and Qualification of Assigned Personnel



Proposed Team

TKDA's proposed City Engineer, Larry Poppler, joined the firm in September 2017, coming from a Department Head position he held in Prior Lake. Since joining TKDA, Larry manages the Municipal Engineering Group and has been assisting many other communities, but we have the capacity and are excited to serve the City of Birchwood Village. Sarah Forthun has been with TKDA for over four years and has been working with White Bear Township for three years.

This TKDA team works closely with the neighboring community, White Bear Township. In recent years, this team has worked on projects within the SE Area of White Bear Township - we are very familiar with this area. This team has also works with Township staff on right-of-way permits, MS4 permitting requirements, coordinates with the County on County projects, assists with water system monitoring and improvements, and sanitary sewer work. To assure sufficient coverage for all City work, TKDA proposes Jim Studenski as the alternate City Engineer. Resumes are provided in the appendix.



List of References, Potential Conflicts, and Claims

References

White Bear Township, MN

Patrick Christopherson
Clerk/Treasurer
651.747.2768
pat.christopherson@whitebeartownship.org

City of Mendota Heights, MN

Ryan Ruzek
Public Works Director/City Engineer
651.255.1152
ryanr@mendotaheights.com

Baytown Township

Nancy Healey
Township Clerk
651.430.4992
clerk@baytownmn.org

Potential Conflicts

TKDA warrants that, to the best of our knowledge and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest for TKDA to serve as the Birchwood Village City Engineer. If, after the award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing will be made to the City Administrator which will include a description of the action TKDA has taken or proposes to take to avoid or mitigate such conflicts.



In accepting the position of City Engineer, TKDA is committing our representation to the City of Birchwood Village and will decline other work opportunities that may be a real or perceived conflict of interest to the City. TKDA's Municipal Services Division works almost exclusively for public sector agencies, primarily for cities and townships. Together with TKDA's five other Divisions—Surface Transportation, Facilities, Architecture, Aviation, and Rail—TKDA also provides professional services to many other local, regional, state, and federal government agencies. However, no conflicts of interest have been discovered between Birchwood Village and other agencies.

As a matter of business practice, TKDA does very limited work for private developers in Minnesota, and specifically will not represent private developers within our client communities. TKDA occasionally represents industrial corporations and/or institutions, and has worked on major redevelopment projects for local planning and economic development authorities.

Insurance Claims and/or Ethics Complaints

TKDA has not had insurance claims over the last five years. TKDA maintains all necessary insurance including General and Automotive Liability with excess umbrella coverage, Workers Compensation, and Professional Liability.

TKDA pledges to conduct our services in an ethical manner. We are honest and fair in our dealings with our employees, clients, vendors, and members of the public. We expect our employees to represent and reflect this philosophy through their actions. Strict compliance with all applicable laws and regulations is expected of all employees. The well-being of the firm and employee success depend on integrity, sensitivity, and ethical conduct.

Basis for Compensation

TKDA is committed to creating **VALUE** for our clients by providing cost-effective professional services. As discussed in the RFP, the City is open to exploring options related to compensation for providing General City Engineering Services.

Following is TKDA’s proposed fee structure for providing General/Routine Engineering Services, City Project Engineering Services, and Private Development Engineering Services. We have enclosed our proposed hourly rate schedule for 2023 at the end of this section. Hourly rates include all overhead costs such as computer, phone, mobile phone, faxes, and routine reproduction costs.

Basis for Compensation

- General City Engineering Rates
City Council and Planning Commission Rates
Meeting Rate \$90 (includes travel and mileage to meeting)
- Project Engineering and Development Review (2023 Rates)
 - » Larry Poppler \$211/Hr
 - » Sarah Forthun \$103/Hr
 - » Jim Studenski \$203/Hr
- Street and Utility projects capped at 18% for plan design, bidding, and construction services

City Project Engineering Services

Project Specific Engineering Services (including but not limited to all efforts associated with preparation of preliminary and final plans and specifications, special studies, construction services) will have a project scope and fee proposal developed. We recommend an hourly not-to-exceed price be developed for those projects.

Excerpt from sample invoice in a typical month.

Professional Services from February 26 - March 25, 2023

| | | | |
|--------------------------------|-------|--|-----------------|
| Phase | 00001 | City of Birchwood Village City Engineering | |
| Professional Personnel | | | |
| | | Hours | Rate |
| | | | Amount |
| Sr Reg Engineer | | | |
| Larry Poppler | 1.00 | 211.00 | 211.00 |
| Graduate Engineer | | | |
| Sarah Forthun | 6.00 | 103.00 | 618.00 |
| Totals | 7.00 | | 829.00 |
| Total Labor | | | \$829.00 |
| City Council Meeting 3/21/2023 | | | 90.00 |
| | | Total this Phase | \$919.00 |

Appendix

Resumes

- » Larry Poppler, City Engineer
- » Sarah Forthun, City Engineering Assistant
- » Jim Studenski, Alternate City Engineer

Scope of Services





Larry Poppler, PE

Group Manager Municipal Engineering Designated City Engineer

Civil Engineer Larry Poppler has served as city engineer, project manager, inspections director, and project engineer on street, water supply systems, and civil site design projects for over 26 years, with 15 of those years at the City of Prior Lake. He has developed and implemented capital improvements for communities; established policies; and provided MnDOT State Aid administration and asset management. He has managed multiple consultants and staff members to assist with project design, inspection, surveying, studies, public engagement, and infrastructure management.

Education:

*Bachelor of Science
Civil Engineering
University of Minnesota*

Registrations:

Engineer - MN #41005

Town Engineer, General Engineering; White Bear Township, MN.

TKDA has served as White Bear Township's Engineer for over 30 years, working closely with Town staff and stakeholders to complete various projects.

Town Engineer, Pavement Management Plan; White Bear Township, MN.

The pavement condition within the entire community was studied to determine the best value for future street improvements. Costs and funding were reviewed to create 5 year Capital Improvement Plan for street improvements.

Town Engineer, SE Area Phase 1-3; White Bear Township, MN.

TKDA completed a pavement condition review of the entire White Bear Township pavement system and prepared a "Pavement Management Booklet." The SE Area Reconstruction project was defined for improvements from this document starting in the year 2020. The new bituminous street was reconstructed with concrete curb and gutter to improve drainage and functioning of the roadway.

- **Street Reconstruction** – Over the course of his career, Larry has led many neighborhood street reconstruction projects. These projects followed the 429 process and were in some cases "first time" improvements with 100% assessments. These projects averaged \$2.0M per year. Final costs were generally 2%-3% under project budgets.
- **Downtown Construction** – Several projects under Larry's direction have been constructed in local downtowns. These types of projects impact local businesses. Getting to personally know the business owners impacted by projects early in the planning process is important. In some cases, work can be modified or specifications can be written to help avoid business peaks.
- **Development** – In Larry's 15 years at Prior Lake, the population grew from roughly 17,000 to 26,000. During this period, residential and commercial developers built over \$32M worth of public infrastructure following city guidelines and the fee schedule. Larry guided development toward minimizing public infrastructure.
- **Budget and Capital Improvement Planning** – Larry created the annual department budgets and Capital Improvement Plan which provided costs for infrastructure improvements for the 5-year and 10-year outlook.
- **Management of Personnel** – Over the course of his career, Larry has provided supervision within public works and engineering as well as for the building department and code enforcement.
- **Grant or Funding Applications** – Projects can hinge on receipt of grant or other funding approvals. Larry secured grants or other funding for several projects including grants from the MNDNR, Minnesota Public Facilities Authority, Metropolitan Council, Watershed District, Board of Water and Soil Resources, Scott County, and MnDOT.

Resumes

Larry Poppler, PE, resume continued.



City of Rosemount Street Improvements

- **Policies, Ordinances, Engineering Standards, Permits, Contracts, Records** – Larry crafted policies, ordinances, and engineering standards for Prior Lake. He also approved or secured permits involving: grading, building, right-of-way, MPCA, NPDES, MNDOH, Metropolitan Council, Watershed District, County, MnDOT, and the MNDNR.
- **Public Meetings** – Larry has extensive experience at City Council, Planning Commission, and neighborhood meetings over the course of his career. Clear and concise communication keeps meetings moving forward. Other times deliberate explanation is needed to explain technical information to those who may not be technically inclined.
- **Customer Service** – At times, city representatives need to deliver unpopular messages. Larry puts himself in the shoes of residents or business owners to understand their perspective and thinks outside the box if issues arise.

Group Manager - Municipal Engineering, TKDA (2017- Present)

Managed municipal engineering group to implement diverse municipal projects for communities.

Leadership and Team Development

- Management of Municipal Engineering Group.
- Recruitment and development of four top level municipal engineering employees.
- Alignment of resources for optimum efficiency and team growth.

Project Management

- Ramsey County – Lexington Parkway Realignment.
- City of Mendota Heights 2019 and 2020 Street Improvements.
- City of Rosemount 2018, 2019 and 2020 Street Improvements.
- City of Arden Hills – TH 10 Watermain Improvements and County Road F Construction Observation.
- City of Stillwater Marylane Drainage Improvements.
- White Bear Township Pavement Management and 2019 and 2020 Street Improvements.
- White Bear Township GIS and Asset Management Services.

City Engineer/Inspections Director, City of Prior Lake, 2011-2017

Assistant City Engineer, City of Prior Lake, 2002-2011

Led the Engineering Department, Building Department, and Code Enforcement for a community of 25,000. Designed and managed yearly reconstruction of 1-2 miles of streets and utilities. Guided community growth including a yearly average of 120 new single family homes, commercial development, industrial development, and apartment dwelling construction.

Supervision and Administration of the Engineering and Building Departments

- Communicated directives to staff.
- Hiring of City personnel/employee evaluations.
- Consultant management to assist with project design, inspection, surveying, studies, and infrastructure management.
- Public engagement and City Council meetings.
- Customer service improvements for project delivery.
- Permitting and records software evaluation, selection, and implementation.

Resumes

Larry Poppler, PE, resume continued.



Stillwater Drainage Improvements

Engineering and Building Department Budgets and Capital Improvement Planning

- Engineering and Building Department annual budgets.
- 5-year City Capital Improvement Program.
- 10-year transportation plan with expenditures totaling \$61.9M.

Reconstruction, MN Statutes 429 Projects

- 2002, 2003, 2004, 2005, 2008, 2009, 2011, 2012, 2013, 2014, 2015, 2016 Neighborhood Reconstruction Projects, averaging \$2M, by in-house staff.
- Mushtown Road, Sunset Ave, CSAH 12, Rolling Oaks Circle, and Ida Circle Improvements (100% Assessed).
- Feasibility reports, agenda reports, assessment rolls, plans, specifications, bid advertisements, contracts, permits, grant applications, and easements.
- Public engagement.

County and MnDOT Transportation Projects

- Downtown Prior Lake (Ridgemoor/Main Avenue/Trunk Highway 13 Construction Project).
- Downtown Prior Lake (Arcadia and County Road 21 Construction project).
- 150th Street and Trunk Highway 13 Construction Project.
- County Road 21 Extension Project (2011 County Project of the Year Award).
- County Road 12 Project (2014 MPWA Environmental Stewardship Award).
- County Road 82 Construction administration of City infrastructure.
- City contributions, as much as \$4.5M, for each of these projects.
- County Road 17/Trunk Highway 13 Study Management Team Member.

Community Development

- Guided developers with development plans for compliance with City standards. Total public infrastructure improvements over \$32M.
- Planning Commission and City Council meetings.
- Drafted and administered Development Contracts including Letters of Credit and Escrows.

Other Responsibilities

- MnDOT State Aid Administration.
- Grants and funding applications.
- 2040 Vision and Strategic Plan and 2030 Comprehensive Plan.
- Traffic Safety Committee Chair.
- City Engineers Association Minnesota Conference Planning Committee Member.
- Asset Management.

Project Engineer, Progressive Consulting Engineers Inc., 1997-2002

Resumes



Sarah Forthun, EIT

Graduate Engineer
City Engineering Assistant

Sarah Forthun is a Graduate Civil Engineer with over four years of engineering and design experience in delivery of municipal improvements including street improvements, stormwater conveyance, stormwater treatment, watermain, and sanitary sewer. Sarah has worked primarily with White Bear Township and Baytown Township assisting with projects and regulatory requirements. She has a solid understanding of municipal operations and excellent communication skills.

Education:

*Bachelor of Science
Civil Engineering
University of
Minnesota-Duluth*

Registrations:

*MN Engineer-in-Training
#154859*



Lexington Parkway
Realignment, Ramsey
County

Graduate Engineer, General Engineering; White Bear Township, MN.

TKDA has served as White Bear Township's Engineer for over 30 years, working closely with Town staff and stakeholders to complete various projects.

Graduate Engineer, Pavement Management Plan; White Bear Township, MN.

The pavement condition within the entire community was studied to determine the best value for future street improvements. Costs and funding were reviewed to create 5 year Capital Improvement Plan for street improvements.

Graduate Engineer, Gilfillan Area Street Improvements; White Bear Township, MN.

TKDA has completed a feasibility study and is now completing plans and specifications for street improvements.

Graduate Engineer, Hammond Area Street Improvements; White Bear Township, MN.

TKDA has completed a feasibility study and is now completing plans and specifications for street improvements.

Graduate Engineer, SE Area Phase 1-3; White Bear Township, MN.

TKDA completed a pavement condition review of the entire White Bear Township pavement system and prepared a "Pavement Management Booklet." The SE Area Reconstruction project was defined for improvements from this document in the year 2020. The new bituminous street was reconstructed with concrete curb and gutter to improve drainage and functioning of the roadway.

Graduate Engineer, 30th Street Circle, Muir Avenue; Baytown Township, MN.

TKDA provided project plans and specifications, in addition to construction inspection and administration.

Graduate Engineer, Lexington Parkway Realignment; Ramsey County, Saint Paul, MN.

TKDA designed the realignment of Lexington Parkway with West 7th Street, removing Lexington Parkway from the intersection of West 7th Street and Montreal Avenue. The project also reconstructed Elway Street from West 7th Street and created a new one-way roadway. The project also included storm sewer, watermain, sanitary sewer, lighting, signage, pavement markings, trail and sidewalks, and stormwater treatment. A significant aspect of this project has been the coordination with the County, City, and MnDOT.

Resumes



Education:

*Bachelor of Science
Civil Engineering
University of Minnesota*

Registrations:

MN Engineer #23757



SE Sanitary Sewer
Rehabilitation, White Bear
Township

Jim Studenski, PE

Senior Registered Engineer

Alternate City Engineer

Civil Engineer Jim Studenski designs municipal engineering projects with 33 years of experience and is very well-respected in the city engineering community. They are currently serving as the town engineer for Baytown and White Bear Townships. As city/town engineer, Jim handles a municipality's day-to-day engineering needs, project financing, asset management, and construction oversight. Their street improvement management ranges from daily maintenance to street improvements. Jim also previously served as city engineer for Dellwood, Lino Lakes, and Lindstrom, and town engineer for Columbus Township (now City of Columbus), Denmark Township, and West Lakeland Township, all in Minnesota.

Town Engineer, General Engineering; White Bear Township, MN.

TKDA has served as White Bear Township's Engineer for over 30 years, working closely with Town staff and stakeholders to complete various projects.

Town Engineer, Pavement Management Plan; White Bear Township, MN.

The pavement condition within the entire community was studied to determine the best value for future street improvements. Costs and funding were reviewed to create 5-year Capital Improvement Plan for street improvements.

Town Engineer, SE Area Phase 1-3; White Bear Township, MN.

TKDA completed a pavement condition review of the entire White Bear Township pavement system and prepared a "Pavement Management Booklet." The SE Area Reconstruction project was defined for improvements from this document in the year 2020. The new bituminous street was reconstructed with concrete curb and gutter to improve drainage and functioning of the roadway.

Town Engineer, NE Area Sanitary Sewer & Watermain Improvements; White Bear Township, MN.

Plans and specifications and construction observation for sanitary sewer and watermain improvements in the northeast area of the Township. Jim oversaw project construction, resident impacts, contractor schedules, and budgets from start to finish.

Town Engineer, General Engineering Services; Baytown Township, MN.

Design and construction engineering services for resurfacing 1,350 feet of Gehrig Street, which previously had been a gravel roadway, with a seven-ton design bituminous surface. Responsible for paving designs. Jim oversaw project construction, resident impacts, contractor schedules, and budgets from start to finish.

Town Engineer, 30th Street Circle, Muir Avenue; Baytown Township, MN.

TKDA provided project plans and specifications, in addition to construction inspection and administration.

Town Engineer, Gehrig Street Improvements; Columbus Township, Forest Lake, MN.

TKDA was contracted to perform general engineering services within Baytown Township to support various projects with the Township. Jim oversaw project construction, resident impacts, contractor schedules, and budgets from start to finish.

Town Engineer, Olinda Trail Sanitary Sewer, Watermain, Street Improvements; Lindstrom, MN.

TKDA completed the final designs, specifications, and construction observation for sanitary sewer, watermain, and street improvements along Olinda Trail to serve the Anderson Shores, Montclair Heights, and Cedar Ridge subdivisions.

Scope of Services

General Engineering Services

- Serving as the City's Engineer
- Taking direction from the City Council and staff
- Infrastructure Planning and Evaluation
- Developing and Recommending Policies and Procedures
- Evaluating and Formulating Short and Long Range Plans
- Water Resources and Stormwater Management Implementation and MS4 Requirements
- Update Maps and Utility Records
- Municipal Public Works Projects
- Non-Traditional Engineering Techniques to Incorporate Sustainability
- Reviewing Private Development Applications and Plans
 - » Monitoring Private Development Costs/Fees
 - » City Parks Planning and Design Assistance

General Engineering and Project Management

TKDA will serve and represent the City of Birchwood Village as its official City Engineer-of-Record, functioning as an extension of the City's staff. Our goal is to develop a long-term relationship with the City built on trust and to provide the level of service it requires. Serving clients for many years has been a TKDA trademark.

We understand the workload in the City of Birchwood Village will be variable depending on ever changing activities and issues. We need to take direction from the City to ensure we are providing the level of effort desired without expending too much and will ask questions to learn these boundaries. Having extensive training in Project Management techniques, Larry strives to have all projects completed on time and within budget, and will carefully monitor the effort and alert the City if issues arise.

As Consulting Municipal and City Engineers, the capital planning for public infrastructure is one of our core functions. We work diligently to bring critical infrastructure funding assistance to the communities we represent. Our team has experience with Federal Aid Funding, State Aid Funding, FEMA Funding, and the 429 Assessment Process. In addition, our supporting staff of street, highway, and water/wastewater engineers are thoroughly versed in the funding options and processes related to their disciplines. We have successfully secured funding from all of these sources for our clients.



City Meeting Services

- Internal and External Meeting Participation
- Attend City Council, Planning Commission, and Other City Meetings, as needed
- Present Feasibility Studies at Public Meetings
- Private Development Meetings and Proposal Reviews
- Liaison to Cities and Agencies
- Perform Field Inspections and Address Constituent Concerns in Person and in Writing
- Public Presentations
- Provide Recommendations to Staff and City Council

City Meetings

Meetings are an important part of the City Engineer position. They are viewed as an opportunity to establish and build relationships and address and resolve issues. Excellent verbal and written communication skills are necessary to best represent the City when conducting or participating in meetings. It is important the City Engineer be capable of communicating technical information in a manner that is relevant to meeting participants and will help to facilitate productive discussion and decision-making. This is particularly important when meeting with residents who have a personal stake in the issue and may not be familiar with how the City and engineering principles work.

Larry has extensive experience in conducting or participating in public meetings, Larry estimates that he has participated in over 400 public meetings in his career. He understands the public realm and provides consumable and thoughtful comments for the good of the discussion.

Scope of Services

Communities in which we have acted as the designated city or town engineer:

- City of Aitkin
- City of Calumet
- City of Columbus
- City of Hermantown
- City of Lake Elmo
- City of Lino Lakes
- City of Marine on St. Croix
- City of Scanlon
- City of Victoria
- City of Wrenshall
- Baytown Township
- Denmark Township
- Eureka Township
- White Bear Township

Other municipalities and government entities with whom we have recently completed projects:

- City of Arden Hills
- City of Apple Valley
- City of Andover
- City of Blaine
- City of Brooklyn Center
- City of Cottage Grove
- City of Duluth
- City of Eagan
- City of Edina
- City of Hopkins
- City of Lake Elmo
- City of Lakeville
- City of Luverne
- City of Maple Grove
- City of Mendota Heights
- City of Minneapolis
- City of River Falls
- City of Rochester
- City of Rosemount
- City of Shakopee
- City of Shorewood
- City of South St. Paul
- City of St. Louis Park
- City of Saint Paul
- City of Stillwater
- City of West St. Paul
- City of Woodbury
- Washington County
- Anoka County
- Stillwater Board of Water Commissioners

Performing Similar Work

A successful consulting city engineer must understand a municipality's many stakeholders. It requires diligently nurturing relationships and recognizing a community's unique culture. Building on that basis, the day-to-day services provided must then be proactive, responsive, and cost effective. Larry Poppler who is proposed to be the City of Birchwood Village's City Engineer worked for the City of Prior Lake for 15 years. Larry has 24 years of project experience and 26 years of municipal experience - he understands the City perspective, issues, and concerns.

Providing engineering services to a city requires a close partnership among TKDA, city staff, city council, and other stakeholders and agencies. TKDA provides engineering opinions supported by sound engineering principles. We provide the engineering facts as they are and present them for the city's consideration and decision.

Throughout his appointment, Larry Poppler will provide leadership and guidance on engineering issues. He will implement efficiencies and work proactively to deliver services to the community. Larry will work closely with City staff, residents, and developers to solve issues that might arise. The key is to clearly communicate City standards and expectations early in the process and continue close communication throughout the project. The goal is to ensure well-built, easily maintained infrastructure.

TKDA's consulting city engineers continuously monitor funding opportunities for our client's projects. Serving as the city engineer for metropolitan and greater Minnesota cities allows us to divide the task and more efficiently monitor funding programs and ideas. We then determine their potential client benefit. This collaboration of our engineers provides added client value.

As City needs develop and change, tasks and work elements will evolve in step. TKDA remains flexible at all times and tailors our services and approach to City needs. **We can be as big as you need us to be, or as small as you want us to be.** We will work closely with the City Administrator to coordinate engineering activities including preparation of the agenda items pertaining to the City Engineer's responsibilities and will attend City Council meetings. Effective communication, be it verbal, email or letters, will be important to keep projects and issues moving forward efficiently. Our response to issues by the City Council, City Administrator, or staff will be prepared as soon as is practical, and in a time frame developed and germane to each issue. TKDA builds long-term trusted relationships by providing the level of service our client cities require.

TKDA professionals use state-of-the-art technology, communications, design software, and asset management programs. Whether it is GPS surveying equipment, ESRI ArcView, and AutoCAD Civil 3D for preparation of plans and specifications or GIS and spreadsheet software for mapping and asset management systems, TKDA has the technology to meet your needs.

Scope of Services

City Engineering Services

- City Council Attendance and Representation
- City Budgets and Capital Improvement Planning
- Engineering Design Standards
- Policy Revisions
- Stormwater System Management and Permitting (MS4)
- Pavement Management Program
- Mapping and Records
- GIS (Geographic Information System)
- Water Resource Engineering
- Assessment Policies and Practices
- Development Review Services
 - » Agreements and Fees
 - » Plat Review
 - » Sketch and Preliminary Site Plan Review
 - » Detailed Construction Plan Review
 - » Construction Observation
 - » Engineers Acceptance and Certification
- Sewer and Water Rate Studies/User Charge Systems
- Public Works Asset Management
- Right-of-Way Management
- Management and Operations Support
- Pedestrian Facilities and ADA Compliance
- Urban Design and Streetscape Amenities
- Street Construction
 - » Feasibility Studies and Reports
 - » Assessment Rolls
 - » Preliminary and Final Design
 - » Contract Documents
 - » Construction Administration and Staking
 - » Construction Observation
 - » Management and Operations Support
 - » Public Involvement
- Survey Services
 - » Topographic Surveys
 - » Design Survey
 - » Construction Staking
- GPS (Global Positioning Systems)
- Bridge Inspection Program

TKDA City Engineering Services

When TKDA signs on as a Consulting City Engineer, our goal is to be proactive, responsive, and cost effective. We form a partnership with your municipality and work together as an extension of your staff. Services we provide include:

Local Street Improvements — TKDA design teams approach each project with innovative ideas to balance the safety, cost-effectiveness, design requirements, and unique expectations of the adjacent property owners.

Utility Systems: Watermain, Storm Sewer and Sanitary Sewers — TKDA remains on the leading edge of underground construction technologies to assist our clients with exploring all options to find less expensive solutions to critical infrastructure issues.

Surface Water Resources — We develop and implement practical, cost-effective stormwater facilities and sustainable solutions. Our team is highly experienced in stormwater management planning, permitting, stormwater infrastructure projects, and innovative solutions. We have developed strong relationships with many watershed districts including understanding how to address their rules to keep a project moving.

Land Development — Having worked for many growing communities such as Prior Lake, Lino Lakes, Victoria, Lake Elmo, White Bear Township, Oak Park Heights, Hudson - WI, Andover, New Prague, and for Saint Paul Planning and Economic Development, TKDA staff has extensive experience related to municipal involvement with land development, redevelopment, and zoning.

Survey — TKDA provides land surveying and construction surveying as part of our broad single-source range of services.

Transportation Services — TKDA is a leader in traffic and transportation services; local collector and residential street reconstructions, road and bridge design; trails and pedestrian facilities; interchanges and roundabouts; and grade separation projects. We provide a complete menu of transportation planning and engineering services for all modes of transportation.

Landscape Architecture/Design — Sustainable and attractive solutions that improve the environment and enhance the overall image of the places that people live, work, and recreate.

Water Supply and Storage — TKDA is an established leader in water system engineering. Our goal is to build, maintain, and operate a safe, reliable water supply system.

Wastewater Collection — Whether building or rehabilitating a lift station or working on the pipes and manholes that make up the system, our goal is the wastewater collection system be cost effective to construct, operate, and maintain. We are one of the engineers that the Met Council relies on to address challenging projects.

Municipal Buildings and Facilities — TKDA provides planning, architecture, civil, mechanical, electrical, and structural engineering services for municipal buildings, facilities, and parks, truly a “one stop shop.”

Sustainability — With a focus on innovative solutions, LEED design principles, and energy efficiency, TKDA professionals can incorporate functional and practical sustainable solutions to every infrastructure project.

Scope of Services

Construction Services

- Plan and Preliminary Design Project
- Project Management Plan
- Meetings with Stakeholders
- Prepare and Submit Grant Funding Applications for Construction Projects
- Collect Existing Information on Project
- Perform Topographic Survey
- Prepare Construction Plans and Specifications
- Present Plans to City Council and hold Public Hearings (if needed)
- Prepare Permit Applications/Submit for Agency Review
- Review Bids and/or Prepare Bid Tabulation
- Prepare Recommendation on Bid Award
- Plan and Review Construction Projects and Specifications
- Preconstruction Meetings
- Construction Observation and Compliance
- Prepare and Organize Construction Documentation
- Review Contractor Payments
- Construction Staking and Surveying
- Prepare and Review Change Orders
 - » Prepare Record Drawings
 - » Monitor the construction process for compliance with codes and regulations
 - » Private development accounting

We enjoy solving unique design problems. We often use creative non-traditional techniques to develop sustainable solutions for difficult problems.

Construction Services

The Design begins with the CIP and project scoping and continues through feasibility before developing the design into plans and specifications for bidding. Throughout the process, it is important to gather information from stakeholders including residents, City staff and departments, related agencies, and the City Council to inform the design. Not all views can be accommodated, but it is important to understand and manage expectations. We strive to produce clear, complete construction documents that minimize change orders during construction.

Communication with residents is an important effort during design and throughout the project. The goal during design is to answer questions and address as many issues as possible, often through neighborhood meetings, to minimize questions and discussion needed during Public Hearings and City Council meetings. TKDA uses a number of techniques for project communications including neighborhood meetings, open houses, newsletters, brochures, website updates, and person-to-person interactions.

Our approach to managing construction services is to focus on the perspective of the stakeholders, namely, but not limited to, the adjacent residential and commercial properties. Our experienced construction observers understand how to interact with the public to resolve issues rather than exacerbating them. Monitoring development activities is an important function of city government. The City can rest assured that development meets or exceeds city and industry standards. During Larry's tenure at the City of Prior Lake, the population grew by 10,000 persons. This meant significant residential, commercial, and industrial projects. Larry was responsible for ensuring infrastructure was built correctly, including development, concept review, preliminary engineering, final engineering, drafting development agreements, Letter of Credit, Administrative, construction inspection, and warranty reviews.

At TKDA we have established a "project management culture" to emphasize quality project delivery. We define project success as completing project deliverables on time, within budget, and to the level of quality defined by our client at project start. TKDA project managers prepare written project management plans identifying critical success factors to a level of detail appropriate for the size and complexity of each project. This process begins during the Design Phase and continues through Construction. To further support and emphasize our project management culture, TKDA's Senior Management Committee, consisting of our CEO, President, and the Vice President of each of TKDA's operating divisions, conducts monthly reviews of projects.

We recognize the importance of maintaining City records. Providing accurate record plans at the conclusion of a project is a start, but being able to easily access the information is also important. TKDA has been developing such systems for over 100 years spanning many technologies, and we are currently developing GIS-based systems to maintain records for clients.



Scope of Services

Engineering Reports and Technical Correspondence Services

- Feasibility Reports
- Construction Inspection
- Creating As-Builts
- Preparing Assessment Roles
- Plat Reviews
- Utility Rate Studies
- NPDES Permit Applications
- Traffic Studies/Signalization/Signage/Forecasting
- Surface Water Systems Analysis and Design
- Wetland Delineation and Mitigation
- Capital Improvement Program Studies
- Discussion Comments
- Present Feasibility Findings

Response to Constituents

- Perform code violation inspections
- Address constituent concerns personally and in writing
- Make public presentations
- Provide recommendations to staff and City Council

Other

- Identify opportunities for green design and other non-traditional landscape management techniques, such as the use of rainwater gardens, cisterns, pervious surfaces, and other green design including facilities
- Work with other Engineering firms as desired by the City on specific projects
- Update land use, zoning and other maps and records
- Obtain proper approvals and documentations from local, state, and federal authorities prior to implementing projects
- Identify grant opportunities and write grant proposals as directed by City staff and City Council

Engineering Reports and Technical Correspondence

Whether routine letters or detailed reports, TKDA prepares concise and accurate correspondence. Advising the City Administrator, City Staff, and City Council on when studies, reports, and other information are needed is a primary role for a City Engineer. Larry has extensive experience preparing all types of reports and correspondence.

Response to Constituents

Responding in a timely manner to residents, business owners, developers, and staff is a priority for TKDA professionals. We focus on active communication to let constituents know we have received their request and are working to resolve their issue. Code enforcement or constituent concerns can be incredibly personal and emotional. Exploring a constituent's concerns must be delicately unwoven. Many times what a constituent is reporting is not the whole or real issue. TKDA employees treat citizens with courtesy and respect when dealing with issues. Telephone calls are returned promptly. We appreciate all input from citizens and will respond as directed by City staff or City Council.

In Larry's tenure with the City of Prior Lake he was not only City Engineer, but also the Inspections Director responsible for the Building Department and Code Enforcement. He learned how to manage the human side of public service.

Other

Change is constant, and many times in public service strange and unusual requests or inquiries are made to the City, sometimes spurred by technology. Examples such as cell towers or Vrbo can be pressure points in local government. While the League of Minnesota Cities helps on certain issues, an adaptable staff and consultant must manage the front lines.

TKDA has strong experience in green design. Over Larry's career he has had many projects which have included innovative designs, including iron sand filtration, rain gardens, recycled storm pipe cisterns, and wetland rehabilitations.





Larry Poppler, PE
 City Engineer
 larry.poppler@tkda.com | 651.292.4457

444 Cedar Street, Suite 1500
 Saint Paul, Minnesota 55101-2140
www.tkda.com



CITY OF BIRCHWOOD VILLAGE

PROPOSAL FOR PROFESSIONAL CITY ENGINEER SERVICES



Photo courtesy of Lund. Halls Marsh, 2018



March 1, 2023
 City of Birchwood Village
 Attn: Rebecca Kellen, City Administrator
 207 Birchwood Avenue
 Birchwood, MN 55110

Subject: City of Birchwood Village Professional City Engineer Services

Dear Administrator Kellen and Members of the Selection Committee:

SRF Consulting Group (SRF) is pleased to submit this proposal to provide professional services for the position of City Engineer to the City of Birchwood Village. SRF is proposing Eric Francen, PE, for this position. Eric has been the lead engineer on multiple projects over his career that have prepared him to assist the City of Birchwood Village in the areas described in the RFP. The City needs an engineer who truly understands that the relationships with staff, council, and the community are extremely important to accomplish the City’s goals and initiatives.

SRF collaborates with municipalities throughout the Midwest, acting as an extension of their staff. We understand the importance that cities like Birchwood Village place on maintaining a high quality of life, preserving natural resources, and providing exceptional municipal solutions. SRF understands the importance of engaging the public and being responsive to the needs of the citizens of Birchwood Village. We are committed to providing the City of Birchwood Village with high-quality personal and professional service in a cost-effective manner.

Additionally, in support of our proposed city engineer, we have assembled a custom team of experts in the specific areas the City is looking for assistance in. When you hire SRF to be your engineering firm, you will receive an experienced, seasoned city engineer, with access to the strengths of a full-service firm and the expertise of its more than 350 professional staff.

Primary quality control and oversight shall be provided by SRF Director of Municipal Services, Jon Haukaas, PE. Jon has more than 26 years of experience as a city engineer and/or public works director for the cities of Blaine and Fridley, Minnesota, and Fort Collins and Superior, Colorado.

Our team will provide Birchwood Village:

- **Responsive Service.** Communication and responsiveness are equally as important to a project’s success as technical engineering skills. Our proposed City Engineer Eric Francen is committed to responding to all phone calls and emails during the same business day, taking full responsibility for the progress and success of each project.
- **Cost-Effective Solutions.** We understand the needs of municipalities as they work to balance the initial costs with long-term operations and maintenance needs. SRF is committed to providing you with the time and skillsets that best meet the needs of the City. SRF has the resources available to meet any unforeseen needs that may arise. With your prior approval, we can offer additional or different staff to best fit the project scope and budget to best achieve your goals in the most financially feasible manner possible. Our goal is to enable the City to make informed decisions and deliver the best value to its citizens and businesses.
- **Effective Agency Coordination.** SRF understands that being a trusted resource for not only the City but also adjacent agencies aids in the effective and efficient coordination and approval of projects. SRF’s team brings extensive interagency coordination to aid the collaboration effort between agencies as needed by the City.

Rates

Standard rates for the primary staff assigned to the City of Birchwood Village are as follows:

| Name | Role | Classification | Rate |
|-----------------------|-----------------------------|------------------|----------|
| Eric Francen, PE | City Engineer | Professional IV | \$151.44 |
| Jon Haukaas, PE | QA/QC | Professional VII | \$227.91 |
| Leah Gifford, PE | Water Resources/Storm Water | Professional VI | \$174.48 |
| Mitchell Brouse, AICP | Planning | Professional III | \$135.72 |

SRF is committed to working collaboratively with the City of Birchwood Village to fulfill your needs for a consulting city engineer and supporting professional consulting services. We look forward to the opportunity to present our qualifications.

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses such as printing, supplies, reproduction, etc., will be billed at cost and mileage will be billed at the current allowable IRS rate for business miles. Invoices will be submitted on a monthly basis for work performed during the previous month. Payment is due within 35 days. A complete Fee Schedule is provided on page 17.

Please feel free to contact us if you have any questions or need additional information: jhaukaas@srfconsulting.com or 763.249.6758.

Sincerely,



Jon Haukaas, PE
Director of Municipal Services



Mitch Rasmussen, PE
Vice President—Civil Design

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SRF Consultant Profile

SRF Consulting Group offers a broad base of award-winning planning, engineering, and design services. Serving clients in the public sector, we provide innovative solutions with a focus on quality.

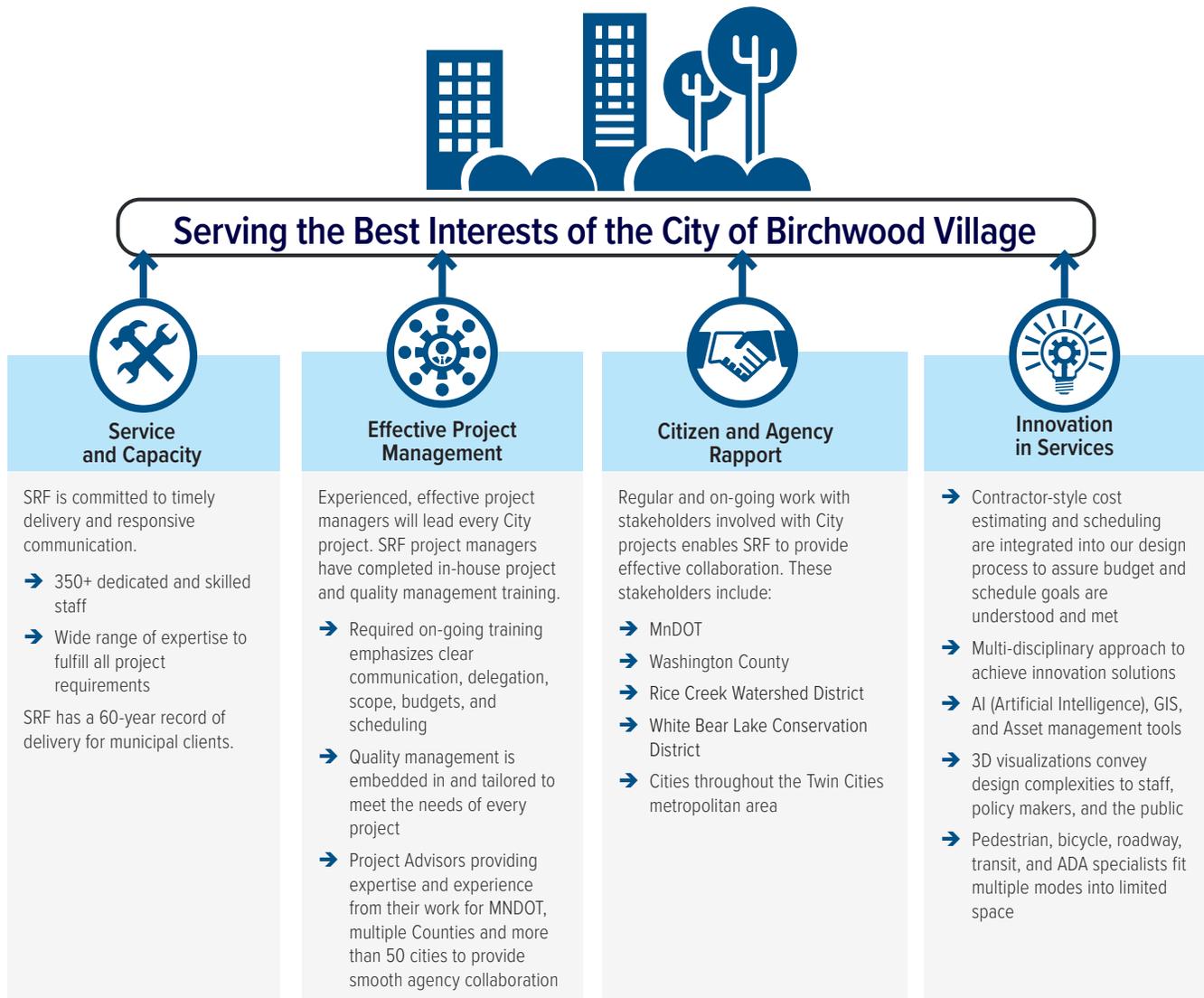
As a 100 percent employee-owned company, SRF’s engineers, planners and designers collaborate with our clients and their stakeholders to develop creative solutions for the most challenging projects. Our award-winning projects range from designing roadways, bike-ways, parks, and bridges to planning transportation systems, neighborhoods and urban spaces. Our inter-disciplinary team has the experience to take a project from planning and conceptual development through preliminary design and into final design and construction.

SRF employs more than 350 engineers, planners, technicians, and support staff who are recognized as leaders in their

respective disciplines. This depth and breadth allows us to provide the City of Birchwood Village with the necessary expertise as well as the capacity to meet the City’s goals and objectives.

SRF can support the City in the following areas:

- Municipal Engineering & Utilities
- Surface Water and Natural Resources
- Grant Assistance
- Parks & Recreation
- GIS
- Surveying

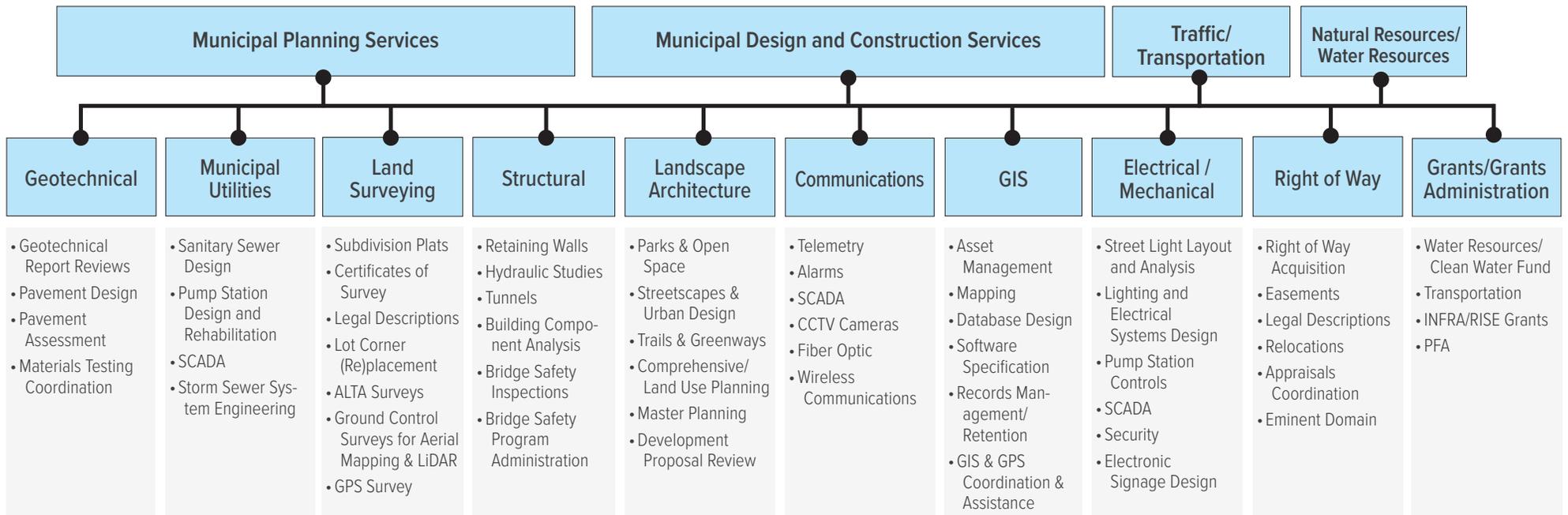


Service Areas and Firm Expertise Available to the City of Birchwood Village

The chart below summarizes the services that SRF can provide to the City of Birchwood Village. Our skilled staff members have worked on hundreds of multi-disciplinary municipal projects, providing all of the listed services.

General Municipal Engineering

- Project Management
- Capital Improvement Planning
- **Infrastructure Assessments**
- Project Design and Specifications
- Construction Management
- Operations Management
- **Development Review**
- Land Use Review
- **Comprehensive Planning**
- Community Planning
- Land Use Planning
- **Zoning Ordinances**
- Small Area or Master Plans
- Public Engagement
- Traffic Forecasting
- Multimodal Planning
- Transportation Plans
- Environmental Planning & Documentation
- AUARS
- Section 4(f)/6(f) & Section 106
- Air and Noise Quality Modeling
- **Wetland Delineation, Mitigation, & Assessments**
- Feasibility Studies/ Design Ch. 429 Assessments
- **Street Reconstruction and Rehabilitation**
- Sanitary and Storm Sewer and Water Main
- Site Planning/Design
- Cost Estimates
- Assessments
- Concept Development
- Preliminary & Final Design
- Roundabouts
- State Aid
- Federal Aid
- Utility Coordination
- Safety Assessments
- Topographic Surveying
- Contract Administration & Observation
- Construction Staking
- Business Liaison
- **Public Engagement**
- Bidding Services
- Record Drawing Preparation
- Signing & Pavement Marking Design
- Temporary and Permanent Traffic Control & Detour Plans
- ICE Reports including Roundabouts
- Traffic Impact Studies
- Speed Studies
- Circulation/Site Plan Analysis
- Hydrologic & Hydraulic Modeling
- **Stormwater Management**
- Water Quality Modeling
- Bioengineering
- **Wetland Conservation Act Consulting**
- Remote Bathymetric Pond and Waterway Survey



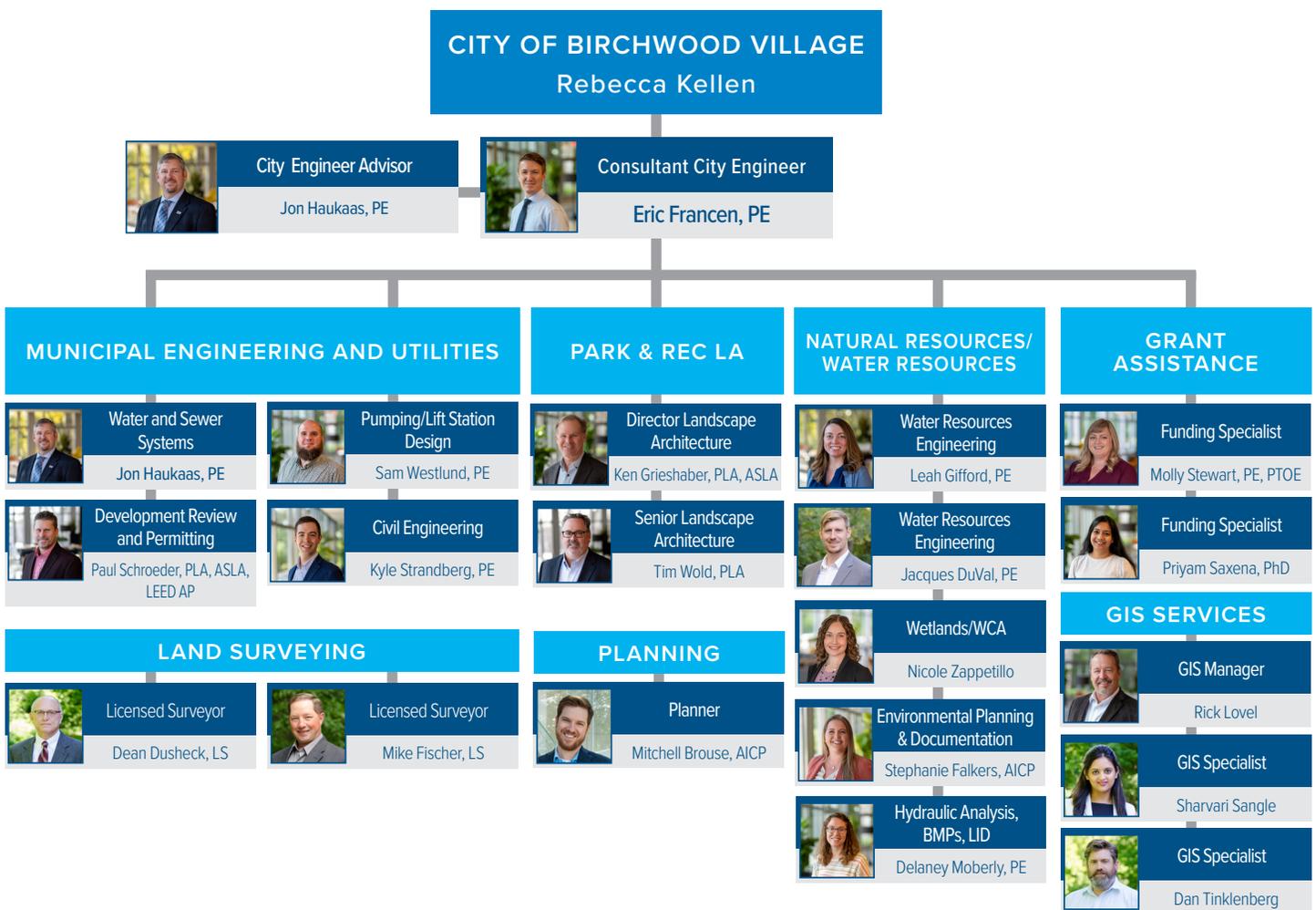
Technical Specialty Consulting Services

The SRF Team

SRF believes Eric Francen has the skills to provide great service as your City Engineer. We also want to assure the City that this will be backed by a full service team of professionals to meet all your engineering and planning need.

SRF has the experience to take a project from conceptual development through preliminary design into final design and construction. We collaborate with our municipal clients to plan and design a wide range of municipal improvements, including residential streets, collector and arterial roadways, sanitary sewers, water mains, and storm sewer systems. Additionally, we understand the importance of early coordination with utilities, railroads, and watershed districts and watershed management organizations.

SRF understands that cities have limited resources to support capital improvement programs, and we develop cost-effective solutions to minimize construction costs and right size designs to ensure they meet the standards of public safety and are not over-designed with high-cost construction elements. SRF is committed to provide you with the time and skillsets that best meet the needs of the City of Birchwood Village. SRF also has the resources available to meet any unforeseen needs that may arise, with your prior approval, we can offer additional or different staff to best fit the project scope and budget to best achieve your goals in the most financially feasible manner possible. The City will be well served by the team of professionals shown below. On the following pages, we present our team resumes.



KEY MUNICIPAL ENGINEERING STAFF



Eric Francen, PE I Consulting City Engineering

With seven years of experience, Eric specializes in preliminary and final roadway and transit design. Eric excels and is highly proficient with design using AutoCAD Civil 3D, making him one of SRF's leading experts. He

actively trains and mentors design staff to ensure high-quality products. His professional skills include roundabout design, geometric design, ADA and accessibility design, cross-sections, quantities, and cost estimating.

65th Street Reconstruction, Rochester, Minnesota. Eric served as the lead designer for the development of final design plans consisting of two single-lane roundabouts for State Aid approval.

Dakota County 179th Street Dodd Boulevard Corridor Study, Minnesota. Eric served as the lead designer in determining roadway improvements necessary to facilitate a jurisdictional transfer of Roadways. Design included 30% plans.

179th Street Final Design, Lakeville, Minnesota. Eric served as a lead designer for 1.0-mile urban reconstruction to meet the future roadway CSAH designation in the city of Lakeville. The design included an addition of a roundabout.

Connect the Park, St. Louis Park, Minnesota. Working as a design engineer, Eric designed trail and on-road bicycle facilities to accommodate multimodal transportation.

Ramsey County Riverview Transit Corridor Study, St. Paul, Minnesota. Eric is the lead designer for the West 7th Street segment of the project. As a lead designer, he is responsible for developing concept layouts for streetcar and bus rapid transit. This work includes station sighting, track and guideway alignments, profiles, pedestrian accommodations, and other transit infrastructure.

Metropolitan Council Gold Line BRT Final Design, St. Paul, Minnesota. Eric was a lead designer for a segment of the corridor and collaborated with other segments and disciplines. This work included geometric design and modeling of station platforms, bicycle lanes, guideway, retaining walls, and other transit accommodations.

Metropolitan Council METRO Blue Line LRT Extension, Minneapolis, Minnesota. Eric served as a lead modeler and 3D designer for 4-miles of CSAH roadway reconstruction in the City of Brooklyn Park. He was responsible for modeling roadway and center running light rail transit including station accommodations.



Jon Haukaas, PE I City Engineer Advisor, Water & Sewer Systems

Jon has more than 26 years of experience leading Public Works and Engineering Departments and understands the needs of local government in Minnesota. His expertise includes

municipal utilities, neighborhood street improvements, stormwater management, flood control, emergency management, and strategic planning. His technical experience also consists of a solid background in applying an asset management approach to long-term infrastructure planning, maintenance, and operations. Jon has years of experience presenting to city councils, boards, public groups, etc.

As the Director of Public Works for the City of Blaine from 2017 to 2022, he led the organization through a complete renovation of its water system. The overall project included upgrades to well houses, chemical feed systems, construction of a new 8 MGD Water Treatment Plant, and complete replacement of the utility SCADA system. Jon also led the city's involvement in Minnesota's first Planning and Environmental Linkages (PEL) Study to improve Trunk Highway 65 and the subsequent NEPA and preliminary design processes. Previously he held the positions of Deputy Utility Director for Water Engineering and Field Services in Fort Collins, Colorado, and Director of Public Works/City Engineer for the Town of Superior, CO and City of Fridley, MN.

City of Blaine Annual Street Reconstruction. Program improvements include replacing the existing street section, upgrades to concrete curb and gutter, ADA improvements, performing necessary utility replacements, and often storm sewer expansions as needed. The program was advanced in 2018 to increase annual reconstruction from 2 miles annually to 8-12 miles annually. Funding was through a new Street Assessment Policy, Pavement Management Program funding, and Minnesota State Aid funding. Many of the projects connected to County Roads or CSAHs requiring inter-agency cooperation. Project Areas included:

- Buchanan N & S Neighborhoods (TH65 to Polk St, 123rd Ave to 129th Ave)
- Club West Parkway NE, Blaine, Minnesota
- 93rd Lane Extension, Blaine, Minnesota
- 100th Court NE and Flanders Court NE, Blaine, Minnesota
- 2021 Polk Street Area Street Reconstruction, Blaine, Minnesota

Pipe Replacement Fort Collins, Colorado. The annual pipe replacement program is coordinated with the Streets maintenance schedule for efficiency, cost-effectiveness and reduced traffic and neighborhood impacts. In 2017 alone, the program completed:

- Nine wastewater sewer pipe projects totaling 6,200 feet of 6-inch diameter pipe
- Nine waterline projects totaling 9,300 feet of 6- and 8-inch diameter pipe
- Six stormwater pipe projects totaling 3,000 feet
- Three channel and detention projects

MUNICIPAL AND UTILITIES ENGINEERING



Paul Schroeder, PE, LS | Development Review and Permitting

Paul has 27+ years of experience as a development consultant in the commercial, residential, and government markets and has worked on numerous projects over his career.

He focuses on site planning, engineering/environmental coordination, and project aesthetics while bringing a complement of skills to assist clients in the project's entitlements, site design, assessment, construction, and overall development success. Paul enjoys collaborating with and leading multidisciplinary teams to develop creative solutions that address project challenges and meet key target dates.

Meander Park and Boardwalk Development, Medina, Minnesota.

Site consulting and design services for a 6-acre mixed use retail, event center, and attached residential master plan, with site amenities and surrounded by wetland and future development parcels.

Downtown Hugo, Hugo, Minnesota. A 4-acre mixed use redevelopment retail and office master planned project, complete with a downtown theme and lake front boardwalk. Complete site development services involving site planning, platting, wetland temporary impacts, traffic/parking, civil engineering, and landscape architecture.

Gundersen Health Care, La Crosse, Wisconsin. Civil engineering and survey coordination involving a downtown urban medical office building renovation, along with related parking/pedestrian modification and additional utility connections.

Norway House, Minneapolis, Minnesota. A complex urban event center addition for this non-profit Norway culture organization, and adjacent church. Design also involved multiple site planning changes to accommodate parking, pedestrian circulation, sculpture/plaza, and aesthetics. Complete with survey and Travel Demand Management Plan.

Fleet Storage Facility, White Earth, Minnesota. Indoor facility for White Earth Nation to store its fleet of cars that is used to service the community on a daily basis. Provide site schematic design and due diligence assistance, along with future design services for property development.



Kyle Strandberg, PE | Civil Engineering

Kyle is a member of SRF's Municipal Engineering group and has three years of engineering experience working on city street, county highway, and state highway design projects. He is experienced in preliminary and final

design, ADA design, roundabout design, plan production, and has advanced knowledge in 2D drafting and 3D modeling in Bentley Open Roads Designer/MicroStation/GEOPAK. Kyle also has a background of construction experience on interstates, state highways, county highways, and city streets in Minnesota, North Dakota, and Iowa.

- Hennepin County CSAH 81 (W Broadway Ave) & CSAH 153 (Lowry Avenue) Urban Interchange Reconstruction
- Shakopee Unbridled Ave Reconstruction
- Shakopee 12th Ave Reconstruction
- Carver County TH 5/25 & CSAH 33 (Reform Street) Reconstruction
- Carver County TH 41 & CSAH 18 (Lyman Blvd) Reconstruction



Sam Westlund, PE | Hydraulic Analysis, Lift Stations

In his eight years of experience in water resources engineering, Sam has created hydrologic and hydraulic models, navigated various permitting environments, and designed culverts, storm sewer, sanitary and

storm sewer lift stations, storm water best management practices, open channels, and SWPPPs. He has completed both preliminary and final level designs, as well as in construction design modifications for urban and rural drainage systems. In addition, Sam has wide-ranging experience in hydraulic modeling of large and small scale river crossings, bridge deck drainage, and abutment scour countermeasures. His software expertise includes HEC RAS, HEC GeoRAS, HEC RAS, HY 8, GEOPAK Drainage, GEOPAK Site, HydroCAD, XP SWMM, FHWA Hydraulic Toolbox, and P8. This design and analysis experience is supplemented by his hands on field experience as an on site engineer for both water resources related projects and general roadway reconstruction projects.

McLeod County Dakota Rail Trail Feasibility Study, Minnesota.

Coordinated and led the hydraulic analysis of replacement alternatives for two existing bridges along trail corridor and assisted in selecting the recommended alternative based on hydraulic impacts, construction costs, and right of way considerations.

City of Eden Prairie - Eden Prairie Road Sanitary Lift Station, Minnesota. Led the design of a fully duplexed sanitary lift station and force main, serving both commercial and residential zones.

City of Eden Prairie Preserve Boulevard Reconstruction, Minnesota. Served as a design lead for a dual-pump storm sewer lift station and force main, which serves as primary outlet and stage control for Eden Lake.

Kensington Runestone Park Visitor Center, Douglas County, Minnesota. Served as a designer for a drinking water system serving the visitor center, including determination of well placement, pump selection, and internal pressurization system.

ADDITIONAL KEY SUPPORTING STAFF

NATURAL RESOURCES/WATER RESOURCES



Leah Gifford, PE | Water Resources Engineering

Leah has 14 years of experience in water resources and transportation engineering. Her projects range from planning and feasibility studies, preliminary and final design projects, to MS4 support and GIS mapping. She has a well-rounded understanding of regulatory environments and engineering design procedures. She previously worked in the Dam Safety Division in the Minnesota Department of Natural Resources where she modeled flood zones in case of dam breaches; the United States Peace Corps working with agricultural and irrigation systems; and a transportation engineering firm in Illinois where she designed roads and drainage systems for public agencies.

Washington County Manning Avenue Corridor, Phase 1 & 2, Minnesota. Lead water resources designer for the preliminary design of the Manning Avenue Corridor and final design of the first phase of the corridor project. She modeled the projects using HydroCAD and the MIDS calculator, and designed the storm sewer system and the BMPs, including an infiltration basin and four infiltration swales. Coordination with the Valley Branch Watershed District and permit approval was obtained during the process.

Washington County CSAH 13 (Ideal Avenue), Minnesota. Lead water resources designer for the preliminary design of the CSAH 13. This project includes the widening of a residential road and the conversion to an urban system. Regulatory and stakeholder considerations were important to this project. Preliminary storm sewer design and four BMP alternatives were designed.

Twin Lakes Parkway, Roseville, Minnesota. Designed drainage BMPs including rain gardens, wet ponds in contaminated areas, and an iron-enhanced filtration bench. Modeled the corridor in HydroCAD and permitted with Rice Creek Watershed District.



Jacques DuVal, PE

Jacques has 11 years of water resources engineering experience, including roadway drainage, stormwater management, and stormwater permitting. He has performed preliminary hydraulic design through final storm sewer design on a wide variety of projects.

Jacques is proficient in drainage design, hydrologic design, hydraulic analysis, and water quality analysis as well as construction plan preparation and review.

Steiger Lake Wet Detention Pond, Victoria. Feasibility study, modeling, final design, and bid documents to restore a drained wetland into an ecologically and hydrologically diverse wetland that will provide water quality treatment for a large area tributary to Steiger Lake.

Minnesota Army National Guard AHATS FMS, Arden Hills. Stormwater design and permitting for 48-acre site. With roughly 20 acres of new impervious surface, a number of stormwater treatment methods were required to meet the high standards of local watershed district. Project includes porous asphalt, rainwater harvesting/reuse, a stormwater wetland, and drought tolerant plantings.



Nicole Zappetillo | Wetlands/WCA

Nicole has 14 years of experience including numerous wetland delineations, wetland permitting, wetland mitigation site monitoring, agency coordination, and environmental documentation. Her work includes completing wetland delineations and reports, Minnesota

Wetland Conservation Act and U.S. Army Corps of Engineers Section 404 permit applications, agency coordination, and federal and state environmental documents. Nicole is a certified wetland professional and has extensive experience evaluating wetlands using the Minnesota Routine Assessment Method and determining appropriate wetland management classifications for areas with buffer width requirements.

Bloomington France Avenue Trail from West 84th Street to Old Shakopee Road. Completed a field wetland delineation along three miles of France Avenue, processed GPS data and prepared report figures, prepared a delineation report, completed agency coordination, and prepared a wetland permit application for a multi-use trail.

Plymouth Northwest Greenway Trail. Completed field wetland delineations for several segments of a multi-use trail, processed GPS data and prepared report figures, prepared delineation reports, completed agency coordination, and prepared wetland permit applications.

City of Minneapolis 7th Street Ramp to I-94. Prepared a Categorical Exclusion Determination document to reorient the westbound I-94 downtown Minneapolis exit ramp from 5th Street to 7th Street, resulting in an approved Categorical Exclusion.



Stephanie Falkers, AICP | Environmental Planning & Documentation

Stephanie has 11 years of experience in environmental, community, and transportation planning. At SRF, she works on various land use, transportation, and environmental data collection efforts; zoning ordinance administration and analysis; zoning ordinance updates; environmental documentation and permitting; land use; growth management; comprehensive plans; and master planning. With a degree in landscape architecture, she provides a unique perspective to a variety of planning projects.

ND Highway 23 Major Rehabilitation/Reconstruction from Watford City to the Fort Berthold Reservation, McKenzie County, North Dakota. Stephanie served as the primary author for the Project Concept Report and addenda, individual 404 Permit, nationwide Section 404 Permits, Section 7 Evaluation, floodway authorization, floodplain permit, Section 6(f) coordination and farmland impact ratings. A biological assessment was also completed.

US Highway 52 Intersection Improvements at Lake Street, Drake, North Dakota. Stephanie participated as a contributing author for the project's documented CatEx, Section 7 Evaluation, and public involvement process. A noise analysis and environmental site assessment were completed for the project.



Delaney Moberly

Delaney's experience in water resources engineering includes hydrologic and hydraulic modeling, urban drainage design, and stormwater management at both the preliminary and final design stages. She has worked on the design of storm sewers and stormwater

best management practices (BMPs). Delaney joined SRF after finishing her master's degree in Civil Engineering with an emphasis in water resources from the University of Minnesota in 2015.

Land Surveying



Dean Dusheck, LS | Licensed Surveyor

Dean has 40 years of experience as a professional land surveyor and supervises SRF's survey operations. Respected as a detail-oriented land surveyor and efficient supervisor, he is involved in all SRF projects where

design surveys and/or land surveys are required. Dean's involvement extends beyond surveys prepared by SRF and includes quality control reviews of mapping and survey-related data received from third parties. He has provided land surveying services, including right of way research and legal descriptions, for numerous SRF projects.

- **Dunkirk Lane/I-94 Interchange Right of Way Plat, Maple Grove**
- **Lyman Boulevard (CSAH 18) Plat, Carver County**
- **60th Avenue Northwest Official Map, Rochester**
- **Mill Street Plat, Wayzata**
- **TH 610 Interchange Registered Land Survey, Maple Grove**
- **Tower Road Right of Way Plat, Fergus Falls**
- **Superior Boulevard Reconstruction Boundary and Legal Survey, Wayzata**
- **CSAH 81 Reconstruction Boundary and Legal Survey, Hennepin County**
- **Minnetonka Street Reconstruction Topographic Surveys**



Mike Fischer, LS | Licensed Surveyor

Mike has 16 years of land and construction surveying experience. Prior to joining SRF, he worked at firms in both the private and public sector. His previous experience includes proudly serving in the United States Air Force

and Wisconsin Army National Guard. His land surveying experience includes topographic, boundary and ALTA/ACSM surveys, section corner restoration, right of way mapping, platting, and legal description analysis and writing. Mike has extensive experience in construction services including grading, paving, sewer, water, and bridge and building staking. One of Mike's biggest projects was providing boundary and construction services for a major bridge and road project in Saint Paul, Minnesota.

- **Red Wing River Crossing, Red Wing, Minnesota**
- **US 63 and Gilmore Avenue, Winona, Minnesota**
- **55th Street Northwest Official Map, Rochester, Minnesota**

- **County Road 55, Dakota County, Minnesota**
- **TH 52 Road and Lafayette Bridge, Saint Paul, Minnesota**
- **US 61 Unbonded Overlay, Dakota County, Minnesota**
- **I-35E Unbonded Overlay, Washington County, Minnesota**
- **US Border Patrol Land Port of Entry, Warroad, Minnesota**

Parks and Recreation Landscape Architecture



Ken Grieshaber, PLA, ASLA | Director Landscape Architecture

Ken has 30 years of landscape architecture and urban design experience, with an emphasis on park and trail improvements. He has been involved in the planning and design of

more than 60 neighborhood, community, and regional parks. Ken's skills include project management, conceptual and detailed design, and preparation of construction drawings and cost estimates. His work is mindful of operations and maintenance considerations and emphasizes sustainability. In addition, Ken is known for his skill in fostering an open, collaborative design process that includes residents, city officials, and design professionals.

Three Rivers Park District French Regional Park Creative Play Area, Plymouth, Minnesota.

SRF worked closely with Three Rivers Park District staff and a diverse group of stakeholders, including a fourth-grade class from a local elementary school, in developing a new destination play area within this extremely popular regional park. The play area site afforded opportunities to use grade changes to provide accessible circulation to the upper level of the play structure via walls and elevated ramps. Key features of the play area include a three-level tower with slides and climbers, an extensive system of climbing nets, multi-user swings, a sand/water play node, mist towers, and a playhouse for younger children.

City of Brooklyn Park 10-Year Park System Plan, Minnesota.

Brooklyn Park is the sixth largest city in Minnesota and one of the most diverse cities in the state. SRF developed a plan for the city that was highly focused on community engagement and ensuring equitable distribution to facilities and services throughout the community. As the project manager, Ken was involved in community engagement, equitable analysis, developing a system-wide framework and vision, leading a design charrette for priority parks, crafting final recommendations for all 60 parks within the system, and writing the master plan document.

Washington County Central Greenway Regional Trail, Minnesota.

This regional trail will provide a safe and accessible trail connection between three of the region's premier regional park facilities: Big Marine Park Reserve, Lake Elmo Park Reserve, and Cottage Grove Ravine Regional Park. Ken served as project principal for the trail master plan, which included two segments of existing and proposed trail between I-94 and Cottage Grove Ravine Regional Park. One purpose of this master plan is to identify which existing trail segments will become part of the Central Greenway Regional Trail, and which segments will remain local trails.



Tim Wold, PLA, ASLA | Senior Landscape Architecture

Tim has been practicing landscape architecture and urban design for 21 years. He has a wide range of project experience that includes neighborhood and community park planning and design, athletic complexes, trail system planning, site design, urban streetscapes and plazas, and natural resource-based state and regional parks. Tim has successfully managed a number of multi-million dollar park and athletic complex projects, leading multi-disciplinary teams from the initial planning stages through implementation. He works with a wide variety of clients and enjoys collaborating with design professionals from other disciplines.

Avonlea Community Park, Lakeville, Minnesota. The City of Lakeville commissioned SRF to prepare concepts, schematic grading plan, cost estimates, and assist with community engagement for this 40 acre community park. Key amenities include several grass multi-use green fields, an artificial turf multi-use field, a premier baseball field, pickleball courts, a destination play area and splash pad, and restroom/concessions buildings. Other features include a youth challenge course, adult fitness equipment, and a lighted loop trail system. The site, located on Cedar Avenue, provides a central location within the city for youth tournaments and offers good access for vehicular and pedestrian circulation. Based on feedback received from staff, community members, the Park and Recreation Commission, and City Council, SRF prepared a preferred master plan for the park.

City of St. Michael Town Center Park, Minnesota. SRF is worked with the City of St. Michael on the planning and development of their civic gathering and special event campus. Key program elements include a large multi-purpose open lawn space, splash pad with restroom/changing room building, destination play area, and picnic shelters which can be reserved for small group gatherings. Tim provided conceptual design, public engagement, and cost estimation services.

Three Rivers Park District French Regional Park Creative Play Area, Plymouth, Minnesota. SRF worked closely with Three Rivers Park District staff and a diverse group of stakeholders, including a fourth-grade class from a local elementary school, in developing a new destination play area within this extremely popular regional park. The play area site afforded opportunities to use grade changes to provide accessible circulation to the upper level of the play structure via walls and elevated ramps. Key features of the play area include a three-level tower with slides and climbers, an extensive system of climbing nets, multi-user swings, a sand/water play node, mist towers, and a playhouse for younger children.

FUNDING & GRANT ASSISTANCE



Molly Stewart, PE, PTOE | Planning & Funding

Molly has 17 years of transportation planning and traffic engineering experience. Her experience includes working with state, county and municipal clients on a variety of transportation and planning projects including corridor studies, subarea studies, transportation and preservation plans, multimodal facility plans, freight studies, and funding applications.

Scott County CSAH System Study. SRF worked with Scott County to evaluate the County’s roadway system and identify changes that maximize their system needs and mileage appointments. An interactive dashboard was developed that allowed the study team to evaluate different scenarios which utilized the Minnesota Department of Transportation’s (MnDOT) State Aid Needs Calculation and considered future traffic projects, planned jurisdictionally changes and planned construction projects. The dashboard provided instant calculation of potential funding needs which allowed the County to make an informed decision about adjustments to their current County State Aid Highway (CSAH) system. The final deliverable included a report with recommendations on State Aid system revisions. Molly was the Project Manager for this study.

Financial Analysis and Grant Writing. Molly assisted Chippewa County with a financial and performance gap analysis of their existing and future transportation system. This work included recommendations on system management and adjustment strategies in reduce the identified long-term gap in funding. Molly is also well versed in grant writing including Metropolitan Council Regional Solicitation grants, MnDOT’s HSIP grants, and the FTA grant program. Recent successes in funding securement include Safe Routes to School funding for the City of Norwood Young America, Multiuse Trails and Bicycle Facilities funding for the City of Bloomington, and HSIP funding for Chisago County and Carver County.



Priyam Saxena, PhD | Grant Assistance

Priyam leads the Technical and Research division of the Funding and Grants Services at SRF. Priyam is an experienced grant writer and has helped successfully deliver several IJJA federal programs. She has secured over \$110 million for various clients and has a deep understanding of federal, state, and regional grant processes. Priyam has extensive experience in interdisciplinary research and specializes in understanding the nuances of IJJA NOFOs. She leverages her experience and knowledge in crafting a data-backed project narrative that goes towards winning grant funds successfully. Her recent experience includes:

- **SS4A 2022 | City of Madison | Forward to Vision Zero – Madison | \$268,000 million**
- **BIP & INFRA 2022 | MnDOT | I-90 Austin Bridges Improvement & Mobility Project | \$25 million**
- **INFRA 2021 | MnDOT | I-494 Airport to Highway 169 Project | \$60 million**

GIS SERVICES



Rick Lovel | GIS Manager

Formerly a national technical director at a international AEC firm, Rick has delivered 3D visualization, GIS and BIM solutions to 43 DOTs as well as federal, state, county, and municipal projects throughout the U.S., Canada, and the Pacific Rim. As SRF's Chief Technologist Rick oversees adoption of advanced engineering technology such as embedded visualization for 3D design, BIM for Infrastructure, GIS, and Data Analytics solutions for SRF's clients. He is a recognized expert actively involved with the FHWA sponsored TRB ABJ95 Visualization in Transportation and BIM for Infrastructure Subcommittee. Recently Rick conducted BIM for Infrastructure research for MnDOT, Minnesota Local Roads and Research Board (LRRB), and supports the advancement of 3D design and processes such as clash detection and 4D at SRF.

Rick works closely with owners, stakeholders and engineering professionals to solve business challenges. He has a reputation for quickly grasping project issues and crafting effective solutions to help mitigate challenges. He blends a stakeholder's perspective of the issues at hand with technical expertise and dedication to efficiency. Rick understands how to balance cost vs. benefit of technology adoption and how to match right-sized budget solutions with the right types of projects.

Project Experience

- **MnDOT Local Roads and Research Board (LRRB) preliminary design BIM adoption and return on investment research**
- **MnDOT CIM Adoption Initiative, Tasks 1, 2 (BIM program development)**
- **NDDOT Williston Bypass 1A Construction Engineering (4D Phasing)**



Sharvari Sangle | GIS Specialist

Sharvari has six years of GIS and IT experience. She offers clients a unique combination of analytical and programming skills, using predictive, spatial, and statistical data to find anomalies and patterns in complex datasets

to provide process improvement tools; develops automations using different programming platforms; create web applications, dashboards, reports, and web maps; and performs other GIS services throughout the various stages of a project.

MnDOT Rethinking I-94. MnDOT has been working with neighborhoods, community groups, district councils, local governments and others interested in the future of I-94 between Saint Paul and Minneapolis in an effort to plan for transportation changes on and along the freeway. This effort is known as Rethinking I-94. Sharvari was responsible for creating a process that would generate visualization for the auto and freight daily volumes for a neighbor or between specific neighborhoods, for a segment or between segments etc. She was successful in creating an Alteryx application named Trip VIZ, allowing the user to generate results interactively. More than

15 million records are crunched and processed in the background, creating a sophisticated Tableau visualization of the trip patterns and the volumes.

SHRP2 Reliability Data & Analysis Tools. Sharvari was responsible for database management of the project including data collection collaboration, curation of datasets etc. This data-base system combined traffic and travel time data with records of various conditions – such as weather, crashes, incident, road work, and unique events – to identify the causes and impacts of nonrecurring congestion. This information was summarized into useful results describing a highway's travel time reliability performance using a range of tools, from pie charts of delay causes to cumulative density function curves, statistical indices, and cartographic map templates.

MnDOT Congestion Management Planning Study Phases I – IV.

MnDOT is seeking more cost-effective ways to address reoccurring congestion and safety issues and to spread greater benefits to more users, more quickly. Sharvari was a spatial database administrator and provided expertise in data analysis, spatial database curation and management, data analytics support throughout Phase I to phase IV. Sharvari was also responsible for creating web application and map services for client communication.

PLANNING ASSISTANCE



Mitchell Brouse, AICP

Mitchell has seven years of planning experience in the public and private sectors. He has completed comprehensive and land use planning, environmental planning, and zoning and land use code development. His work has included projects in large metro areas, mid-sized counties, and smaller urban communities.

focused on providing planning assistance to various communities.

Focus River Falls, Comprehensive Plan Update, River Falls, Wis-

consin. Currently assisting the planning process with the development of goal and policy statements, plan analysis efforts, and the creation of the Comprehensive Plan document. Marshall Comprehensive Plan Update, Minnesota. Efforts focus on the development of the future land use plan and plan element analysis. Mitch's roles include plan analysis, data collection, zoning assessment, and GIS mapping.

Snohomish County Tomorrow, Countywide Planning Policies,

Snohomish County, Washington. Served as the project manager in updating the Countywide Planning Policies for Snohomish County, which provide high level planning guidance that all Snohomish County jurisdictions are required to follow.

Johnson County, Zoning Administration, Iowa.

Served as a permitting planner interpreting and implementing the County's Unified Development Ordinance. Reviewed subdivision and zoning applications for compliance with the zoning ordinance and prepare associated staff reports.

SERVICE AREA DESCRIPTIONS & REPRESENTATIVE PROJECTS

Municipal Engineering and Utilities

SRF's municipal engineers are experienced in the planning, design, and construction of municipal infrastructure, including streets, roundabouts, storm sewers, stormwater BMPs, water and sewer systems, trails, lighting, and parking lots, as well as providing site engineering for municipal operations and maintenance facilities. These skills enable us to deliver projects from feasibility to final design to construction and final project closeout. Once construction is complete, we can assist with Asset Management by using our GIS tools to map the new infrastructure in a City accepted format. We are dedicated to close coordination with the City to provide strong project management and agency coordination and deliver projects from start to finish. Our municipal engineering services include:

- Capital Improvement Planning
- Project management
- Concept, preliminary, and final design
- Environmental documentation
- Local Road Reconstruction
- County, State, and Federal Aid projects
- **Grant Funding Applications**
- QA/QC for City in-house designs & plan sets
- **Development Review**
- Traffic Impact Studies
- Utilities: sanitary sewers, water mains, storm sewers, and forcemains
- **Lift stations**
- Feasibility studies and Assessments (Minnesota Section 429)
- Traffic signals, signs, and lighting systems
- Streetscape and urban design
- Trails and sidewalks
- ADA compliance and design
- Retaining walls

Our Construction and Survey group provides construction administration, construction observation, and construction staking for Municipal State Aid, Federal Aid, and Local projects. As an integral part of SRF's Civil Design group, they work extensively with our design staff and project engineers. SRF's experience with construction documentation requirements from the local to the federal level is vital to the project's success. Our construction administration staff works alongside our observation staff to ensure the project is completed within the specifications. In addition to administration and observation, SRF has a team of experienced surveyors who complete survey tasks before, during, and after construction. SRF's survey team works with engineers to ensure the project is staked as intended in the design and prepares record drawings for final acceptance.

Projects

City of Lakeville - 179th Street



The City of Lakeville and Dakota County partnered to coordinate planning efforts and complete improvements to 179th Street, upgrading the segment to CSAH standards. The improvements identified in the Dodd Boulevard/179th Street Corridor Study, when completed, will serve as a basis for the jurisdictional swap of these roadways. The final design included; agency coordination, public outreach and engagement, horizontal and vertical alignment modifications, access management, water resources design, surveying, wetland delineation and permitting, geotechnical evaluation, right of way needs and acquisition, and the design of a new 2 x 1 roundabout at Flagstaff Avenue and 179th Street.

SRF's project deliverables included:

- Wetland permitting/NPDES permitting
- Utility coordination
- Final PS&E
- Roundabout justification report
- Right of way acquisition
- Construction staking
- As-built plans
- Citizen and Business Involvement

City of Wayzata Sanitary Lift Station No. 4 Reconstruction

Knowing that redevelopment would occur near the intersection of Lake Street and Superior Boulevard, the City improved downtown traffic flow by realigning several streets and intersections. As part of the redevelopment effort, Lift Station No. 4 was moved and upgraded to accommodate the additional sanitary flows expected from the Wayzata Bay Center. Lift Station No. 4 serves approximately one-third of Wayzata, comprising residential and commercial districts within the City and the new Wayzata Bay Center development. The station was somewhat under capacity with two fully duplexed 25 hp pumps that discharge effluent at 850 GPM (average) directly into a large sanitary forcemain operated by the Metropolitan Council Environmental Services (MCES).

SRF computed future sanitary flows, which would increase due to the redevelopment. In response, a new lift station located several hundred feet from the existing station was designed as a replacement.

Details of the new lift station include:

- Peak Inflow Rate: 2.902 MGD • Pumping Rate Range: 2,400 - or 2011 GPM 3,000 GPM
- Average Inflow Rate: 1.161 MGD or 805 GPM

Surface Water and Natural Resources

SRF recognizes Birchwood Village's commitment and rich history of protecting and enhancing the City's natural environment. SRF's team of water and natural resource engineers and scientists will bring a fresh perspective to helping the city continue its efforts to connect the human and natural environments.

Water Resources

SRF's Water Resources staff is committed to developing environmentally sensitive solutions to engineering and ecological challenges. We draw from our vast experience with hydrologic and hydraulic analysis and water quality design to develop cost-effective and functional solutions. By providing innovative and practical solutions to water resource issues, we take pride in protecting the natural environment while accommodating societal needs through natural processes. Whether it is flood control, innovative BMP designs including reuse and filtration, or a storm sewer system retrofit, SRF analyzes, designs, and shepherds through construction a vast array of water resources needs.

Our services include:

- Flood mitigation studies
- **Water quality studies**
- Non-Degradation & Total Maximum Daily Load (TMDL) review
- Monitoring
- Hydrologic/hydraulic analysis, including model calibration
- **Erosion control**
- Lake restoration
- Wetland delineation and mitigation analysis
- **Best Management Practices/Low Impact Development techniques**
- MS4 permit application preparation and required inspection services
- Bathymetric pond and waterway surveys
- Streambank stabilization
- Grant funding application & administration
- Floodplain management

Our team of water resource engineers, biosystem engineers, environmental scientists, and planners work to preserve, protect, and enhance water quality through innovative and practical water resource management strategies.

Natural Resources

SRF also specializes in wetland and natural resource inventories and land use and natural resource management policy development. This includes wetland delineation, permitting, and mitigation design in accordance with the Wetland Conservation Act provisions and other regulatory requirements. We are also well versed in NPDES permitting and erosion control monitoring. Several SRF staff are certified in preparing SWPPP documentation.

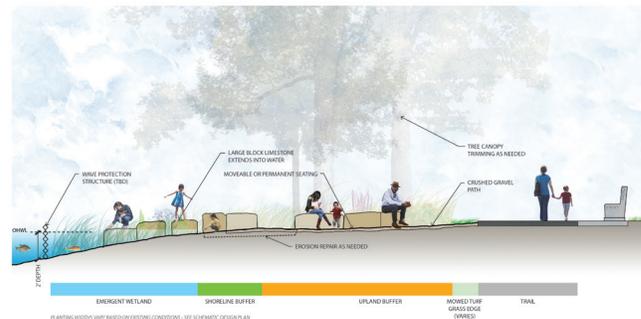
SRF's team brings extensive experience in comprehensive watershed and natural resource planning, taking an integrated, multidisciplinary approach to manage the City's unique water and natural resources.

Wetlands

SRF offers a full spectrum of services related to wetland evaluation, use, permitting, and management. We provide professional wetland delineations based on the 1987 Army Corps of Engineers Manual and supplements and complete permit application documentation for Minnesota DNR Protected Waters rules, Army Corps of Engineers Section 404, Section 401 (MPCA), Minnesota Wetland Conservation Act regulatory programs, and other local government requirements. We also design new wetlands and wetland restorations for mitigation, banking, and environmental improvement purposes. Ecological, hydrologic, and landscape considerations are balanced as part of our design philosophy with a strong emphasis on native plant restoration.

Projects

Lake Nokomis Shoreline Restoration and Outfall Repairs



SRF was a member of the consultant team for the Lake Nokomis Shoreline Restoration. The Minneapolis Park and Recreation Board's goals were to restore the lakeshore with native and emergent vegetation and to fix eroded areas along the shoreline while maintaining public access. SRF analyzed the shoreline for wave attack and erosivity to design new stabilized shoreline, with soiled riprap with deep rooted vegetation and turf reinforcement mat and then developed the construction plans. The City of Minneapolis joined the project to make improvements to two badly eroded and exposed storm sewer outlets. SRF designed new outfalls that improved access, water quality, aesthetics, and future erosion potential. We also coordinated with several permitting agencies, including the U.S. Army Corps of Engineers, State Historical Preservation Office, and Minnehaha Creek Watershed District and presented at two community meetings.

Three Rivers Park District Silverwood Rain Gardens



In planning for the development of Silverwood Park, Three Rivers Park District established a mission of environmental stewardship through “recreation and education in a natural resource-based park system,” which presented exciting possibilities for innovative stormwater management and treatment schemes.

The stormwater management plan proactively responded to upcoming regulations that were being developed during the design process. The preliminary TMDL study for Silver Lake indicated that total phosphorus (TP) loading from the park should match pre-development conditions. The Rice Creek Watershed District was also in the process of developing a volume control rule that would result in higher level of water quality treatment. Although neither had yet been approved, the Park District Board adopted these as goals for the project.

As site planning and schematic design alternatives were prepared for landscape and building components, the team developed a truly unique environment. Bridges, trails, roads, pedestrian amenities, and parking were designed and implemented to complement, and not impact, nature. Landscaping, resource management, and plant restoration were also key to success.

To meet total phosphorus and water quantity goals, a number of structural and non-structural innovative best management practices (BMPs) and Better Site Design techniques were implemented. Better Site Design techniques included disconnecting impervious surfaces, removing curb and gutter from roads and parking areas, using soil amendments in grassed areas to promote infiltration, and extensive use of treatment trains.

Structural BMPs included pervious pavers placed in parking stalls, turnarounds and patios; bioretention basins (rain gardens); and a large infiltration basin. A 500-gallon cistern was also designed to capture runoff from the building and pervious patio to provide for garden watering.

Land Surveying

SRF maintains five survey crews fully equipped for a variety of field surveying activities under the supervision of licensed land surveyors. Our field survey staff uses state-of-the-art Total Station instruments, Global Positioning System (GPS) real-time processing equipment, and laser scanners. Our team also includes two licensed land surveyors who provide additional capacity and QA/QC.

All survey field data is collected and processed to be used in topographic base mapping. Our data processing software is fully capable of integrating field data with GIS data and aerial images to provide complete project mapping in CAD format. Our surveyors regularly coordinate their work with public agencies that maintain their own project datums (horizontal and vertical). Our work also regularly includes locating boundary and property corners, establishing the position of missing corners and setting new boundary monuments as well as processing field data and preparing base mapping. Our land surveying services include:

- Boundary surveys
- Legal surveys
- Topographic surveys
- ALTA/ACSM surveys
- Certificates of survey
- Platting
- Easement descriptions and exhibits
- Horizontal and vertical control surveys
- Construction staking and GIS support
- GPS data gathering

Projects

Eagan Cedar Grove Redevelopment Area



SRF assisted the City of Eagan with planning and design of the Cedar Grove Redevelopment Area on the west side of the City. The project improved access by realigning local roads and altering the primary area intersection on TH 13. In addition to our design services, SRF completed the following land surveying tasks: Topographic design surveys, Boundary survey and plat preparation, Easement acquisition sketches and descriptions, Construction staking and location surveys, and Post-construction surveys for record plans.

Parks and Recreation

SRF's studio of landscape architects and designers share a drive to contribute to a meaningful and evolving world to cultivate connections within the communities we serve. Our client-focused approach to designing park facilities infuses creativity and collaboration to create resilient and sustainable public open space environments that serve a wide diversity of user groups. We ask questions, listen, and discover new possibilities throughout the planning and design process. Our parks and trail planning and design experience span a wide variety of services, including:

- Comprehensive Park and Trail System Planning
- Park Master Planning
- Neighborhood and Community Park Site Design
- Trail Master Planning
- Trail Design
- Trail Maintenance Plans
- Wayfinding/Signage
- Integrating structural amenities into the natural space
- Cost Estimating
- Construction Services

Our landscape architecture group has designed and implemented various specialized park facilities, including splash pads, skate parks, athletic field complexes, amphitheaters, and natural play areas. We have also designed many public open space environments, including plazas, streetscapes, and trail systems, which connect people to their surrounding neighborhoods and communities.

With our collective technical knowledge, collaborative culture, and commitment to meaningfully serve our clients, we work with all stakeholder groups to create vibrant park and recreation facilities and public open spaces that can be enjoyed by local residents and the surrounding community.

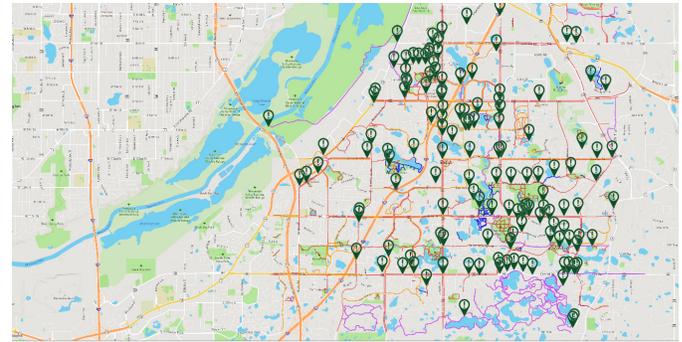
Projects

Avonlea Park in Lakeville



The City of Lakeville commissioned SRF to prepare concepts, schematic grading plan, cost estimates, and assist with community engagement for this 40-acre community park. Key amenities include several grass multi-use green fields, an artificial turf multi-use field, a premier baseball field, pickleball courts, a destination play area and splash pad, and restroom/concessions buildings. Other features include a youth challenge course, adult fitness equipment, and a lighted loop trail system. The site, located on Cedar Avenue, provides a central location within the city for youth tournaments and offers good access for vehicular and pedestrian circulation.

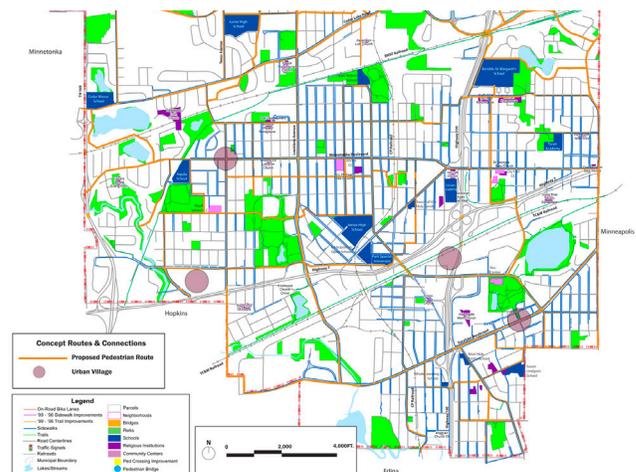
Eagan Bike/Pedestrian Plan 12601



With more than 100 miles of local trails, 35 miles of sidewalks, and a developing regional trail system, the City of Eagan has a bicycle and pedestrian system that many communities would be proud of. However, the City was aware that an emphasis on a connected street system has led to gaps and inefficiencies in the existing bicycle and pedestrian network. SRF worked with the City to develop a unified bicycle and pedestrian plan that provides a framework for closing gaps and creating a more contiguous and effective bicycle and pedestrian network for community residents. We also developed a Community Engagement Plan, which included open houses, pop-up events, online survey, website content, social media and City Advisory Commission Meetings.

St Louis Park Connect the Park Multimodal Improvements

Physical inactivity has been identified as one of the leading causes of preventable death and disability in the state of Minnesota. Recognizing the significance of this statement, the City of St. Louis Park responded to the challenge by taking the initiative to make public health an element of City planning policy. Working with the City, SRF identified existing conditions, summarized the analysis process, and made recommendations in the form of goals, objectives, and strategies to improve the sidewalk and trail system. Input from members of the community, a Community Advisory Task Force, and City staff were also critical components of the plan.



Ultimately, the City and SRF developed an active living plan that identified key destinations for citizens and created a hierarchy of facilities to provide multiple opportunities for making connections. Suggested improvements include new trails and sidewalks, “road diets,” greenways and complete streets elements. The City recently engaged in “Connect the Park,” a long-term program committed to implementing the active living plan’s recommendations.

Grant Assistance

SRF has a dedicated, talented team of **65 project** managers, writers, benefit-cost analysis professionals, technical specialists, and researchers to meet the grant development needs of our clients. We have a successful track record in pairing clients’ needs with funding sources and securing grant dollars for projects of all sizes. **Since 1997, SRF has secured more than \$1.39 billion in local, state, and federal funds.**

We understand what it takes to write a winning grant application. SRF’s planners and engineers excel in telling your project’s unique story through our ability to explain the local, regional, and national benefits of your project; explore innovative construction or delivery methods, and assist with facilitating partnerships. Coupling that with our industry-leading benefit-cost analysis experts has resulted in a success rate that exceeds industry standards.

“SRF staff is extremely professional and knowledgeable and deliver high quality grant applications.

– Jai Kalsy

Principal Engineer for Major Projects, MnDOT

SRF’s successful efforts and experience includes:

- INFRA/FASTLANE - \$462.3 million
- Metropolitan Council Regional Solicitation Grants - \$448.6 million
- BUILD/TIGER - \$135 million
- Minnesota Highway Freight Program - \$47.4 million
- Minnesota Transportation Economic Development Program - \$33 million
- Miscellaneous Grants (Water Quality, Highway Safety Improvement Program, and Safe Routes to School) - \$183 million
- Minnesota Highway Safety Improvement Program (HSIP) - \$13 million
- Federal Transit Authority (FTA) Transit Grants - \$6.27 million
- MnDOT Local Partnership Program (LPP) - \$3 million

GIS

SRF employs experts that recognize the value of GIS in planning and managing public infrastructure. Our team knows it is critical to have a complete understanding of the spatial relationship between human, natural, and built environments. Drawing from our experience in transportation, civil engineering, water resources, asset management, planning, and environmental science, along with our close relationships with local governments, we have established a comprehensive toolbox to help our clients with a wide range of GIS projects. SRF’s dedicated professional GIS staff support our GIS enterprise services and work closely with planners, designers, and engineers to deliver solutions by following GIS industry standards and using leading-edge technologies.

Our GIS capabilities include:

- Mapping and Visualization
- Data Management
- Analytics
- Monitoring
- Stakeholder Engagement
- Field Mobility
- Design and Planning
- Decision Support
- GIS for Transportation Plans
- Artificial Intelligence

SRF has worked on numerous county and local transportation plans, and GIS has been a major component in all of these efforts. GIS was used for services such as mapping, data creation and enhancement, and traffic congestion and safety analysis.

Current Municipal Clients

SRF is currently delivering more than 500 projects for cities and counties across the Midwest. To illustrate the breadth of services we provide to our clients, we have selected the following projects:

| Client/Project | Client Contact |
|--|--------------------|
| Anoka County Hanson Boulevard Construction Administration | MacPherson, Joe |
| Carver County US 212 / TH 5 / CSAH 33 Transportation Plan Update | McCormick, Dan |
| City of Apple Valley 147th Street/Glazier Avenue Feasibility Study | Anderson, Brandon |
| City of Arden Hills Mounds View High School Trail Improvements | Swearingen, David |
| City of Blaine Happy Acres Park | Monahan, Nate |
| City of Bloomington American Boulevard 3 Lane Conversion Evaluation | Marohn, Amy |
| City of Brooklyn Park 101st/TH 169 Interchange Construction Administration | Holstein, Jeff |
| City of Cannon Falls Bridge L5391 Rehabilitation Construction Services | Jensen, Neil |
| City of Dayton I-94/Dayton Parkway Interchange | Goodroad, Tina |
| City of Duluth Superior Street Fiber Optic Interconnect Updates | Stewart, Earl |
| City of Eagan Vikings AUAR Transportation Section Update | Gorder, John |
| City of Eden Prairie Preserve Boulevard Construction Services | Schulze, Carter |
| City of Elk River US 10 Corridor & Subarea Study | Femrite, Justin |
| City of Inver Grove Heights 2021 Local Road Improvement Program Grant Application | Dodge, Steve |
| City of Lakeville 179th Street Final Design | Jordan, Alex |
| City of Maple Grove TH 610 Preliminary Design | Ashfeld, Ken |
| City of Minneapolis 35th Avenue NE / Tyler Street NE Storm Sewer Improvements | Goddard, Lisa |
| City of Minnetonka Stormwater Pond Survey 2020 | Schweiger, Sarah |
| City of Plymouth Dundee Nursey Redevelopment Study | Thompson, Michael |
| City of Rochester 65th Street NW Reconstruction | Niemeyer, Tyler |
| City of Rogers I-94/TH 101 Interchange | Seifert, John |
| City of Rosemount Connemara Trail/Auburn Avenue RRFB | Erickson, Brian |
| City of Roseville Lydia/Snelling Ave Signal Modifications | Freihammer, Jesse |
| City of Saint Paul Kellogg Boulevard/3rd Street Bridge over I-94 Final Design | Christensen, Brent |
| City of Savage Community Park Phase II Improvements/Savage Parks ADA Transition Plan | Boatman, Greg |
| City of Shakopee Unbridled Avenue Construction Services | Heckman, Micah |
| City of Shoreview ADA Transition Plan | Wesolowski, Tom |
| City of St. Louis Park Monterey Drive Final Design | Sullivan, Jack |
| City of St. Michael Lakeshore Park Residential Development EAW Traffic Analysis | Weigle, Marc |
| City of Victoria South Area Street & Utility Improvements | Geheren, Cara |
| City of Wayzata Parking Study | Dahl, Jeffrey |
| City of Woodbury 2021 Park Planning and Development | Okada, Michelle |
| Dakota County Minnesota River Greenway Cedar Nicols Trailhead | Kinney, Josh |
| Hennepin County West Broadway Avenue (CSAH 81) Bridges over Lowry / Theo Wirth | Ekola, John |
| Ramsey County Bruce Vento Trail Preliminary Design | Yonke, Scott |
| Scott County TH 169/Bluff Drive Interchange Preliminary Engineering | Freese, Lisa |

References for Current Clients

The strength of our company and future lies in the satisfaction of our clients. Therefore, we strive to always meet or exceed our clients' expectations. We offer the following references, who can attest to SRF's service, creativity, and technical abilities.

City of Vadnais Heights

Jesse Farrell – Public Works Director/City Engineer

800 East County Road E
Vadnais Heights, MN 55127
651.204.6050 | jesse.farrell@cityvadnaisheights.com

City of White Bear Lake

Paul Kauppi – City Engineer/Public Works Director

4701 Highway 61
White Bear Lake, MN 55110
651.429.8563 | pkauppi@whitebearlake.org

City of Arden Hills

David Swearingen, PE – Public Works Director

1245 Highway 96 W
Arden Hills, MN 55112
651.792.7847 | dswearingen@cityofardenhills.org

City of Woodbury

Tony Kutzke – City Engineer

8301 Valley Creek Road
Woodbury, MN 55125
651.714.3593 | kashfeld@maplegrovmn.gov

City of Maplewood

Steve Love – Director of Public Works / City Engineer

1902 County Road B East
Maplewood, MN 55109
651.249.2404
Steve.Love@maplewoodmn.gov

Washington County

Cory Slagle – Assistant County Engineer

11660 Myeron Road North
Stillwater, MN 55082-6132
651.430.4337 | cory.slagle@co.washington.mn.us

Ramsey County

Brian Isaacson – Public Works Director

1425 Paul Kirkwold Drive
Arden Hills, MN 55112
651.266.7115 | brian.isaacson@co.ramsey.mn.us

Fees

**SRF CONSULTING GROUP, INC.
RANGE OF HOURLY BILLING RATES
JANUARY 2023 THROUGH DECEMBER 2023**

PROFESSIONAL

| | | | |
|-------------------|--------|---|--------|
| Professional VIII | \$ 170 | - | \$ 260 |
| Professional VII | \$ 160 | - | \$ 260 |
| Professional VI | \$ 140 | - | \$ 245 |
| Professional V | \$ 130 | - | \$ 245 |
| Professional IV | \$ 110 | - | \$ 215 |
| Professional III | \$ 100 | - | \$ 187 |
| Professional II | \$ 90 | - | \$ 150 |
| Professional I | \$ 85 | - | \$ 130 |

TECHNICIAN

| | | | |
|----------------|--------|---|--------|
| Technician VI | \$ 130 | - | \$ 215 |
| Technician V | \$ 125 | - | \$ 215 |
| Technician IV | \$ 110 | - | \$ 197 |
| Technician III | \$ 90 | - | \$ 177 |
| Technician II | \$ 80 | - | \$ 145 |
| Technician I | \$ 70 | - | \$ 115 |

SUPPORT SPECIALIST

| | | | |
|------------------------|--------|---|--------|
| Support Specialist VI | \$ 130 | - | \$ 215 |
| Support Specialist V | \$ 125 | - | \$ 215 |
| Support Specialist IV | \$ 110 | - | \$ 185 |
| Support Specialist III | \$ 80 | - | \$ 165 |
| Support Specialist II | \$ 70 | - | \$ 140 |
| Support Specialist I | \$ 60 | - | \$ 115 |

The Range of Hourly Rates schedule is subject to change annually. Direct project related expenses are billed at actual cost and mileage is billed at a rate not to exceed the current allowable IRS rate for business miles.

NOTES:

- The rates in this table are for direct hourly time spent on projects. SRF will request reimbursable expenses (copies, milage, postage, permit fees, etc.) at the cost to produce these. We do not charge technology fees, etc.
- Additionally, we do not use any pass through multipliers for sub-consultants of any other indirect expenses.
- These rates are adjusted annually in January. SRF can provide new hourly rates as requested.
- SRF uses the experienced staff provided in this proposal to provide direction and review of work completed by less experienced staff.

Typical rates for engineers, planners and landscape architects range in the following:

- 0 to 2 years – \$98 to \$105 per hour
- 3 to 4 years – \$105 to \$110 per hour
- 5 to 6 years - \$110 to \$120 per hour



A PROPOSAL FOR

Professional Engineering Services

FOR THE CITY OF BIRCHWOOD VILLAGE

March 1, 2023

City of Birchwood Village
Attn: Rebecca Kellen, City Administrator
207 Birchwood Avenue
Birchwood, MN 55110



Re: Proposal to Provide Professional Engineering Services for the City of Birchwood Village

Dear Rebecca,

We are excited about the opportunity to share with you our qualifications to provide city engineering services to the City of Birchwood Village. As identified in our proposal, our firm has the experience and expertise necessary to meet the City's needs regarding any engineering, environmental, or construction challenge. Although WSB is a "full-service" design and consulting firm, our core service area is city/municipal engineering. The following points outline why WSB will fit the needs of your city and we hope you consider these significant qualifications during your selection process.

WSB's approach to building relationships | Veronica Kubicek's "hands-on" and straightforward communication approach will provide your city and community stakeholders with trusted recommendations. Veronica is supported by Justin Messner, PE and a deep bench of WSB staff with a strong focus on customer service and broad experience in engineering, community engagement, and funding solutions in both the public and private sectors. WSB's significant experience and expertise with municipalities will result in efficient service delivery and a trusted resource pool for staff in our diverse service areas.

Build and finance for tomorrow, today | WSB's experience in securing alternative funding sources for economic development and redevelopment projects will assist the City in developing policies that result in a more diverse tax base, create additional local employment opportunities, and promote additional businesses and services within the community.

Collaborative communication | Our culture and internal structure create an environment where collaboration flourishes. We provide training for our staff in the areas of communication, collaboration, leadership, and have developed technology which enhances service delivery for every project.

Whether it's meeting the community, using online engagement strategies, and/or creating visualizations that help to better inform Council, residents, and project stakeholders, WSB's approach to communication is collaborative and promotes transparency to engage the community.

We are excited about the prospect of developing a lasting, collaborative, and trusting relationship with you and your staff. Please contact **Veronica Kubicek** at **612.346.2870** to discuss our next steps together. The future is ours for the making.

Sincerely, WSB

A handwritten signature in black ink, appearing to read "Veronica Kubicek".

Veronica Kubicek, PE
City Engineer

A handwritten signature in black ink, appearing to read "Justin Messner".

Justin Messner, PE
Client Liaison



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Proposing Firm Overview



Forge ahead.

WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services that seamlessly integrate planning, design, and implementation.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

650+
STAFF

30+
SERVICE AREAS

15
OFFICES

5
STATES

Alternative Project Delivery | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Special Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Solar | Survey | Sustainability | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind

Current Client Relationships

WSB is proud to represent more than 30 Minnesota communities as their City/Township Engineer (table to the right). These communities have varying sizes and priorities, however, the activities required to provide efficient and effective city engineering services have many parallels.

City engineering and municipal engineering are among WSB’s core competencies – it is what we do.

In addition to representing the listed communities, WSB delivers project specific design and engineering services to more than 90 other communities. Our current projects and roles provide our team with routine opportunities to be in your area, which will promote efficient and effective service to the City of Birchwood Village.

| CITY | POP. | STARTING YEAR | RESPONSIBLE PERSON |
|---------------------|--------|---------------|----------------------------------|
| AFTON | 3,000 | 2010 | RON MOORSE, CITY ADMIN. |
| CIRCLE PINES | 5,000 | 1996 | PATRICK ANTONEN, CITY ADMIN. |
| DEEPHAVEN | 3,878 | 2022 | DANA YOUNG, CITY ADMIN. |
| DUNDAS | 1,500 | 2016 | JENELLE TEPPEN, CITY ADMIN. |
| EXCELSIOR | 2,300 | 2001 | KRISTI LUGER, CITY MANAGER |
| GRANT | 4,300 | 2000 | KIM POINTS, CITY ADMIN. |
| HANOVER | 3,000 | 1997 | JENNIFER NASH, CITY ADMIN |
| HUGO | 14,000 | 2004 | BRYAN BEAR, CITY ADMIN. |
| LINO LAKES | 21,000 | 2011 | MICHAEL GROCHALA, COM. DEV. DIR. |
| LAKETOWN TWN. | 2,000 | 1996 | MELISSA LANO, TWP. CLERK |
| LONG LAKE | 1,800 | 2012 | SCOTT WESKE, CITY ADMIN. |
| MAHTOMEDI | 7,800 | 2003 | SCOTT NEILSON, CITY ADMIN. |
| MAY TWN. | 3,000 | 2009 | BILL VOEDISCH, TOWN BOARD CHAIR |
| MEDINA | 5,300 | 2011 | SCOTT JOHNSON, CITY ADMIN. |
| MINNETRISTA | 6,800 | 2005 | JASPER KRUGGEL, CITY ADMIN. |
| NORTH BRANCH | 10,000 | 2011 | RENAE FRY, CITY ADMIN. |
| NORTH ST. PAUL | 12,000 | 2009 | BRIAN FRANDLE, CITY MANAGER |
| ORROCK TWP. | 3,600 | 2014 | CHRIS WEBER, TWP. CLERK |
| OSSEO | 2,656 | 2016 | RILEY GRAMS, CITY ADMIN. |
| PRINCETON | 4,700 | 2002 | MICHELE MCPHERSON, CITY ADMIN. |
| SOUTH HAVEN | 190 | 2019 | CAROL BANKEN, CITY CLERK |
| SOUTHSIDE TWN. | 1,600 | 2002 | CARMEN MERRILL, TOWNSHIP CLERK |
| ST. ANTHONY VILLAGE | 8,500 | 1997 | CHARLIE YUNKER, CITY MANAGER |
| ST. MARTIN | 310 | 2013 | JAMES ROTHSTEIN, MAYOR |
| ST. PAUL PARK | 5,400 | 2010 | KEVIN WALSH, CITY ADMIN. |
| SUNFISH LAKE | 500 | 1995 | CATHERINE IAGO, CITY ADMIN. |
| TONKA BAY | 1,500 | 2011 | DAN TOLSMA, CITY ADMIN. |
| WAKEFIELD TWP. | 2,756 | 2017 | HEIDI STALBOERGER, TWP. CLERK |
| WATAB TWP. | 3,200 | 2020 | KATHY SAUER, TWP. CLERK |
| WYOMING | 7,800 | 2010 | ROB LINWOOD, CITY ADMIN. |
| SHAKOPEE | 41,600 | 2023 | BILL REYNOLDS, CITY ADMIN. |

REFERENCES

Matt Decur, PE

Assistant City Engineer
 City of Farmington
 651.280.6846
 mdecur@farmingtonmn.gov

Ask Matt how Veronica effectively integrates with City Staff and provides customer service to the residents of Farmington

Scott Nielson, PE

City Administrator
 City of Mahtomedi
 651.426.3344
 sneilson@ci.mahtomedi.mn.us

Ask Scott how the WSB team advocates for City initiatives with regulatory agencies.

Gerrit Bangma, PE

Construction Engineer
 Washington County
 651.430.4317
 gerritt.bangma@co.wa.mn.us

Ask Gerrit how the WSB team provides strong construction phase services that result in high quality project delivery



Identification and Qualification of Assigned Personnel

WSB has extensive experience serving municipal clients. We are proud of the projects that we have been involved with and the lasting relationships we have developed in the communities we serve.

The City of Birchwood Village will benefit from the wealth of knowledge and experience that our staff has obtained through developing broad-based projects and serving such a varied group of cities.



IMAGE SOURCE: CITY OF BIRCHWOOD.COM

Our full-service firm and team have extensive experience as City Engineers for communities of similar size and with similar issues to that of Birchwood Village. The WSB team is ideally suited to proficiently deliver the City's engineering program and all of the services listed in the provided RFP, addressing these common concerns:

- Planning and reviewing of construction projects (public and private)
- Preparation of utility and feasibility reports
- Construction inspection
- Plat and site plan review
- LGU implementation and services (WCA)
- Capital Improvement Program (CIP) planning
- Identify opportunities for non-traditional engineering techniques
- Funding and grant writing assistance
- City park, pedestrian, and amenity improvements
- Wetland delineation and mitigation
- Attend City Council/staff meetings and public hearings
- Review and comment on other governing agency studies

Proposed City Engineer



VERONICA KUBICEK, PE CITY ENGINEER

Veronica is a Project Engineer and has been working in the engineering field for eight years. She has experience with plan design, preparation, and review. On her municipal projects, she has been responsible for coordinating with residents and providing construction administration support. She has also provided staff augmentation for MnDOT Central Office ADA and the City of Farmington. Veronica’s experience working with and for public agencies has prepared her to assist communities with delivering daily engineering services.

VERONICA'S ADVANTAGES AS PROPOSED CITY ENGINEER FOR THE CITY OF BIRCHWOOD VILLAGE:

Training: Bachelor of Civil Engineering from the University of Minnesota and is a Registered Professional Engineer (#57207).

Experience: Project Engineer for projects in North St. Paul, Excelsior, St. Anthony Village, and Inver Grove Heights. In these Cities, Veronica has created feasibility reports, assessment rolls, and assisted with plan development and review. For public outreach in these Cities, she has created power points for resident open houses, attended in person and virtual open houses, created weekly (or more frequent) project updates for residents to keep everyone informed, and met with residents on projects when needed for more involved inquiries.

Availability: Veronica has ample capacity to serve as the City Engineer for the City of Birchwood Village. Utilizing various project management software Veronica will assure that she and her team is available to perform the work as needed.



LEADERSHIP STYLE

Veronica is a collaborator who works well in a small team environment. Her ability to listen to the opinions of others, make solid recommendations, and create a collaborative solution that works for everyone reflects her areas of strength. She is dedicated to being a part of Birchwood Village's community and its future development.



"HANDS-ON" APPROACH

Although Veronica has an experienced team to support her with engineering assignments, she enjoys a hands-on approach with projects rather than simply watching from the sidelines. From attending neighborhood and stakeholder meetings to construction meetings, Veronica will be actively involved in every phase of the project.



COMMUNICATION STYLE

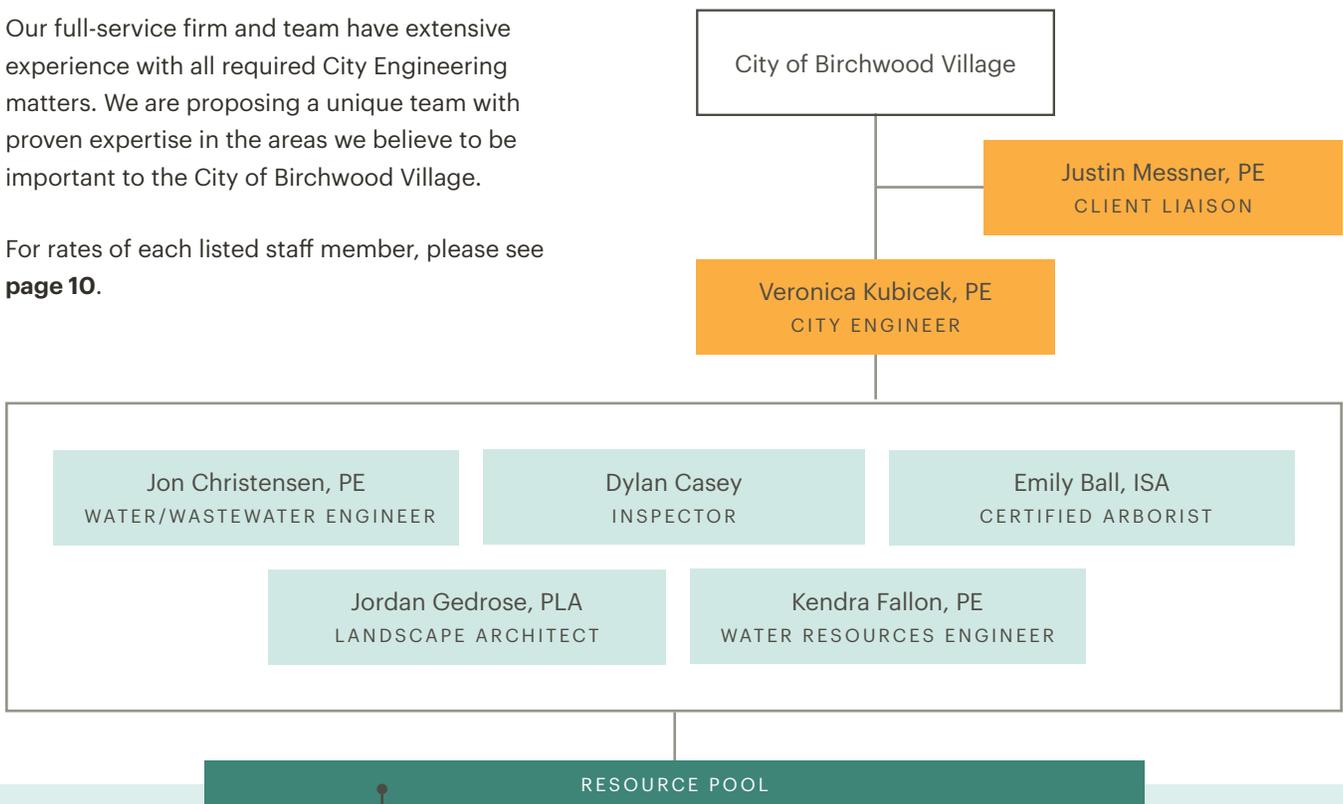
Veronica provides technical information in a “boiled down,” straightforward fashion which contributes to informed and engaged neighborhood meetings and effective decision making at the Council level. She believes that agency, stakeholder, and community buy-in are essential to delivering a quality project.

Qualifications

The City of Birchwood Village will benefit from the wealth of knowledge and experience that our staff has obtained through developing broad-based projects.

Our full-service firm and team have extensive experience with all required City Engineering matters. We are proposing a unique team with proven expertise in the areas we believe to be important to the City of Birchwood Village.

For rates of each listed staff member, please see **page 10**.



RESOURCE POOL

In addition to the support staff highlighted in the organizational chart, WSB has established several internal teams to support our City Engineers:



City Engineer Focus Group

Mission: to share best practices and create an effective service delivery model



Sustainability Committee

Mission: to make certain sustainable opportunities are discovered and shared with clients



Parks and Recreation Design Studio

Mission: to create innovative and impactful park and open space designs



Technology Team

Mission: to develop technology applications to streamline projects and create improved solutions

Supporting Team

The following capsules provide background about the team that will be most closely supporting Veronica in her work with the City of Birchwood Village. As highlighted on our organization chart, the City will have access to a wide variety of professional disciplines through WSB's in-depth staff.



JUSTIN MESSNER, PE (MN #45857)

CLIENT LIAISON | BACHELOR OF CIVIL ENGINEERING, UNIVERSITY OF MINNESOTA, 2003. APWA-MN PUBLIC WORKS EXECUTIVE FELLOWSHIP, HAMLINE UNIVERSITY, 2022-2023

Justin is the Director Municipal Operations at WSB with over twenty years of experience in the municipal engineering. Justin is a proven leader in the industry and has experience with a wide variety of municipal infrastructure projects. He is experienced in project management, road design, drainage collection systems, water distributions systems, sanitary sewer systems, pavement management, capital improvement planning, trenchless technologies and rehabilitation methods, park projects, redevelopment projects, and bicycle/pedestrian trail design. Justin has managed and helped facilitate municipal engineering projects in various communities throughout Minnesota, including Woodbury, Minnetonka, Burnsville, Hastings, North Branch, South St. Paul, Sauk Rapids, Monticello, and Prior Lake. Additionally, Justin currently serves as the City Engineer for the Cities of St. Anthony Village and Hanover.



JON CHRISTENSEN, PE (MN #57814)

WATER/WASTEWATER ENGINEER | MASTERS OF ENGINEERING IN ENVIRONMENTAL PROCESSES, CORNELL UNIVERSITY, 2014

Jon is a Professional Engineer with eight years of experience in water and wastewater engineering including: water supply systems, sanitary sewer collection systems and water and wastewater treatment facilities. Prior to joining WSB, Jon spent two years with an NGO in Honduras designing and constructing electricity-free sustainable drinking water treatment plants. At WSB, he works with growing and developed communities in the expansion and rehabilitation of their water and sewer infrastructure. He has experience in project planning, feasibility studies, computer modeling, design, bidding, construction administration and observation, operator training, and community engagement.



DYLAN CASEY

INSPECTOR | MONTANA STATE UNIVERSITY: CONSTRUCTION ENGINEERING, BUSINESS ADMINISTRATION MINOR

As a Lead Inspector in WSB's Construction Services Division with nine years of industry experience, Dylan has provided contract administration, inspection, and material testing on a variety of projects with Local, State-Aid, and Federal Funding, including numerous street reconstructions and municipal improvement projects throughout the metro. His knowledge and understand of inspection and contract administration has been relied on by clients, project owners, and stakeholders to successfully deliver their projects on-time and within budget, while aiming to improve state and local infrastructure, safety, and mobility. Dylan's dedication to maintaining communication with project owners, stakeholders, and adjacent property owners, in addition to his detailed and proactive inspection of Contractor work has resulted in a high reputation for delivering projects that exceed client expectations.



EMILY BALL, ISA (MN 4284A)

CERTIFIED ARBORIST | BACHELOR OF SCIENCE, FORESTRY, UNIVERSITY OF MINNESOTA 2002

Emily is a creative, diligent, and organized professional with 20 years of natural resource experience, primarily in community forestry. She has extensive experience in contract administration, management of staff, AmeriCorps members and contractors, tree inventory design and administration, budget and grant management, development plan review, tree health and condition inspections, outreach and education. Her advanced level presentation skills, program creation and management work, training, and staff oversight give her the ability to work closely and partner with other organizations, staff, and the community



JORDAN GEDROSE, PLA (MN #58254)

LANDSCAPE ARCHITECT | BACHELOR OF LANDSCAPE ARCHITECTURE, NORTH DAKOTA STATE UNIVERSITY, 2016

Jordan is a landscape architect with a passion to harmoniously integrate design into the natural environment. Throughout his career Jordan has worked with many communities to deliver visionary and achievable park master plan projects. He brings his conceptual, graphical, and technical expertise to projects including streetscapes, park and trail planning, playground design, and athletic complexes. Jordan is committed to collaborating with the client and providing thoughtful design input to create unique outdoor spaces and experiences. He has worked closely with communities throughout the public engagement process to understand the public's desires and concerns through in person events and online forums. Jordan looks forward to continuing to develop transformational projects that generate social, environmental, health, and quality of life benefits for communities..



KENDRA FALLON, PE (MN #58929)

WATER RESOURCES ENGINEER | MASTERS OF SCIENCE IN CIVIL ENGINEERING, EMPHASIS IN ENVIRONMENTAL ENGINEERING, UNIVERSITY OF MINNESOTA - TWIN CITIES, 2017

Kendra is a Project Engineer with over five years of water resources engineering experience. Kendra has design and technical experience with hydrologic and hydraulic modeling and water quality modeling, pond and stream restoration, and storm sewer and stormwater BMP design. Kendra also has experience partnering with communities to strategize, update and write local surface water management plans, interpreting and reviewing for City stormwater requirements, and writing state and local agency permit applications. She has experience working with a variety of software including HydroCAD, GIS, P8, XPSWMM, Civil 3D and all Microsoft Office programs to help meet and exceed clients' expectations.



Appendix

Basis for Compensation

Project Examples

Insurance Certificate



Basis for Compensation

We recognize that compensation for engineering services is an important component to a successful consulting relationship. Based on our experience with city engineering and project based (engineering pool) relationships, we are familiar with most compensation models including: fixed fee/lump sum, hourly, hourly not-to-exceed, and percent of construction cost fee basis. We are comfortable with any billing option that the City would prefer.

Based on our understanding of the City of Birchwood Village we are providing two billing options for your consideration for general engineering services. These two billing options will provide maximum cost control regarding all engineering matters for the City of Birchwood Village. The City Engineer will only complete services as directed by the City Council and Administrator.

OPTION 1: HOURLY ON-CALL

Provide routine and general city engineering services as directed by the City Council and City Clerk on an hourly on-call basis at the designated staff person's hourly rate, according to the current fee schedule shown below. Council meetings are included at no additional charge. **Veronica's hourly rate is \$147.**

2023 Rate Schedule

| BILLING RATE/HOUR | |
|---|---------------|
| SR. PRINCIPAL SR. ASSOCIATE | \$235 |
| PRINCIPAL ASSOCIATE | \$173 - \$223 |
| SR. PROJECT ENGINEER SR. PROJECT MANAGER | \$173 - \$223 |
| PROJECT MANAGER | \$152 - \$170 |
| PROJECT ENGINEER GRADUATE ENGINEER | \$102 - \$169 |
| ENGINEERING TECHNICIAN ENGINEERING SPECIALIST | \$68 - \$167 |
| LANDSCAPE ARCHITECT SR. LANDSCAPE ARCHITECT | \$78 - \$162 |
| ENVIRONMENTAL SCIENTIST SR. ENVIRONMENTAL SCIENTIST | \$68 - \$160 |
| PLANNER SR. PLANNER | \$80 - \$167 |
| GIS SPECIALIST SR. GIS SPECIALIST | \$78 - \$167 |
| CONSTRUCTION OBSERVER | \$104 - \$135 |
| SURVEY | |
| ONE-PERSON CREW | \$175 |
| TWO-PERSON CREW | \$235 |
| OFFICE TECHNICIAN | \$60 - \$102 |

Staff Hourly Rates

Veronica Kubicek, PE | \$147

Jon Christenson, PE | \$166

Dylan Casey | \$147

Emily Ball, ISA | \$170

Jordan Gedrose, PLA | \$119

Kendra Fallon, PE | \$152

Justin Messner, PE | \$235

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in our hourly rates. | Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate schedule is adjusted annually.

OPTION 2: ANNUAL RETAINER

Based on our numerous and similar city engineering relationships, we have a strong understanding of the general engineering services required for a city similar to Birchwood Village. Option 2 will provide value to the City with respect to budget certainty and cost control for general engineering services.

WSB will work with City staff to identify specific and regular general engineering and planning tasks annually and provide a bi-annual summary of hours for each proposed task. WSB will also work with staff to prepare a list of specific tasks that fit the City’s needs and negotiate a monthly fee that fits the City’s budget.

Estimated cost for option 2: \$1,500/month. This amount can be reduced if less ongoing support or fewer regular tasks are required by the community.

WE ENVISION THE FOLLOWING LIST OF TASKS TO BE **INCLUDED** IN A GENERAL ENGINEERING RETAINER:

- Staff meetings and periodic office hours as required
- Grant and funding analysis
- Staff and resident engineering inquiries
- Pre-application meetings and building permit reviews
- Engineering liaison activities related to adjacent municipalities and regulating agencies (DNR, MnDOT, Stearns County, Sauk River WSD, GSDC, etc)
- Short and long range planning regarding streets and utilities (not including pavement ratings or detailed cost estimates)
- City maintenance policy update assistance
- GIS support (2 hours per month)
- Identification of grant and funding opportunities
- Council and Advisory Board Meeting attendance (24 per year estimated)

Sample Invoice

| | | | |
|--|--------------------|---|--------------------------|
| 701 XENIA AVENUE S SUITE 300 MINNEAPOLIS, MN 55416 | |  | |
| City of Birchwood Village Attn: Rebecca Kellen, City Administrator 207 Birchwood Avenue Birchwood, MN 55110 | | May 1, 2023 Project/Invoice: R-012809-000 - <Sample 1> Reviewed by: Brian Bourassa Project Manager: Veronica Kubicek | |
| 2023 Engineering Services Professional Services from May 1, 2023 to May 26, 2023 | | | |
| Phase | 001 | General Engineering Services | |
| Fee | | | |
| Total Fee | 24,000.00 | | |
| Percent Complete | 25.0000 | Total Earned | 4,500.00 |
| | | Previous Fee Billing | 3,000.00 |
| | | Current Fee Billing | 1,500.00 |
| | | Total Fee | 1,500.00 |
| Total this Phase | | | \$1,500.00 |
| Phase | 002 | 2023 Street Reconstruction Project | |
| Design | | | |
| | | Hours | Rate |
| Rachel Origer | | 10.00 | 138.00 |
| | | | 1,380.00 |
| | Totals | 8.00 | 1,380.00 |
| | Total Labor | | 1,380.00 |
| Total this Phase | | | \$1,380.00 |
| Total this Invoice | | | <u>\$2,880.00</u> |
| Billings to Date | | | |
| | Current | Prior | Total |
| Labor | 1,380.00 | 0.00 | 1,380.00 |
| Fee | 1,500.00 | 3,000.00 | 4,500.00 |
| Totals | 2,880.00 | 3,000.00 | 5,880.00 |

FOR REFERENCE USE ONLY*

Funding for Municipal Projects



Funding projects through existing sources of community revenue such as property taxes and assessments is becoming increasingly challenging across small communities in greater Minnesota. Many times, small cities do not have the resources available to them or at their disposal to apply and receive grants, or the staff capacity to follow up on all of the reporting requirements that come along with the funding. With the new bipartisan infrastructure bill (IIJA), there are even more grant funding opportunities for cities to consider when looking for opportunities to fund projects. WSB provides funding and grant services to all of our clients, as we recognize these challenges and want to ensure all of our clients are competing and succeeding on being funded through the opportunities that are available to them.



EXTENSIVE DATA BASE

We have developed an extensive database that not only houses examples of successful grant and funding applications, but that also notifies key WSB representatives and our clients of any upcoming grants.



DEDICATED COMMITTEE

Grants fund ideas, and our dedicated grant and funding committee has dedicated itself to the cities we serve to discover new funding opportunities and prepare the appropriate applications.



ANNUAL FUNDING ANALYSIS

WSB provides an annual funding analysis as part of our contracted City Engineering offering at no extra cost. This identifies opportunities and priorities for our clients.

Grant Opportunities for Your Community

- MnDOT Local Road Improvement Program (LRIP)
- Legislative Citizens Commission on Minnesota Resources (LCCMR)
- State Park Road Account
- Transportation Alternatives (TA)
- MnDOT Active Transportation (AT)
- TED/TEDI/DEED
- Surface Transportation Block Grants (STBP)
- Safe Streets for All (SS4A)
- Small Cities Development Program (SCDP)
- Safe Routes to School (SRTS) Planning Assistance- and Infrastructure Grants
- MnDNR Grants (Regional Trail Grant Program, Outdoor Recreational Grants, Natural and Scenic Areas Grants, Local Trail Connections Grants, Minnesota Federal Recreational Trail Program)
- IIJA (roads/bridges, broadband, clean drinking water, EV chargers, environmental remediation)
- Board of Soil and Water Resources (BWSR) Clean Water Fund
- Greater Minnesota Business Development Infrastructure Grant

Relevant Project Examples



Hillcrest Knoll Park Water Quality Improvement Project

CLIENT: CITY OF ST. PAUL, MN
LOCATION: ST. PAUL, MN

Hillcrest Knoll Park is part of the Hillcrest neighborhood in east St. Paul, Minnesota. The City of St. Paul retained WSB to determine the best solution to generate additional volume reduction credits and provide additional storage to mitigate flooding issues with the park and the bordering homes. WSB developed a practical and creative solution using HDPE pipe to meet the high-volume storage requirements, retaining the valuable park open space and providing a solution with maximum service life. Enhanced pretreatment was added with a Vorteches swirl chamber and a custom designed clean-out system was added for easier maintenance. The total volume reduction credit obtained through this project was 85,220 cubic feet.



Flood Resilience Study

CLIENT: CITY OF WOODBURY
LOCATION: WOODBURY, MN
DURATION: SEPT 2022 - CURRENT

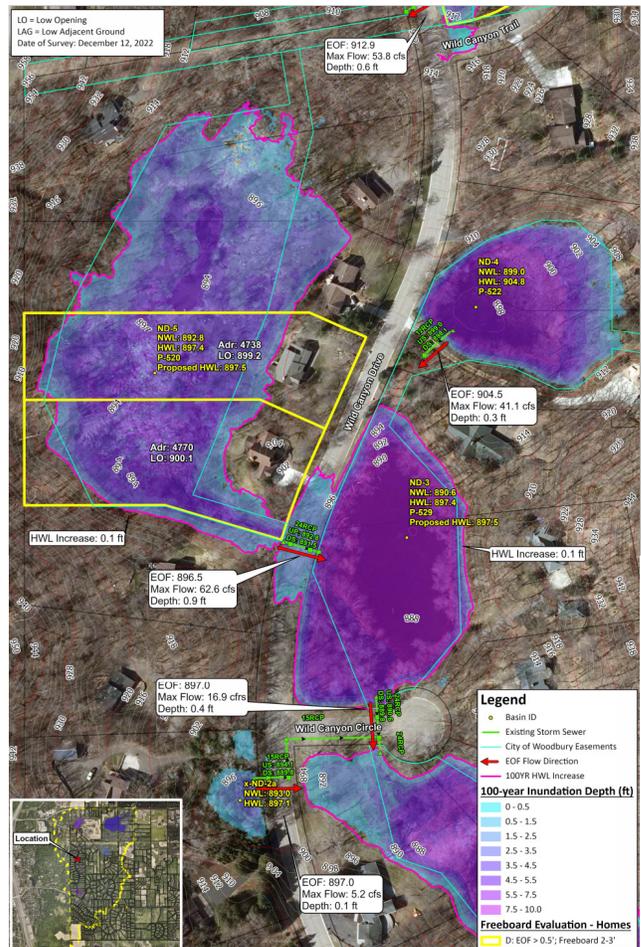
The City of Woodbury hired WSB to evaluate the Newport/East Mississippi and West Draw subwatersheds for impacts of Atlas 14 rainfall on structures, emergency overflows (EOFs), and outlet routes. The primary goals of the analysis include evaluating properties and critical infrastructure (e.g. major roadways) within the subwatersheds for flood risk, identifying opportunities for improving resiliency in the drainage system, and identifying potential improvements to address the flood risks that could be implemented by the City. Additionally, impacts of adding outlets to landlocked basins were evaluated.

WSB updated existing XPSWMM models originally developed by South Washington Watershed District for the western portion of Woodbury. The updates included adding detail to the models based on survey data, incorporating overflows, and developing 2D pipe and overflow networks.

Detailed flood depth maps were created to illustrate areas of potential flood risk to infrastructure, septic systems, overflow routes, and County and City roadways.

The impacts of adding piped outlets to two landlocked lakes that have continued to rise due to increased development and higher precipitation events were evaluated. Possible solutions were designed to mitigate any adverse impacts caused downstream by the addition of the outlets.

The study will provide the City of Woodbury with an understanding of existing properties and roadways with flood risk, an outlet design for the two landlocked lakes, and projects to complete to reduce flood risk in the subwatersheds.



KEY WSB STAFF: LAURA PIETILA, TREASURE AGBONKHESE, EARTH EVANS

REFERENCE: KRISTIN SEAMAN | ENVIRONMENTAL RESOURCES COORDINATOR | 8301 VALLEY CREEK ROAD | WOODBURY, MN 55125 | 651.714.3593 | KRISTIN.SEAMAN@WOODBURYMN.GOV

Mahtomedi Sustainability Planning

CLIENT: CITY OF MAHTOMEDI
LOCATION: MAHTOMEDI, MN
DURATION: 2020 - 2022



WSB developed a Sustainability Plan for the City of Mahtomedi with specific goals and strategies that will help reduce greenhouse gas emissions, meet their resident's needs, and build resiliency throughout the community. The plan was created by extracting and integrating a series of past planning efforts, along with working with experts across WSB's areas of expertise to provide specific implementation next steps. WSB has shepherded the plan through the Commission and City Council adoption process. WSB is assisting with resident communications along with grant writing to advance the goals in the plan.

KEY WSB STAFF: AMY FREDREGILL, BRIDGET RATHSACK, ERIC ZWEBER, ROXY ROBERTSON

REFERENCE: SCOTT NEILSON | CITY ADMINISTRATOR
 | CITY OF MAHTOMEDI | 651.426.3344 | SNEILSON@CI.MAHTOMEDI.MN.US

Shakopee Historic Downtown Improvements

CLIENT: CITY OF SHAKOPEE
LOCATION: SHAKOPEE, MN
DURATION: FEB 2017 - JUL 2018



The City of Shakopee selected WSB to provide final design and construction administration for three key pedestrian improvement areas within its historic downtown. The project included River City Plaza, Gateway Plaza, Lewis Street Parking Lot, and streetscape improvements associated with each.

The final design incorporated flexible use areas suitable for farmer markets, food trucks, art fairs in addition to providing much needed day to day parking capacity. Improvements included, seating areas, art sculptures, infrastructure to accommodate holiday lighting and seasonal tree display, decorative/permeable pavements, kiosk, lighting, silva cell tree planting zones, masonry walls and columns, decorative lighting, identification/wayfinding signage and landscaping to complement the historic downtown of Shakopee.

The project included transformational redevelopment to provide aesthetic improvements and flexible public spaces. Sustainability was integrated into the site design through implementation of native plant materials, pervious pavement for subsurface infiltration, silva cells for street tree health and viability, and incorporation of recyclable construction materials.

KEY WSB STAFF: JASON AMBERG, EMILY LUETH

CONSTRUCTION COST: \$2M (APPROX.)

REFERENCE: MICHAEL KERSKI | PLANNING & DEVELOPMENT
DIRECTOR | 485 GORMAN STREET | SHAKOPEE, MN 55347
| 952.233.9346 | MKERSKI@SHAKOPEEMN.COM





PROPOSAL TO PROVIDE
CITY ENGINEER AND PLANNING SERVICES

prepared for



March 1, 2023



763 / 898 4185  www.graef-usa.com

 3433 Broadway Street NE, Suite 220
 Minneapolis, MN 55413

 roger.humphrey@graef-usa.com

March 1, 2023

City of Birchwood Village
Attn: Rebecca Kellen, City Administrator
207 Birchwood Avenue
Birchwood, MN 55110
rebecca.kellen@cityofbirchwood.com

Dear Rebecca:

Thank you for the opportunity to provide City Engineering services to the City of Birchwood Village. GRAEF is applying for the City Engineering and Planning positions. We would prefer to provide the City with both services or just the Engineering services. A City Engineer and a Planner plays a critical role to the community. The proper planning, budgeting, and designing associated with all aspects of municipal engineering will have positive long-term implications to the vibrancy of any city, no matter what its size. As your Engineer, we will review the city compilation of goals, rules, and regulations and oversee the execution of public works projects, while properly communicating with the general public, city staff, and City Council. As you seek a consulting partner to proactively guide your decisions and provide cost-effective services to your community, we have assembled an experienced team to meet the City of Birchwood Village goals for the future. Roger Humphrey will be your Engineer and cover the planning services with support from Kristan Sanchez. He will have the support of all GRAEF's systems and tools, along with key personnel as described below.

We at GRAEF are committed to open communication, superior customer service, continuous improvement and accountability to the public. Selection of the GRAEF team for your project will provide the following benefits:

Project Team Expertise | Our team has the ideal combination for these services. Roger is the Civil Engineer practice leader in the Minneapolis office. He will have the support of Mike Paulos, GRAEF's Municipal Leader, Lisa Breu, GRAEF's Stormwater Lead Designer, Mike Mohs, Practice Area Leader for transportation and trails, and Jon Schwichtenberg, the Minneapolis Office Manager and GIS Specialist. We have aligned our chosen staff to create a seamless integration to meet and maintain the City's goals.

Experienced Client Services Manager | In Roger's 30+ year career, he has extensive experience working with small towns to large cities. Leading the GRAEF team, Roger will meet the needs of the City, community members, and all project stakeholders.

Proven Record | As shown in the accompanying proposal, our team has very similar experience with city engineering, roadways, trails, stormwater, utilities, along with city asset management and infrastructure maintenance. We will provide expertise in watermain and sanitary systems, lift stations, storm sewer and resiliency, as well as planning, surveying, construction services and technical services including asset management and GIS.

Local Presence | Not only does GRAEF provide engineering services that are unique to each community, we have experts available in the local area. Roger lives less than two miles from the Birchwood City Hall in Mahtomedi. He is also on the Mahtomedi Finance Committee. Lisa, Mike Mohs, and Jon all work out of our Minneapolis office about 20 minutes away from the Birchwood Village City Hall.

We look forward to the opportunity to partner with you to build on a long-lasting relationship. If you have any questions or need additional information, please don't hesitate to contact me at 763 / 898 4180 or roger.humphrey@graef-usa.com.

Sincerely,



Roger L. Humphrey PE
Project Manager | Practice Area Leader - Civil Engineering



Jon Schwichtenberg GISP
Minneapolis Office Manager | GIS Manager

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collaborāte / formulāte / innovāte

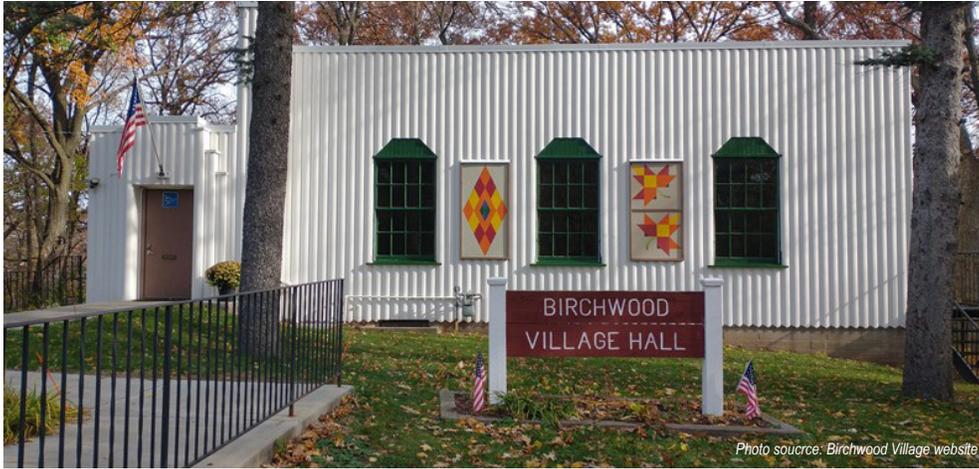


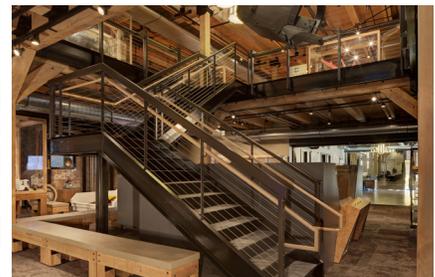
Photo source: Birchwood Village website

our core purpose
To improve the physical environment for the benefit of society in a sustainable manner.

GRAEF is a multi-discipline engineering, design, and planning firm dedicated to serving public and private clients throughout the United States. For over 60 years, our ability to excel has been driven by integrity, quality, and our commitment to customer service.

GRAEF began as an individual partnership structural engineering firm in 1961. Today, with nearly 300 employees in ten offices in the Midwest, Florida, and Turks and Caicos Islands, GRAEF offers our clients a full range of consulting services.

GRAEF is ranked #369 in Engineering News-Record (ENR) Top 500 Largest Design Firms and is ranked #36 in Building Design + Construction's (BD+C) list of the nation's Top Engineering-Architecture firms.



GRAEF provides quality consulting services in:

- Planning
- Urban Design
- Landscape Architecture
- Traffic/Transportation Engineering
- Mechanical Engineering
- Electrical Engineering
- Plumbing and Fire Protection Engineering
- Site/Civil Engineering
- Environmental Engineering
- Surveying and Field Services
- Commissioning
- Sustainable Design
- Structural Engineering
- Parking Consulting

- Chicago
- Green Bay
- Madison
- Miami
- Milwaukee
- Minneapolis
- Orlando
- Sarasota
- Turks and Caicos Islands

CONTACT US

763 / 898 4185
www.graef-usa.com
3433 Broadway Street NE
Suite 220
Minneapolis, MN 55413

Civil

- GIS and Computer Modeling
- Potable Water Systems
- Water Resource Management
- Site Development
- Storm Water Systems
- Subdivisions
- Utility System Expansions
- Wastewater Systems

Environmental

- Air and Noise Analysis
- Asbestos/Lead Management
- Brownfields
- Natural Resource Assessments
- Permitting
- Program Management/Planning
- Real Estate Due Diligence
- Soil/Groundwater Remediation
- Watershed Management
- Wetland Services

Field Services

- ALTA Surveys
- GPS Surveying
- Construction Management, Inspection, Staking
- Land Surveys and Mapping
- Right-of-Way Plats
- Subdivision Platting
- Topographic and Site Surveys

Industrial Architecture

- Additions
- Buildings
- Building Facades
- Parking Structures
- Renderings
- Renovations
- Roof Systems

Landscape Architecture

- Site Planning/Design
- Community Planning
- Urban Design
- Streetscapes
- Parks and Recreational Facilities
- Golf Course Development
- Sustainable Design
- Quarry Architecture

Mechanical, Electrical, Plumbing, and Commissioning

- Communication and Alarm Systems
- Fire Protection Systems
- HVAC Systems
- Interior and Exterior Lighting
- Plumbing Systems
- Power Distribution
- Process Piping and Gas Systems
- Ventilation and Exhaust Systems
- Total Building Commissioning
- LEED Accredited Services
- Energy Modeling and Audits
- Smoke Control System Inspections
- Construction Management
- Structured Cabling

Operations Consulting

- Lean Manufacturing Design
- Plant Layout
- Process and Product Flow Analysis
- Process Utility Design
- Quality Control
- Set-up Reduction
- Staging and Material Logistics
- Work Cell Design

Planning

- Comprehensive Planning
- Urban Design
- Master Planning
- Main Street Redevelopment
- Corridor Redevelopment
- Property Development
- Plan Reviews
- Strategies for Sustainability
- Economic Development
- Incorporation Procedures
- Expert Testimony

Structural

- BIM (Building Information Modeling)
- Bridges
- Buildings
- Building Exteriors
- Foundations
- Forensic Analyses/Investigations
- Parking Structures
- Process
- Structural Systems

Transportation

- Curb and Gutter/Sidewalks
- Harbors and Marinas
- Pavement Design
- Railroad Spurs
- Relocation and Reconstruction
- Right-of-Way Services
- Roundabout Design
- Streets/Highways/Freeways
- Street Lighting
- Traffic Studies, Signalization and Signing

Municipal Engineering Experience

Areas of Expertise

- Sanitary Sewer System Planning
- Drainage and Flood Control
- Stormwater Management Plans
- Land Use Planning
- Site Planning and Development
- Streets and Highways
- Surveying and Mapping
- Environmental Reports
- Water Supply, Storage and Distribution

The public works engineering staff at GRAEF has assisted clients in the area of municipal services since 1961. Our extensive experience working with governmental agencies including federal, state, county, city, village and township can be of great importance to your community.

Our project experience is broad. We have completed many projects ranging from design of wastewater treatment plants and water storage and distribution systems to small-scale drainage projects.

GRAEF offers municipal clients project planning, analysis, design, plans and specifications, construction inspection, grants and financial aid research and applications, construction management, feasibility and cost-effectiveness studies, and general municipal engineering services.

Areas of Expertise

- Site Development
- Utility Design
- Infrastructure Master planning
- Stormwater Management
- Roadway Design
- Parking Lot & Sidewalk Design
- Permit Coordination
- Construction Inspection
- Zoning/Annexation Support

Municipal Engineering

Our municipal engineering team has the expertise and experience needed to provide the innovative and cost-effective solutions demanded in today's marketplace. GRAEF's civil engineers can handle the full array of infrastructure projects from private site developments to large public works projects. Our specialized project managers are supported by technical experts in water, wastewater, stormwater management, urban planning, grading and paving, and environmental permitting. Our full service capability includes survey, construction inspection, traffic analysis, GIS mapping and data management, parking planning, watermain, sanitary sewer, and stormwater design, public road design, municipal engineering services, pump stations, wastewater treatment, and other areas of public works engineering. We have substantial experience working with city engineers, public works directors, and other governmental officials to help them meet needs of their constituents.

Areas of Expertise

- Stormwater Management Plans
- Drainage and Flood Control
- Detention Basins
- Retention Ponds
- Drainage Basin Delineation
- Computer Analysis and Simulation
- Erosion Control Plans
- Stormwater Permitting
- BMP/Design Management & Inspection
- Permeable Pavement

Stormwater Management

The staff at GRAEF is fully qualified to assist you in solving storm water management problems. We have extensive experience with projects for a wide range of public and private clients and from ordinance development and implementation to best management practice design, retrofit, and construction administration. Among the more crucial services that we offer are alternative analyses of solutions using computer simulation and analysis to minimize cost and maximize the benefit of a practice. This provides you with a solution that meets state and local goals without exceeding budgeted funds and will meet NPDES permits. Our staff also has experience working with the Dakota County Soil and Water Conservation District and is familiar with Lower Mississippi River Watershed Management Organization.

GRAEF has a full array of capabilities to address all aspects of stormwater management from GIS to design. After providing BMP computer analyses and site selection, GRAEF can design and provide construction administration for projects that contain detention, infiltration, buffers, LID's, runoff reduction, and pollutant removal. Our designers are also familiar with operations and maintenance and can discuss alternatives with city crews to ensure cost-effective, maintainable systems with appropriate lifespans are chosen for projects.

GIS and Asset Management Services

GRAEF recognizes that no two communities are alike. Our GIS Specialists have the ability to identify and embrace those differences and provide simple, intuitive solutions.

Areas of Expertise

Contract Administration
Resident Project
Representation
Project Coordination
Construction Record
Coordination, Negotiations,
and Procurement
Progress Monitoring
Quality Control

Construction Services

Projects vary from small sanitary sewer and water main extensions to wastewater treatment facilities, complete residential subdivisions, and commercial and industrial parks. GRAEF can be retained to manage the construction portion of a project from bidding through construction observation and layout, and record documentation through start-up and operation.

Our goal is to see that the design prepared for our clients is implemented to their expectations and satisfaction. We offer complete engineering services which may include planning, cost analysis, design, inspection, and management necessary to execute a project from concept through construction.

Areas of Expertise

3D & 4D LiDAR
SPAR
SONAR
Computer Drafting, Mapping
Land Surveys
Section Corner Retracement
Legal Descriptions
Topographic and Site Surveys
Construction Staking
Certified Surveys
Mortgage Surveys
Control Surveys
Subdivision Platting
Volumetric Inventory
Land Use Surveys
Flood Plain Surveys
Right-of-Way Plats
Official Maps
Street and Block Maps
Sewer and Water Maps
Tax Maps
Land Planning and Zoning Maps

Surveying & Mapping

In these days of fast-track building projects and complicated land assembly packages, accurate, thorough, and fast surveys are vital. Turnaround time is the key.

GRAEF offers a full array of field and drafting services to our clients covering all aspects of construction surveying, land surveying and mapping through experienced personnel at our headquarters in Milwaukee, as well as our Green Bay and Madison, Wisconsin and Chicago, Illinois offices. Professional Land Surveyors are available at all four offices; a critical factor for projects that must comply with legal stipulations and state statutes. Currently GRAEF does not offer surveying out of the Minnesota office, but four out of the five above offices do.

Our offices are equipped with the latest technology so that we can offer our clients the finest in survey plats and maps, as we bear their budget concerns in mind. We currently have five TRIMBLE Robotic Total Stations, utilizing TRIMBLE TSC3 survey controllers. TRIMBLE Business Center is used for our processing software capable of exporting survey data out into numerous formats, including Civil3D and GEOPAK.

In addition, GRAEF has a RIEGL VZ400 terrestrial laser scanner for LIDAR applications capable of obtaining up to 122,000 measurements per second. GRAEF also has SPAR 300 L1 sub surface utility mapping capabilities to complete our 3D Modeling. By combining our electronic field equipment with our office computer systems and CADD capabilities, we can provide our clients with a complete field to finish system. Our competitive edge adds value.

Our Survey Department, managed by Professional Land Surveyors, is comprised of highly trained and experienced professionals who are familiar with state-of-the-art equipment as well as with the survey methods of today's market. Subsequently, our turnaround time ranks among the best in the industry.

Assessments and Miscellaneous Services

GRAEF assists our municipal clients in the assessment rates and cost breakdown of related projects to allow for the City to properly assess the projects to the community. This involves the detailed estimating of upcoming projects, developing the CIP, applying costs to schedules, applying the costs to yearly budgeting and developing the amounts that should be assessed.

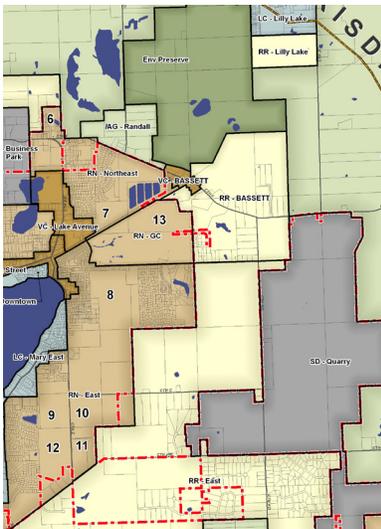
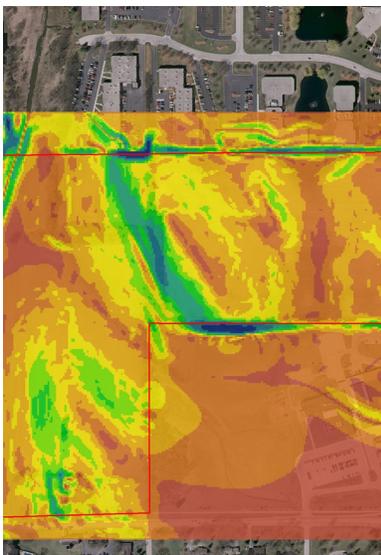
Our staff also assist our clients to evaluate and keep up to date fee schedules, assessment policies, utility rates, surcharges and general financing opportunities. We also update and maintain city mapping and official maps. We have developed and assisted the clients in development of annual reporting, budgets, finance statements and more in the general operation as the municipal engineer. There are many other duties as the municipal engineer. The GRAEF staff assist with street condition assessment, asset management activities, inspection of the utilities (i.e. manhole inspections) and many other activities.

Areas of Expertise

Existing Systems Analysis & Future Opportunities Assessment
Systems Design
Document / Asset Management
Web and Mobile Applications/Services
Database Web Portals
Education, Training, & Support

The public works engineering staff at GRAEF has assisted clients in the area of municipal services since 1961. Our extensive experience working with governmental agencies including federal, state, county, city, village and township can be of great importance to your community.

Our project experience is broad. We have completed many projects ranging from design of wastewater treatment plants and water storage and distribution systems to small-scale drainage projects.



Cartographic Services and Analysis

- Dataset Visualization
- Spatial / Surface Analysis
- Site Due Diligence
- Demographic Analysis
- Community Mapping (i.e. Zoning, Districts, Future Land Use)
- Utility Atlas Creation
- Digitization of hard copy data

GPS Services

- Sign Inventory / Management
- Sign Retroreflectivity
- Utility Inventory (Storm, Wastewater, Water)
- Geographic Asset Management

Document / Asset Management

- Parcel Document Management
- FOIA Document Management
- Parcel Document Management
 - Building Permits
 - Certificate of occupancy
 - Zoning Certificates
 - Letters to the Office
 - Complaints
 - CAD Building Plans
 - Road Program Management
- Physical Asset Management
- Insurance Reports, Auditing

3D Modeling

- Surface Water Modeling
- Slope Analysis

Web Based Mapping

Asset Management

- Urban Forestry
- All municipal utilities (Sanitary Sewer, Storm Sewer, Water Distribution, Electric)
- Street Signs
- Utility Inspections
- Repair Tracking
- Work Orders
- Inventory Management
- Equipment & Fleet Management

Applications

- ArcGIS Online
- InfiniteGIS

Mapping Layers

- Zoning Districts
- Land Use
- Future Planning Areas
- FEMA Flood Plains
- Restricted Soils
- School and Fire District boundaries
- Web Based Polling, Surveys
- Chamber of Commerce POIs

Community Outreach Web Portals

- FOIA Requests and Tracking Systems
- Geographically Based Contact Forms

Education and Training

- ESRI ArcGIS Products
- GPS Technologies



GRAEF has worked on a variety of project types for a diverse group of clients.



Codes, Ordinances & Guidelines

- Form Based & Hybrid Codes
- Zoning & Subdivision Ordinance Updates
- LEED® Certification Analysis
- Conservation Ordinances
- Traditional Neighborhood Development Policies

Neighborhoods, Corridors, & Districts

- Arterial Corridor Plans
- Urban, Village & Neighborhood Main Streets
- Transit-Orientated Developments
- Residential Revitalization & Shopping Mall Redesign
- Business Parks & Redevelopment Districts
- Village Centers & Downtown Plans
- Environmental Preservation Areas & Conservation Developments
- LEED® Analysis For Sustainable Neighborhoods

Economic Development & Grants

- Fiscal Impact Analysis
- TIF Analysis & Implementation
- Real Estate Pro-Forma Analysis & Strategies
- Grant Research & Applications
- Public Cost-Revenue Analysis
- Cost-Benefit & Cost Effectiveness Analysis
- Community Service Cost Estimates
- Redevelopment Value & Trends Analysis
- Long Term Market Development

Comprehensive Plans

- Smart Growth Plans
- Master Plans: Public & Private
- Mixed-Use Area, Downtown, & Joint Land Use Plans

Urban Design

- Urban Redevelopment
- Street & Block Concepts
- Regulating Plans
- Public Places, Pedestrian Realms & Plazas
- Feasibility Analysis
- Affordable Housing

Plan/Design Reviews

- Development Reviews
- Plan Approval Reviews
- Subdivision Reviews
- Design Reviews
- Sustainability Reviews

Public Participation

- Listening & Visioning Workshops
- Charrettes, Interactive Discussions & Focus Groups
- Stakeholder Interviews
- Online & Interactive Surveys
- Displays & Animations
- Virtual Engagement Techniques

Areas of Expertise

- Stormwater Management Plans
- Drainage and Flood Control
 - Storm Sewers
- Open Ditch Conveyance
- Detention Basins
- Retention Ponds
- Drainage Basin Delineation
- Computer Analysis and Simulation
- Erosion Control Plans
- Stormwater Permitting
- BMP/Design Management & Inspection
 - Infiltration Basin
- Bioretention Basin (Rain Garden)
- GIS Mapping and Modeling
- MS4 Modeling
- Runoff Management Grants
- Permeable Pavement

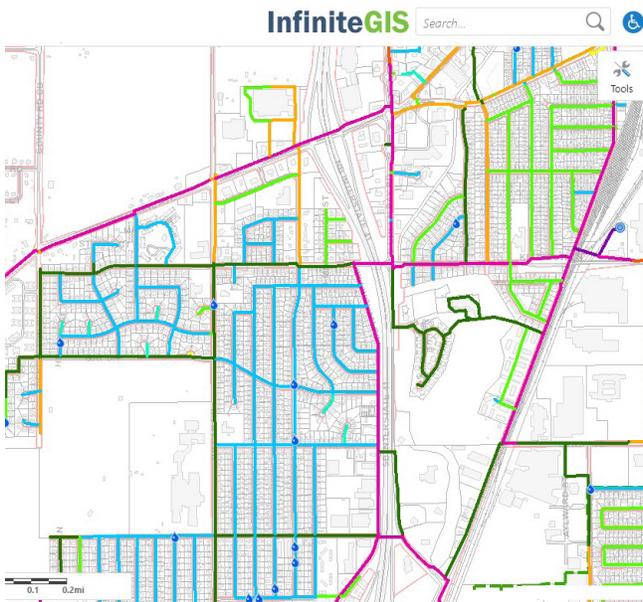
The staff at GRAEF is fully qualified to assist you in solving storm water management problems. We have extensive experience with projects for a wide range of public and private clients and from ordinance development and implementation to best management practice design, retrofit, and construction administration. Among the more crucial services that we offer are alternative analyses of solutions using computer simulation and analysis to minimize cost and maximize the benefit of a practice. This provides you with a solution that meets state and local goals without exceeding budgeted funds and will meet NPDES permits.

GRAEF has a full array of capabilities to address all aspects of stormwater management from GIS to design. After providing BMP computer analyses and site selection, GRAEF can design and provide construction administration for projects that contain detention, infiltration, buffers, LID's, runoff reduction, and pollutant removal.



InfiniteGIS & GIS Services

InfiniteGIS provides the necessary tools to allow administrators, office and field staff to manage their assets and infrastructure through a secure, web based GIS application.



Key benefits of InfiniteGIS

- Anywhere, any time, any device
- Secure access
- No software licensing
- All-Inclusive; everything in one application
- Retain historical inspection & repair records
- Retain institutional knowledge
- Create and edit features
- GPS for accurate field locations
- Minimal training – intuitive interface

GRAEF recognizes that GIS plays an essential role in public works...

- Cartographic Services and Analysis
- Database Design
- Data Development
- GPS Services
- Document / Asset Management
- 3D Modeling
- Web-Based Mapping
- Community Outreach Web Portals
- Education and Training

...all of these help you make informed decisions, produce daily results, and plan for the future. All of this will save the City money.



GRAEF also recognizes that no two cities are alike. Our GIS specialists have the ability to identify and embrace those differences and provide simple, intuitive solutions. GRAEF GIS specialists are well-versed in the latest GIS techniques including the use of state-of-the-art equipment and software. With technical expertise and outside-the-box creativity, we can provide a wide range of GIS services to the City of Birchwood Village.

The City seeks to find an ideal engineer to provide engineering services to its community. Birchwood Village is a unique community with lots of history and environmental resources. According to the city's 2040 Comprehensive Plan, maintaining the existing character of the community through preservation is paramount. The natural beauty of the Lake with the surrounding mature trees, and its long unique history, places Birchwood Village as a small hidden gem within the Metropolitan area.

The public works engineering staff at GRAEF has assisted clients in the area of municipal services since 1961. In 2018 GRAEF expanded into the Twin City Market. Roger Humphrey joined our team in Minneapolis in 2019. Our extensive experience working with governmental agencies including federal, state, county, city, village and township can be of great importance to your community.

GRAEF is positioned to help the City maintain their goals by accurately understanding the City's Comprehensive Plan, the zoning ordinances, subdivision regulations, policies, and codes. We can provide special emphasis on infrastructure needs and conditions, shoreland rules and regulations along with MS4 Stormwater requirements. We have vast experiences working in small and less urban communities whose main focus is to maintain its culture and preserve its heritage.

Roger grew up in Forest Lake, MN. He went to the University of Minnesota for Engineering, and for the past 6 years he has been living in the nearby community of Mahtomedi. Much of his career was working in both Minnesota and Wisconsin. He has always been active in the community. He was a Loins member and a Rotarian. He was the village engineer for numerous small villages in Western Wisconsin and served on both the Village board and planning commission for Woodville, WI, a town of about 1,000 people. He also served Woodville as their Economic Development Coordinator, was a founding president of the Woodville Economic Development Corporation, and served on the local Parkview Nursing Home Board of directors.

When it comes to engineering, Roger is a jack of all trades. At one point in Roger's career, he held the AICP (American Planning Association APA) certification for planners. He knows and understands the importance of planning and the implication of these goals. Roger will be supported in planning by Kristan Sanchez, GRAEF's Planning Market Area Leader. GRAEF's Planning department consists of several staff members who also have Master of Architecture degrees, which gives them the skills and ability to both draw and implement plans and policies. This creates enormous efficiencies in plan implementations.

For 20 years, Roger also held a Wisconsin Land Surveyor license. Although GRAEF currently does not offer Surveying out of the Minneapolis office, Roger is often seen with his conventional level and rod, which he uses when it comes to simple elevational design and staking needs. Roger also has a metal locator used to find property corners and control points. We have a strong network with local surveyors when it comes to boundary and larger topographic survey needs too.

Both Roger and Lisa have extensive stormwater management experience. Roger created and designed a disconnected stormwater management system that has been fully functional in nearby communities for almost 20 years. His system removes the needs of conventional curb and gutter and larger connecting stormsewers and ponds. Lisa Breu has extensive experiences working in all aspects of Stormwater management. Including complete streets, raingarden design and system maintenance, along with water reuse. Both Roger's and Lisa's experiences are perfect for maintaining Birchwood Village's rural road systems with natural looking boulevards.

For five years Roger was the Highway Engineer for St Croix County. He helped serve both the more urban cities like Hudson and New Richmond, along with more rural townships and small villages. Roger learned to help communities stretch their dollars and manage their systems. Roger helped manage the county rural road system using pavement rating systems along with rural drainage systems. This often included smaller spot projects that focused on a small but very specific deficiency to help these communities with a similar goal of preserving the rural and natural character of the community. When it comes to Trails and local roadways, Roger is supported by Mike Mohs. Mike has extensive experience with trails and roadways. Mike's design experience also includes complete streets with adjacent stormwater treatment systems.

We believe Roger's diverse background in engineering along with the extensive support system of personnel and experience will serve the City of Birchwood Village well now and into the future.





Roger is the lead civil engineer in our Minneapolis office, and has practiced in the Twin Cities and surrounding areas throughout his career. He is a Registered Professional Engineer with more than 30 years of experience managing a variety of civil engineering project types with a focus on community development, transportation, municipal, residential, and industrial design. In a consultant role, he has served as a city engineer and project manager. Roger has been the lead design engineer for numerous municipal projects ranging from large industrial park design, transportation projects, street reconstruction, and utility projects.

Professional Registration

Professional Engineer – MN, WI
Professional Land Surveyor - WI
No. 2188 November 1993-2018
Retired
American Institute of Certified
Planners, National 2001-2006
Retired

Education

B.S., Civil Engineering, 1985,
University of Minnesota,
Minneapolis, MN

Volunteer and Community Service

City of Mahtomedi, MN Finance
Committee 2020-present

Board of Directors Park View
Nursing Home, Wisconsin 2003-
2014

Founding Board of Directors
Member St. Croix County
Economic Development
Corporation, Wisconsin 1994-1996

Board of Directors St. Croix
County Economic Development
Corporation, Past President,
Wisconsin. 2008- 2014

Founding President Woodville
Economic Development
Corporation 1994-1996

Village Trustee and planning
commission member, Village of
Woodville 1991-1995

While serving as consultant city engineer, Roger’s duties have included attending City Council meetings and providing councils with guidance on prioritizing projects and maintaining or growing their local infrastructure systems. He also helps City Councils respond to resident complaints, assisting the cities with obtaining state grants, low-interest loans, or establishing assessment districts to fund public improvement projects.

Consultant Village Engineer, Baldwin, WI: Worked closely with the Village council and staff on street reconstruction, utility improvements and industrial park expansions. Assisted the village in setting up TIF districts, special assessment projects and grant applications. In a private sector role, served as lead project engineer for the Village’s 256-acre commercial and industrial park, responsible for the annexation, rezoning, concept development, infrastructure design and stormwater management.

Consultant Village Engineer, Woodville, WI: Worked closely with the Village and the general public, attended public hearings, neighborhood meetings, and responded to the concerns of the general public. Served as the lead designer, project manager and helped negotiate construction easements. As Economic Development Coordinator, negotiated the initial land purchases, end user sales and development agreements and coordinated the industrial development, TIF expansions, and property offerings for over 70 acres of Village-owned industrial park.

Economic Development Coordinator, Village of Woodville, WI (1991 to 1995): The Village hired Roger directly to be the Villages Economic Development Coordinator. Roger negotiated initial land purchases, end user sales and development agreements. Roger directed, laid out, and coordinated the industrial development, TIF expansions, and property offerings for over 70 acres of Village owned industrial park. Roger was also appointed to the planning commission and chaired the economic development committee. As a member of these committees he directed “Get on Track”, a community focus event designed to stimulate community action, set community goals, and to create a long-term vision. The primary outcomes were downtown revitalizing, facade loan programs, library relocation and expansion, industrial park expansion, and the creation of Woodville Economic Development Corporation. As the founding President of the Woodville Economic Development Corporation, Mr. Humphrey wrote a federal loan application (RUS loan, no interest and 2-year payment deferral) for a spec building, negotiated tenant lease and generated \$80,000.00 in revenues within two years.

ParkHaven at Pike Lake, 65 lot Urban development, Prior Lake, MN, 2019-2021: ParkHaven is within the shoreland district of Pike Lake, a natural environmental lake and a pristine creek, which is in the heart of the development. The lake and creek functions as the only outlet channel for the City of Prior Lake. This project demanded a considerable amount of environmental coordination and extensive design analysis with cost control measures. Roger lead the design and navigated the environmental approval process. The project boasts over 50% wooded open space and will become an essential extension of the city’s Pike Lake Park.



Jon brings over 27 years of experience in Computer Aided Drafting and Design (CADD) and Geographic Information Systems (GIS) related work, with a focus in strategic vision, technology innovation, Technical Services and delivering quality projects to clients. Jon is responsible for the development of CADD and GIS at GRAEF, both internally and externally for clients. His experience includes working with local, county, state and federal government agencies, as well as private companies and industries in respect to CADD and GIS. Jon has experience in many aspects of CADD and GIS, including base standardization (libraries, templates, guidelines, etc.), needs assessments, system design and integration, mapping, survey, global positioning systems (GPS), data development, cartography, analysis, database design and implementation, software development, hardware configuration and many other aspects of CADD and GIS.

Certification

Certified GIS Professional - GISCI

Education

A.S., Architecture, 1990
Madison Area Technical College
Madison, WI

B.S., Geography, 2002
Concordia College and University
Distance Learning, VA

Affiliations

Wisconsin Geographic Information
Coordination Council – Chair (2010
to Present)

Wisconsin Land Information
Association – President 2012

Wisconsin Presidents Council –
WIGICC and WLIA Representative

City of Chetek, GIS Services, Chetek, WI – Project Manager/Senior GIS Specialist:

Completed mapping from CAD files, aerial photography and several old as-builts. After the mapping was complete, it was integrated into a simple desktop GIS system, along with ties to a Microsoft Access Database structure for accurate maintenance and operations attribute data collection and record keeping. Several existing spreadsheets and hard copy data sets were imported into the database system. A monthly import from the water billing system was implemented to keep the records up-to-date for the field staff to use. Sewer line televising movie files were linked to the pipes in the system, for easy access to identify location and functionality of the pipes. A water system model was completed under a separate project and the outcome (fire flows, pressures, etc.) were imported into the database for efficient access to the data by the water department and fire department personnel. The Police Department implemented a remote login to the system from the squad cars for effective access to the GIS data for their use when responding to calls. They also use a parcel-based layer to log information regarding specific parcels/properties. A zoning data layer was created for the City Clerk to maintain, for ongoing zoning issues/changes. A building inspection layer was included in the system, allowing the building inspector to log in all activities and track them. The City has a municipal airport, which they maintain through the GIS system, recording and maintaining data about the hangers and other entities at the airport. The entire airport is mapped, including the outlying air restriction zones and boundaries.

Village of Turtle Lake, GIS and GPS Services, Turtle Lake, WI – Project Manager/Senior GIS Specialist:

Performed GIS and GPS services for the Village. Completed mapping from CAD files, aerial photography and several old asbuilts. After the mapping was complete, it was integrated into a simple desktop GIS system, along with ties to a Microsoft Access Database structure for accurate maintenance and operations attribute data collection and record keeping. Several existing databases, spreadsheets and hard copy data sets were imported into the database system. The sanitary sewer plant was also mapped and diagramed for inclusion into the system. The plant's operation and maintenance is logged into the system, creating a functional database for managing the plant. A zoning data layer was created for the Village Administrator to maintain, for ongoing zoning issues/changes. The Village later hired an intern to GPS all of the points in the Village, including the sanitary sewer, storm sewer, water system, signs, trees and lights. The GPS project allowed for those new layers to be included into the GIS system.



Kristan is a planner and project manager with over 20 years of experience in the public and private sectors. She has worked in planning, economic development, urban design, and architecture on projects throughout the US.

Kristan's specialties center on urban re/development and strategies for communities to maximize both community value and economic value, combining the community vision with market opportunities. She bases her work in the community values and vision, sets goals, and works to establish a path to maximize opportunities. Kristan believes that good planning – the combination of vision and appropriate development standards – sets the framework for economic development success.

Kristan has successfully led projects to redefine and plan downtown areas and has written zoning ordinances and procedures. She has served as planner and project manager on both sides of the table: as the client while development director for a municipality, and while working as a consultant hired by a community. Keeping the community goals at the center of the process is the key to a successful outcome of any project.

While currently in the consulting world, prior to joining GRAEF Kristan held the position of Director of Development for the Village of Ashwaubenon in northeast Wisconsin. From this role she brings an understanding of the municipal review and approval process, and economic development strategies (development and redevelopment) at the community level.

Education

Master of Urban Planning,
University of Wisconsin-Milwaukee
Master of Architecture,
University of Wisconsin-Milwaukee
B.S. Architectural Studies,
University of Wisconsin-Milwaukee

Professional Certifications

American Institute of Certified
Planners

Affiliations

American Planning Association
American Institute of Architects

Comprehensive, Master & Strategic Planning

Kristan has served as a consultant planner and as the internal staff project manager for multiple successful plans of various scales – from comprehensive community-wide plans to specific neighborhood area plans and transit-oriented development studies. The process includes engaging the community stakeholders, elected officials and professional staff to understand both the vision and the realities of the political and economic climate to best set the framework for continued use of the plan and implementation over the coming years.

Sheboygan Harbor Centre Downtown Master Plan & Placemaking, Sheboygan, WI – Project Manager and Urban Designer: With this project, the city was looking to enhance placemaking and activation in the downtown neighborhoods. Working with residents, property owners and business owners the GRAEF team engaged with stakeholders using a variety of methods including facilitated small group sessions, one-on-one conversations, and a digital survey.

Sheboygan River Bend Neighborhood Plan, Sheboygan, WI – Project Manager: Providing a neighborhood plan for the “River Bend” neighborhood – an area of the city just south of the downtown along the Sheboygan River. The neighborhood is experiencing major redevelopment of the industrial properties on the river, while concerns about neighborhood stability of the pocket single-family area bisected by high-trafficked N 14th St (WIS 42/28). The plan focuses on potential land uses, density and intensity of uses, and catalytic site redevelopment opportunities.



Professional Registration
Registered Engineer, State of
Minnesota #43559
LEED Accredited Professional, US
Green Building Council

Education
B.A., Mathematics, 1999, Saint
John's University, Collegeville, MN
B.S., Civil Engineering, 1999,
University of Minnesota – Twin
Cities, Minneapolis, MN

Professional Affiliations
Minnesota Surveyors and
Engineers Society
American Society of Engineers

Mike brings 22 years of experience in Transportation and Municipal Engineering Design related work, with an emphasis in roadway, bikeway, ADA accessibility, urban reconstruction, utility coordination and delivering quality projects to clients. Mike is experienced with implementing MnDOT State Aid and Federal Aid policies, procedures, and standards into project delivery. His project work includes managing several multi-disciplinary, multi-agency projects from preliminary design through construction administration.

City of Minneapolis, Queen Avenue Bike Boulevard - Project Manager/Designer: Mike oversaw this 4-mile bikeway corridor develop and evolve from concept design through construction contract award (scheduled 2022 construction completion). Project duties included navigating the MnDOT Delegated Contract Process for Federal Project approval. Multiple iterations of concept layouts were required to finalize the alignment through key segments/crossings in accordance with Bicycle Operations and Facility Design (with another firm).

City of Minneapolis, Plymouth Avenue North, Minnesota - Project Manager: The existing 50' wide undivided sea of pavement was enhanced with a grade separated bikeway, raised intersection crossings, median treatments, curb extensions, ADA complaint pedestrian facilities, an RRFB, street lighting, upgraded bus stops, and select green infrastructure improvements. Coordination with adjacent construction and daily operations of Hennepin County, Metro Transit, Minneapolis Park board, and a private developer was also required for 2021 construction. (with another firm).

City of Plymouth, Vicksburg Lane North Reconstruction, Minnesota-Project Manager/Engineer of Record: This was a 1.4-mile roadway conversion from a two-lane rural to four-lane urban section. The project included two new bridges: one roadway bridge replacing an at-grade crossing of CP Railway and a 360-foot-long pedestrian/bicycle bridge for the Northwest Greenway. From preliminary design through construction, Mike lead the public involvement, wetland mitigation, roadway, trail, utility, retaining wall, bridge, traffic control, traffic signal, and signing and striping elements (with another firm).

City of St. Louis Park, Monterey Drive, Minnesota - Project Manager: This was a two-phase project to re-imagine a four-lane undivided roadway as a two-lane roadway with medians and an on-street projected bicycle facility. Phase 1 (completed summer 2020) included installation of a $\frac{3}{4}$ intersection and Phase 2 (2021 Construction) replaced an existing signal with a roundabout and repurposed an existing a traffic lane with a grade-separated bikeway (with another firm).



Lisa has 10 years of experience in hydrologic and hydraulic modeling, water quality modeling, rural and urban drainage design, green infrastructure, and stormwater reuse. Her projects have ranged from feasibility and conceptual design to final design and construction administration. Lisa excels at complex problem solving and collaborating with multi-disciplinary teams to develop sustainable solutions that are cost-effective and maintainable. She has a particular interest in solving complex problems with simple and efficient solutions.

Professional Registrations
Professional Engineer – MN

Professional Certification
Professional Engineer – MN
(License number 54289) - SWPPP
Certified through 2023

Education
University of Minnesota – Twin
Cities, 2012
Major: Civil Engineering –
Emphasis in Environmental
Engineering
Minors: Sustainability Studies,
Ecological Engineering

Hoyer Heights Street Reconstruction, Minneapolis, Minnesota - Stormwater Designer: Designed residential tree trenches to capture roadway and residential runoff via curb cuts. Modeled water quality in MIDS and evaluated potential flood control benefits in XP-SWMM. Completed drainage plans and specifications, conducted construction site visits for green infrastructure, completed as-built plans and models (with another firm).

City of Minneapolis, Plymouth Avenue North, Minnesota - Lead Stormwater Designer: Lisa coordinated with city staff to minimize the number of new stormwater inlets due to the raised crossings and developed Green Stormwater Infrastructure alternatives in accordance with City requirements (with another firm).

CSAH 36 and 37/University Avenue and 4th Avenue, Hennepin County, Minnesota - Lead stormwater designer: Lead stormwater designer working to meet new Minneapolis Chapter 54 stormwater ordinance requirements for linear projects for reconstructed areas along University Avenue and 4th Ave. Right-of-way was limited and BMPs consisted of small bio-retention basins with curb cut surface inlets, tree trenches that served existing trees, and sumped manholes. Plans were delivered in OpenRoads Designer.

Hastings VA Water Reuse Study and Preliminary Design, Vermillion River Watershed Joint Powers Board, Hastings, Minnesota: Completed analysis of three potential stormwater and rainwater reuse projects to help meet VA goals in potable water use reduction including garden irrigation, truck washing, and potential treatment to drinking water standards for general use. Completed preliminary design and cost estimation for underground cistern, pump and treatment skid, and raised garden drip irrigation system.

40th St NW Flood and Storm Sewer Modeling, Rochester, Minnesota: Lisa synthesized models of the roadway drainage and neighboring residential areas from GIS information and as-built plans. The model was checked and adjusted to mimic observed flood locations and elevations using gauged rain events and photographs. Three main and several sub-alternatives bound by tight elevation and space constraints were modeled and costs were estimated to determine if upsizing the storm sewer along West River Parkway or adding storage to the Police Department and Community Development parcel could significantly relieve flooding.



Professional Registrations
Professional Engineer – WI

Professional Certification
LEED Accredited Professional
(Leadership in Energy and
Environmental Design granted by
the US Green Building Council)
Construction Documents
Technologist - The Construction
Specifications Institute

Education
B.S., Civil Engineering, 1993, Cum
Laude, Michigan Technological
University, Houghton, MI

Professional Affiliations:
American Society of Civil Engineers
(ASCE)
American Public Works Association
(APWA)
Wisconsin Rural Water Association
(WRWA)
Wisconsin Water Association
(WIAWWA)

Mike is a principal and the Municipal Market Area Leader at GRAEF with experience on a variety of public works projects. For nearly 30 years, he has managed projects involving water distribution system modeling and design, sanitary sewer and storm sewer design, roadway design, and site development.

Milwaukee Avenue Reconstruction, City of Wauwatosa, WI - Project Manager: Managed the complete replacement of a portion of two existing storm sewer systems to alleviate flooding problems. The GRAEF team had to deal with many challenges to design a storm sewer system that was cost-effective, constructible, and coordinated with the roadway design. One of the more challenging aspects of the project was development of outfall designs that minimized scour and erosion at the Menomonee River.

City of Wauwatosa, WI, Water Distribution System Analysis - Project Manager: Collected distribution system data and created base map for city. Modeled the 192 miles of the two-zone water system in WaterCAD, entering pipes, nodes, reservoirs, towers, pump stations, check valves and pressure reducing valves. Determined demand for entire system and established diurnal curves for junctions. Performed c-factor tests and fire flow tests to calibrate model. Evaluated specific scenarios for the city and notified the city of problem areas. Created pressure and fire flow contour maps for the city.

Franklin Water and Wastewater Facility, Franklin, WI - Project Manager: The existing single story sewer and water building was approximately 3,500 square feet. Due to community growth over the last decade, the structure was deficient in meeting the service and business needs of the department. The proposed addition increased the overall facility to over 20,000 square feet. It included large vehicle storage and service bay, mezzanine parts storage, offices, conference room, clerical work rooms, break room, toilet/locker rooms, and remodeling of the existing building. The project team consisted of all GRAEF disciplines; architectural, structural, civil, landscaping, mechanical, electrical and plumbing.

Deer Creek Interceptor Sewer, City of New Berlin, WI – Project Manager: This project implemented an extension of an existing sanitary sewer through future development areas. It included approximately 4,900 feet of 21-24 inch interceptor sewer. GRAEF redirected the flow to the interceptor and removed an existing lift station. This project ensured the sanitary sewer system would meet both the current and future loads of the growing City.

Brookdale Area Street Reconstruction Project, City of Greenfield, WI, - Project Engineer: A 2.0-mile rural-to-urban roadway reconstruction project in the City of Greenfield in Milwaukee County, Wisconsin. Work included full urban roadway reconstruction, the addition of a storm sewer system, driveway improvements, site grading, and landscaping between Root River Parkway, W. Layton Avenue, and S. 92nd Street. Responsibilities included development of roadway geometrics, drainage design, cross sections, cost estimates, agency coordination, and public involvement.



Paul Eiring PE
Water / Sewer Specialist | Principal | P6

Paul leads GRAEF sanitary sewer and wastewater treatment projects. He has 35 years of experience providing project design and management, as well as water system design, site development, and industrial piping systems. Paul has provided a multitude of Midwest communities a thorough cross-section of municipal practices and understands client needs.



Matt Walsh EIT
Civil Designer | P1

Matt participates on design teams within both private development and public sectors including residential, municipal, and industrial projects. He provides design services such as site planning and grading and erosion control, as well as construction SWPPP creation. He uses his technical expertise and knowledge to exceed the needs of the owner/client.



Scott Daniel GISP
GIS Specialist | P4

Scott specializes in web-based GIS application development, with experience in a variety of GIS platforms and programming languages. He focuses on creating custom, user-friendly, interactive web-based GIS applications that provide access to detailed spatial data for a variety of users. Scott works directly with key stakeholders to design and deliver web-based data management tools for municipal infrastructure including sanitary sewer, water distribution, stormwater, urban forestry, traffic signage, cemeteries and more.



Joseph F. Pepitone Jr. PLA, LEED AP
Landscape Architect | Principal | P7

Joe is a licensed landscape architect who brings 30 years of professional experience in project management expertise, landscape architectural design and planning to GRAEF and has won numerous design awards for his work. Joe has been involved in master planning and design for corporate office, industrial, commercial/retail, recreational facilities, urban design, multi-family residential, senior housing, healthcare and educational campuses of all sizes. His expertise includes master planning to incorporate building(s) and site program elements in a functional and cohesive manner.



Bob Jeffers PE, LEED AP
Electrical Engineer | Associate | P7

With over 30 years as an Electrical Consulting Engineer, Bob has a broad range of experience with clients, different building types, and varied electrical systems. He has significant experience as project manager of multi-disciplined projects, solar and renewable energy, and project engineering functions for design of electrical and lighting systems, including establishing project budgets, completing calculations, selecting equipment, preparing specifications, designing low and medium electrical distribution systems, stand-by emergency generation and fire alarm systems for commercial, institutional, laboratory and sports projects.

List of past and present Municipal Clients for whom GRAEF has provided Municipal Engineering Services:

City of Burlington
 City of Menomonie*
City of Muskego
 City of South Milwaukee
Town of Trenton
 Village of Baldwin*
 Village of Bristol

Village of East Troy
 Village of Greendale
 Village of Hales Corners
 Village of Hammond*
Village of Harrison
 Village of Howard
 Village of Luck*

Village of Newburg
 Village of Whitefish Bay
 Village of Woodville*

**Roger Humphrey served as primary community contact while with another firm.*



Town of Trenton, Wisconsin

GRAEF has been serving as the Town of Trenton Engineer since 2004. Services have included, but are not limited to:

- Surveying Services
- Plan reviews for private development:
 - ◇ Road construction
 - ◇ Storm sewer construction
 - ◇ Sewer and water construction
 - ◇ Site Plans
- Review stormwater management and erosion control plans
- Roadway resurfacing
- Permitting
- Special assessments
- Attend public meetings
- GIS and Mapping Services

Reference:

Cindy Komro, Town of Trenton Clerk
 262 / 675 6009
 clerk@townoftrenton.info

Village of Harrison, Wisconsin

GRAEF has recently been selected to provide ongoing services to the Village of Harrison in the role of Village Engineer. Services will possibly include:

- Grant writing and assistance
- Surveying Services
- Plan reviews for private development:
 - ◇ Road construction
 - ◇ Storm sewer construction
 - ◇ Sewer and water construction
 - ◇ Site Plans
- Review stormwater management and erosion control plans
- Sanitary sewer and lift station design
- Permitting
- Planning
- Map development
- Special assessments
- Attend public meetings
- Review subdivision grading plans within a 48 hour time frame
- Other services as requested

Reference:

Mark Mommaerts, Village of Harrison Village Planner
 920 / 989 1062
 mmommaerts@harrison-wi.org

City of Muskego, Wisconsin

GRAEF is providing ongoing services to the City of Muskego in the role of City Engineer. Services include:

- Engineering Project Review
- Developed and bid Road Improvement Program with a \$725,000 budget.
- Developed and submitted LRIP Applications
- Road Reconstruction Project coordination
- Private Development coordination with City codes and standards.
- Plan Review for City Developments
 - ◇ Provides Stormwater Management.
 - ◇ Provides utility (water mains, sanitary sewer, and storm sewer) and pavement plan review and approval.
 - ◇ Coordinates construction inspection
 - ◇ Coordinates record drawings to meet City approvals
 - ◇ Coordinates and provides guidance for WDNR water main extension permits
 - ◇ Coordinates and submits for WDNR and MMSD sanitary sewer extension approvals.
- Provides resident coordination and responses for various private and public projects.

Reference:

Scott Kroeger, City of Muskego Public Works and Development Director
 262 / 679 5686
 skroeger@cityofmuskego.org

Relevant Experience

List of past and present Municipal Clients for whom GRAEF has provided Engineering Services:

City of Appleton
 City of Ashland
 City of Brookfield
 City of DePere
City of Franklin
 City of Green Bay
 City of Greenfield
 City of Kaukauna

City of Madison
 City of Menasha
 City of Milwaukee
 City of Neenah
 City of Oak Creek
 City of Racine
 City of St. Francis
 City of Waukesha

City of Wauwatosa
City of West Allis
 Village of Ashwaubenon
 Village of Germantown
 Village of Hales Corners
 Village of Howard
 Village of Shorewood
 Village of Whitefish Bay



City of Wauwatosa, Wisconsin

For nearly 30 years, GRAEF has been working with the City of Wauwatosa on a variety of projects from water system design to bridge replacement to roadway reconstruction. A sampling of the services provided to the City include:

- **Lift Stations (115th & 116th Street Bypasses)**
- Water distribution system design
- LSSSES services
- Construction inspection services
- Community block grant development
- Park and athletic facility design
- Zoning and plan review
- Street design and repaving
- Bridge inspection and repair
- Site design for development projects
- Sewer system evaluation and design
- Water tower design and construction inspection

Reference:
*Bill Wehrley, City of Wauwatosa
 Engineering Services Manager
 414 / 479 8929
wwehrley@wauwatosa.net*



City of West Allis, Wisconsin

Since the early 1990s, GRAEF has been working with the City of West Allis, a suburb of Milwaukee in southeastern Wisconsin. Our experiences together have been varied from environmental investigations to roadway reconstruction to comprehensive planning. A sampling of the services provided to the City include:

- Landfill closure
- Environmental engineering
- Sanitary sewer evaluation and design
- Comprehensive planning
- Brownfield redevelopment
- Street and highway design and re
- Bridge inspection and repair
- Streetscaping
- EMS warning system
- Stormwater management services

Reference:
*Peter Daniels, City of West Allis
 Development Director
 414 / 302 8360
pdaniels@westalliswi.gov*



City of Franklin, Wisconsin

For over 25 years, GRAEF has been working with the City of Franklin with a variety of miscellaneous design and construction management projects. Services include design of major roadway, facility, and utility projects, as well as inspection of rehabilitation and reconstruction projects. Representative projects include:

- **S. 51st Street Lift Station and Force Main**
- **City of Franklin Industrial Park Lift Station**
- **Briarwood Sanitary Lift Station**
- Natural Resources Plan Review - Various Dev.
- Stormwater Management Plan Reviews - Various Developments
- W. Drexel Avenue Reconstruction Design and Construction Management
- W. Puetz Road Watermain/Roadway Reconstruction Design and Construction Management
- W. Oakwood Road Watermain Extension and Roadway Improvements
- Area A Development Traffic Impact Analysis
- Ballpark Commons Mixed-Use Development Construction Management
- Franklin Sewer and Water Utility Facility Expansion Design
- Franklin Comprehensive Plan, Pleasant View Park Master Plan and Planning Services

Reference:
*Glen Morrow, City of Franklin
 City Engineer/Director of Public Works
 414 / 425 7510
gmorrow@franklinwi.gov*



Roger Humphrey's Minnesota Specific Project Experience



Construction at Parkhaven at Pike Lake

Parkhaven at Pike Lake

Details: 65 single family homes on 40 acres,

Roger's Role: Project Manager/Engineer of Record

Location: Prior Lake, Minnesota.

Team Members: Tradition Development and Enebak Construction

PHS Cobblestone Lake

Details: 187 unit 4 story Senior Housing

Roger's Role: Civil Project Manager/Engineer of Record

Location: Apple Valley, Minnesota.

Clients: Presbyterian Homes and Pope Architects, clients.

Fair Hill

Details: 239 single family detached townhomes on 90 acres

Roger's Role: Project manager/ Engineer of Record

Location: Farmington, Minnesota

Clients: True Gravity Venture and M/I Homes

Marshes of Meadow Woods

Details: 17-Lot Urban Subdivision

Location: Minnetonka, Minnesota

The original site was the old Meadow Woods Golf Course. The site consisted of unpermitted wetland fills and in violation of the Army Corp of Engineers. This project blended 17 urban lots with wetland remediation, stormwater treatment, and extensive soil correction to produce high end luxury homes surrounded in a created natural setting. The project used a unique disconnected stormwater system using ribbon curbs swales and raingardens. (while with his own firm)

Meridian Behavioral Health

Location: St. Francis, MN

Roger's Role: Site/Civil Engineer

Assisted in the site selection for the St Francis location. Meridian Behavioral Health provides drug and alcohol

treatment to local communities. The site designs require a high degree of privacy. The project was on a small failed subdivision with open views. Coordinating a team effort, Roger obtained the approval by providing a series of berms and landscape areas to create an aesthetic site setting with private and secluded entrances. Roger further assisted Meridian Behavioral Health in site selection and permitting in the City of St Paul and Mahtomedi, Minnesota. (while working for his own firm)

Small Area Plans

Details: 3M Foundation Property

207 acres for City of Oakdale

Canterbury Downs- 180 acres for Canterbury Commons

Shakopee Sand and Gravel-40acres for Notermanns

Roger's Role: Land Development Group leader.

Grand Central Lofts

Details: Mixed used 114 units on 7 acres plus an Aldi's Grand Central Lofts, 230 Unit Housing and Commercial Mix-Use Redevelopment*

Roger's Role: Project Manager/Engineer of record

Location: Columbia Heights, Minnesota

When the City of Columbia Heights expanded its redevelopment goals along Central Avenue, the city looked to local private developers to redevelop the aging Kmart store located on Central Avenue between the 47th and 49th block. The city recognized that economic development cannot become a reality without private investment. Mr. Humphrey worked directly with private development groups, architects, and landscape designers to design the 230-unit condominium and town-home development, including the retail and parking facility. As part of this project Roger also designed systems to increase capacity of down stream utilities, including a sanitary sewer pipe bursting project under Central Avenue, Hwy 65. (while working for his own firm)

GRAEF *testimonials-InfiniteGIS*

“ I can’t say enough about how wonderful the system has been for us! ”

- Migrating to InfiniteGIS was the best move we have ever made for both GIS and Asset Management.
- The system is user friendly and easy to access both in the office and the field.
- Adding or editing assets in the field is a breeze.
- InfiniteGIS simplifies data collection for hydrant flushing and valve exercising.
- The Water Pipe Break feature allows us to graphically represent which areas of the city need attention.
- For water main breaks requiring a shutdown, we take a snapshot of the affected area and share with customers. This has drastically decreased the amount of complaints we receive due to uninformed customers.
- InfiniteGIS is the first thing I bring up on my computer in the morning and the last thing I turn off at the end of the day.
- Having the ability to attach scanned intersection sheets, drawings, and pictures has eliminated the need to carry several volumes of paper in each vehicle.
- InfiniteGIS has become our main tool for determining future capital improvement needs.
- Utilizing InfiniteGIS has greatly simplified our state reporting requirements.
- The asset management feature of InfiniteGIS makes keeping a lead and copper materials inventory a breeze.
- Edits to InfiniteGIS show up in real-time to all users. There is no stale data or having to update the system periodically at the office.
- The powerful query and filter builder allow us to display and target certain assets for replacement.
- InfiniteGIS has eliminated much of the paper waste involved in asset management. No waste, no wet paper, no smudges, no poor handwriting issues.
- Having the ability to display multiple layers in one system makes InfiniteGIS a one-stop-shop for data.

Anthony L. Mach
Water Utility Director
Neenah Water Utility
211 Walnut Street
Neenah, WI 54956
Office: 920 / 886 6182
Cell: 920 / 858 6300



Check out a live demo of GRAEF's InfiniteGIS:

<https://demo.infinitegis.graef-usa.com>

1.
VILLAGE OF HALES CORNERS, WI
PUBLIC WORKS DEPARTMENT
 Scott Rewolinski
 Director of Public Works
 5635 South New Berlin Road
 Hales Corners, WI 53130
 414-529-6161
srewolinski@halescorners.org

2.
CITY OF CHETEK, WI
PUBLIC WORKS DEPARTMENT
 Dan Knapp
 Director of Public Works
 1125 Railroad Avenue
 Chetek, WI 54728
 715-924-4236
chetekcs@chibardun.net

3.
VILLAGE OF RIVER HILLS
PUBLIC WORKS DEPARTMENT
 Craig Schroeder
 Superintendent Department of Public Works
 7650 N. Pheasant Lane
 River Hills, WI 53217
 414-352-0080
cschroeder@vil.river-hills.wi.us

4.
CITY OF MINNEAPOLIS, MN
PUBLIC WORKS DEPARTMENT
 Lisa Goddard, Professional Engineer
 Surface Water & Sewers
 309 2nd Avenue South
 Minneapolis, MN 55415
 612-673-2096
lisa.goddard@minneapolismn.gov

PROFESSIONAL SERVICES FEE SCHEDULE

| CLASSIFICATION | RATE |
|----------------------------------|-------------|
| Senior Group Manager (P9) | \$ 235.00 |
| Group Manager (P8) | \$ 215.00 |
| Senior Professional (P7) | \$ 205.00 |
| Professional (P6) | \$ 195.00 |
| Professional (P5) | \$ 185.00 |
| Professional (P4) | \$ 171.00 |
| Professional (P3) | \$ 158.00 |
| Professional (P2) | \$ 143.00 |
| Professional (P1) | \$ 120.00 |
| | |
| Senior Technician/Inspector (T6) | \$ 160.00 |
| Senior Technician/Inspector (T5) | \$ 147.00 |
| Senior Technician/Inspector (T4) | \$ 137.00 |
| Technician/Inspector (T3) | \$ 124.00 |
| Technician/Inspector (T2) | \$ 109.00 |
| Technician/Inspector (T1) | \$ 90.00 |
| Survey Crew - 1 Person | \$ 168.00 |
| Survey Crew - 2 Person | \$ 233.00 |
| Administrative | \$ 87.00 |

Automobile travel will be billed at the current federal rate of 65.5 cents per mile.
 Survey vehicles will be billed at 75 cents per mile.
 LIDAR scanner will be billed at \$150/hour.
 Unmanned Aircraft System (UAS) will be billed at \$75/hour.
 Expenses such as travel and supplies will be billed at actual cost.
 Contracted services and consultants will be billed at cost plus 5 percent.



March 8, 2023

Via Electronic Mail
hakantrud@protonmail.com

H.A. Kantrud, P.A.
Lawyers and Counselors
Post Office Box 517
Saint Paul, MN 55090

Re: City of Birchwood Village Opinion Request

Dear Mr. Kantrud:

On behalf of the City of Birchwood Village, you request an opinion on the effective date of an ordinance that raised the salaries of the mayor and city council members. In our opinion, the ordinance became effective in 2023, and any payments of raises prior to 2023 were unlawful.

BACKGROUND

In 2020, the City of Birchwood Village considered a proposed ordinance to increase the salaries of the mayor and city council members beginning January 1, 2021. During the October 13, 2020 city council meeting, the record was opened for public comments on the proposal. No one commented, so a motion was made to close the public hearing. The Council voted on the motion to close the public hearing, but no one subsequently moved or voted to adopt the proposed salary increases. The only vote that occurred was the vote to close the public hearing.

On November 5, the city administrator wrote a memorandum to the mayor and city council members. The city administrator stated that the proposed ordinance had not been adopted during the October 13 meeting, so he was placing the proposed ordinance in the consent agenda for the November 10 meeting. The city council approved the consent agenda with the proposed salary increases at the November 10 meeting.

Under Minnesota law, the city council can set the salaries of its members and the mayor. Minn. Stat. § 415.11, subd. 1. But changes in salary do not take effect “until after the next succeeding municipal election.” *Id.*, subd. 2. You report that the City had a municipal election on November 3, 2020, seven days before the proposed ordinance was passed. The next succeeding municipal election was in November 2022. Nevertheless, the City paid the mayor and city council members the increased salary in 2021 as if the ordinance had passed prior to November 3, 2020.

In 2022, the City received an anonymous communication stating that the increased salaries should not have begun in 2021 because the ordinance was passed after the November 3, 2020 election. You advised the city council that the “law is quite clear” that the increases should not have taken effect in 2021.

To correct the issue, the City attempted to revert to the pre-raise salaries for 2022. The City also attempted to deduct the amount of the 2021 overpayments from the 2022 salaries and requested repayment for any remaining deficiencies. Matt McKinney, *Technicality costs Birchwood Village council members their raise*, STAR TRIBUNE (Nov. 30, 2022).¹

In December 2022, the mayor and city council passed a resolution that no action would be taken to rescind their salary increases. The City then left the 2021 salaries undisturbed and paid the 2022 salaries with the raises.

QUESTION

When did the salary increases become effective?

ANALYSIS

The salary increases became effective in 2023. As noted above, Minnesota law provides that “[n]o change in salary shall take effect until after the next succeeding municipal election.” Minn. Stat. § 415.11, subd. 2. The change in salary was passed on November 10, 2020. The next succeeding municipal election after November 10, 2020, was in November 2022. Therefore, the salary increases did not take effect until 2023, and paying salary increases in 2021 and 2022 was unlawful.²

This conclusion is consistent with an opinion this Office issued in 1970. Op. Att’y Gen. 63-a-2 (September 28, 1970) (enclosed). The City of Blaine enacted an ordinance increasing the salaries of the council members and mayor. The ordinance was passed after the November 1969 municipal election, but authorized salary increases beginning January 1, 1970, which was before the next succeeding municipal election. We concluded that the ordinance was invalid because it did not comply with Minn. Stat. § 415.11, subd. 2. We also concluded that the council could not ratify its prior actions after the fact. We similarly conclude here that the December 22, 2022 resolution passed by the Birchwood Village mayor and city council did not ratify the overpayments in 2021 or 2022.

¹ <https://www.startribune.com/technicality-costs-birchwood-village-council-members-their-raise/600231592/?refresh=true>

² By its terms, the ordinance was clearly intended to take effect the next calendar year following its adoption.

H.A. Kantrud, P.A.

March 8, 2023

Page 3

In your request, you ask whether the rationale in an Attorney General Opinion from 1976 could be applied to this situation. Op. Att’y Gen. 471-K (May 10, 1976). In that opinion, the City of Wadena passed a “motion” to increase the salaries of the mayor and council members. Section 415.11 authorizes salary increases “by ordinance,” so we were asked whether Wadena’s “motion” to increase the salaries had any legal effect. We opined that the motion to increase the salaries was still effective because Wadena adopted it with formalities that were “substantially equivalent” to the formalities required for ordinances.

But Birchwood Village’s situation is different. Unlike Wadena, Birchwood Village did not pass a motion to increase the salaries at its October 13, 2020 meeting. The only motion the council voted on was a motion to close the public comment portion of the meeting. A procedural motion to close the public comment portion of a meeting is not substantially equivalent to a substantive vote on whether to raise the salaries. See Minn. Stat. § 412.191 (“Every ordinance shall be enacted by a majority vote of all the members of the council . . .”). Birchwood Village did not pass anything substantive until the November 10, 2020 meeting. Thus, November 10, 2020 is the relevant date for purposes of Minn. Stat. § 415.11, not October 13, 2020.

Thank you for your correspondence. We hope this response is helpful.

Sincerely,

/s/ Jacob Champion

JACOB CAMPION

Assistant Attorney General

(651) 757-1459 (Voice)

(651) 282-5832 (Fax)

jacob.campion@ag.state.mn.us

Enclosure: Op. Att’y Gen. 63-a-2 (September 28, 1970)

#5406810-v1

MASTER FILE

CITY COUNCIL: ORDINANCE INCREASING SALARIES: Where Blaine City Council enacted ordinance increasing salaries of city councilmen and mayor, such increase to take effect during current term of office of councilmen and mayor at time of enactment of ordinance, said ordinance fails to satisfy requirements of Section 2.07 of city charter. Since ordinance authorizes salary increases prior to next succeeding municipal election, said ordinance also fails to satisfy requirements of M.S. 1969, Sec. 415.11. Under these circumstances, ordinance is invalid.

Section 2.07 of charter evidences intention that there should be no differentiation in amounts of monthly salaries of each of four city councilmen and any change in salaries of said officers should apply uniformly to each such officer.

September 28, 1970

63-a-2

(Cr. Ref. 63-b-14)

Mr. G. D. Giancola
Blaine City Attorney
3700 Central Avenue N.E.
Minneapolis, Minnesota 55421

Dear Mr. Giancola:

In your letter to Attorney General Douglas Head you submit substantially the following

FACTS

The City of Blaine is a city of the fourth class operating under a home rule charter adopted in the year 1964. Section 2.07 of the charter fixes, until changed by ordinance, the amount of the monthly salary of each of the four city councilmen and the mayor. This section also provides that the aforementioned salaries shall not be increased during the current term of office of the councilmen or the mayor at the time of the enactment of any such ordinance.

A special meeting was held by the city council on October 11, 1969, to approve a city budget for the year 1970. The minutes of this meeting, a copy of which you have enclosed for our review, disclose that a motion was passed to add a specified sum to the budget to permit the raising of the councilmen's and mayor's salaries, applicable only to non-incumbents. The mayor, whose term of office expired December 31, 1969, voted in favor of the motion as did two councilmen whose terms will expire December 31, 1970. One councilman, whose term expired December 31, 1969, ab-

September 25, 1970

stained from voting and one councilman, whose term will expire December 31, 1970, was absent when this vote was taken. Thereafter, at this same meeting, the entire city budget was unanimously approved by the council.

On January 3, 1970, a new mayor, whose term will expire December 31, 1971, took office pursuant to an election duly held. Also taking office at this time, following his reelection, was the councilman who had abstained from voting on the above described motion. This councilman's term will expire December 31, 1971. In the middle of January 1970, Section 2.07, supra, of the charter came to the attention of the council. On February 19, 1970, Ordinance No. 218, a copy of which you have enclosed for our review, was passed to ratify the acts of the council which occurred on October 11, 1969 and to promulgate and carry out the intentions of the council. This ordinance increases the monthly salaries of the councilmen and the mayor and provides that such increases are retroactive to January 1, 1970. The new mayor and the reelected councilman were among the four who voted in favor of the ordinance. One councilman was absent.

Based on the above facts you ask substantially the following

QUESTIONS

1. Is Ordinance No. 218 increasing the salaries of the councilmen and mayor valid?
2. Are the new mayor and the reelected councilman entitled to the increase in salary commencing January 1, 1970?
3. Does Section 2.07 of the charter lend itself to the interpretation that there should be no differentiation in the amounts of the monthly salaries of each of the four city councilmen?

OPINION

1. Section 2.07 of the home rule charter of the City of Blaine provides, in part, as follows:

September 28, 1970

"The monthly salary of each of the councilmen shall be \$75.00 per month, and the monthly salary of the mayor shall be \$100 per month until changed by ordinance, but shall not be increased during the current term of office of the councilmen or mayor at the time of enactment of such ordinance."

Ordinance No. 218 was enacted on February 19, 1970 and increases the monthly salaries of the councilmen and the mayor retroactive to January 1, 1970. Under the facts described herein, these salary increases are to take effect during the current term of office of the councilmen and mayor at the time of the enactment of the ordinance. This being the case, the ordinance fails to satisfy the requirements of the above charter provision. It has been said that charter and statutory provisions of this kind are usually strictly construed and evasions of any nature receive the displeasure of the courts. McQuillin, Municipal Corporations (1968 Revised Volume) Sec. 12.198.

It is also necessary, in considering the validity of this ordinance, to take into account M.S. 1969, Sec. 415.11 which deals with the fixing of salaries of certain municipal governing bodies and which provides as follows:

"Subdivision 1. Notwithstanding the provisions of any general or special law, charter, or ordinance, the governing body of any city of the second, third or fourth class may by ordinance fix their own salaries as members of such governing body, and the salary of the chief elected executive officer of such city, in such amount as they deem reasonable.

September 28, 1970

"Subd. 2. No change in salary shall take effect until after the next succeeding municipal election."

Pursuant to this statute, the Blaine City Council may, if it so chooses, disregard Section 2.07 of the city charter and, by ordinance, increase the salaries of the councilmen and the mayor provided such increase does not take effect until after the next succeeding municipal election. However, since Ordinance No. 218 was enacted after the November, 1969 municipal election and authorizes salary increases from January 1, 1970, which is prior to the next succeeding municipal election in November, 1970, said ordinance fails to satisfy the requirements of this statute.

Inasmuch as Ordinance No. 218 fails to meet the requirements of either Section 2.07 of the city charter or M.S. Sec. 415.11, we conclude that said ordinance is invalid. In the facts presented it is stated that the ordinance was passed "to ratify the acts of the council which occurred on October 11, 1969, and to promulgate and carry out the intentions of the council". However, since the ordinance is itself invalid it is ineffective either as a ratification of the prior acts of the council or as a means of promulgating and carrying out the intentions of the council whatever those intentions may have been. In conclusion, therefore, we answer your question in the negative.

Mr. G. D. Giancola - 5

September 28, 1970

2. Since Ordinance No. 218 is invalid (see answer to question 1), neither the mayor nor any member of the city council is entitled to the described salary increase. Accordingly, we answer your question in the negative.

3. In fixing a monthly salary for each of the four city councilmen, we are of the opinion that Section 2.07 of the city charter evidences an intention that there should be no differentiation in the amounts of the monthly salaries of each of these councilmen. Thus, any change in the monthly salary of these officers should apply uniformly to each such officer. Accordingly, we answer your question in the affirmative.

Very truly yours,

DOUGLAS M. HEAD
Attorney General

MICHAEL R. GALLAGHER
Special Assistant
Attorney General

DMH:MRG:mp

Feb 27, 2023

Rebecca Kellen
City Administrator
City of Birchwood Village
207 Birchwood Avenue
Birchwood, MN 55110

Dear Ms. Kellen:

With substantial experience in all aspects of program and project development and delivery, coupled with a passion for mission-focused work with a strong impact, I am confident I will achieve results as Birchwood Village's next Deputy Clerk. As you will note in my attached resume, I offer a vision-driven approach to project planning and management, decision making, and tactical project implementation that I am excited to bring to your team. My hope is to leverage my skills and experience to serve in this part time capacity with the city while I build a consulting company to serve local school districts as a project planner and manager.

I have been enormously proud to serve in roles of increasing responsibility and scope for Saint Paul Schools, where I managed numerous district-wide projects and initiatives. Throughout my career, I specialized in bringing projects from concept to successful delivery, effectively administering high-impact grants, leading and mentoring teams, and identifying ways to grow the organization through targeted change management initiatives. Strongly self-directed and collaborative, with a drive to continuously improve performance and project/operational efficiency, I am proud of the work I've done over the last 15+ years with the district.

Below are some examples of the value I can bring to Birchwood Village:

- Strong skills in management and administration including budgeting and financial management, contracting, and procurement, process development and documentation, and grant management.
- Compassionate and motivating team leader with an excellent track record of hiring and developing professionals who love their work and feel supported.
- Excellent communicator – written, interpersonal, large-group presentation, curriculum development, and working with school-age kids are among my strongest skills.

I look forward to speaking with you and learning more about the Deputy Clerk position and the City of Birchwood Village. Until then, thank you for your time and consideration.

Sincerely,

Rebekah Doyle

PROFILE

Driven, mission-focused, creative, and curious professional with diverse career experience in public-facing environments. Decisive, consistent, and transparent leader who builds effective and collaborative teams. Engaging communicator committed to wisdom, justice, and fun.

AREAS OF EXPERTISE

- Project Planning
- Process Design and Documentation
- Program Development
- Strategic Planning
- KPI/Metrics Development and Monitoring
- Project Management
- Staff Training, Coaching and Mentoring
- Facilitating and Presenting
- Budgeting
- Resource Management
- Federal Grant Management

EDUCATION & CERTIFICATION

Certificate in Organizational Development and Change Management

University of Minnesota (To be completed in April 2023)

Public/Nonprofit Administration (MPA)

Metropolitan State University (Current)

Master of Fine Arts

University of Minnesota | Twin Cities, MN

Bachelor of Arts (With Honors)

Alma College | Alma, MI

COMMUNITY ENGAGEMENT

Girl Scouts & BSA Leader/Board Member

PROFESSIONAL EXPERIENCE & SELECTED HIGHLIGHTS

WHAT'S NEXT CONSULTING | White Bear Lake, MN

2022-present

Provide professional contracted services to clients ranging from political campaign coordination to grant writing.

SAINT PAUL PUBLIC SCHOOLS | Saint Paul, MN

2000 – 2022

Served in numerous roles of increasing responsibility and scope throughout tenure and served as a trusted advisor and thought leader with a passion for the mission of the district, one of the largest school districts in the United States.

Grants Management Coordinator (September 2007 – September 2022)

Oversaw the development, implementation, and support of critical grants that impacted district operations and strategic initiatives. Personally responsible for \$15M+ in annual revenue, supporting 200+ simultaneous projects across 70 schools and departments. Managed all project finances, reporting, and compliance functions. Led a five-member grants and project support team and indirectly supervised and mentored over 50 managers. Built and sustained strong relationships with government agencies and non-profit partners.

- Set, implemented, communicated, evaluated, and continuously improved program development and project management strategies for a diverse range of projects ranging in size from \$500 to multi-million-dollar federally funded projects.
- Consistently recognized by senior leadership for dedication to project and program success and ability to align cross-functional people and initiatives.
- Conceptualized and introduced successful grants management training programs, pilot programs, and key enterprise-wide initiatives throughout tenure.
- Managed a strategic initiative with 40 different subject matter experts that resulted in the creation of a shared values strategic plan for the entire finance division.
- Co-designed an enterprise-wide New Employee Orientation and Onboarding program as part of an Organizational Development Plan.
- Identified the need for cross-department alignment, gained buy-in from senior leaders to create new training initiatives, and championed the efforts that ultimately improved organizational efficiency.
- Created and introduced a new certification program for grant managers and education administrators across the district, thereby boosting competency.
- Achieved and maintained zero audit findings on all grants managed for 15 years.
- Continually delivered projects on-time and within 5% of original budget scope.

Interim Director (July 2010 – October 2010)

- Started a newsletter shared with over 3,000 teachers and principals that shared grant application opportunities, available support from the office, and best practices in grant management, a solution that remains in place today in weekly emails and social media posts.

Fund Development Specialist (June 2004 – November 2007)

- Managed the transition of the grants office from paper-based to electronic processes and designed a FileMaker Pro database that functioned as a CRM, filing system, and project management system.

Student Wellness Clerk (October 2000 – June 2004)

- Redesigned an annual months-long project for five staff to send 35,000 hand-written immunization records home to a one-day mail merge sent directly to printer and mailed home within a day.

Birchwood Village Deputy Clerk Application

Applicant Name:

DEPUTY CLERK

YOU MUST COMPLETE AND RETURN THIS FORM TO BE CONSIDERED AS AN APPLICANT.

Please note:

This form will be used to rank applicants, so please be complete and accurate in your responses.

1. **Do you have college coursework or experience in business administration, finance, or a closely related field? (choose one)** **YES** **NO**

If Yes, please answer the following by checking and completing the required information:

- I have the following education in business administration, finance, or a closely related field:**

List post high school classes and/or degrees related to Accounting, Finance, Government or a closely related field:

public finance, change management and training from the state in fund accounting

- I have the following experience in business administration, finance, or a closely related field:**

List experience in business administration, finance, government, or a closely related field:

20+ years in grants management at St. Paul Public Schools

2. **Do you have at least two years of office support experience and/or previous work-related experience with a municipal government agency in managing and administering local government finances?**

(choose one)

YES

NO

If yes, please explain your experience:

Organization Describe Office Support Duties Performed Duration

see resumé

3. Do you have any paid bookkeeping/accounting work experience?

(choose one)

YES

NO

Please summarize your bookkeeping/accounting work experience below.

Accounting Experience Company Name Duration (Years, Months)

see resumé

4. Please list your experience with the following computer software programs and your proficiency with each program. Please list and rank any additional program experience. Please rank all programs 1 to 5, with 1 being lowest proficiency to 5 being highest proficiency.

a. Word

Proficiency 5

b. Excel

Proficiency 5

c. List other software in which you are proficient:

Proficiency 3

MS Project

MS Access

Social Media (Facebook, Instagram, Linked IN, Twitter)

Quicken

Clockify

5. (a) What do you think is the key to providing quality customer service?

Listening completely for understanding

(b) Describe how you have demonstrated this in your past work history.

| Organization | Describe customer service duties | Duration |
|--------------|----------------------------------|----------|
|--------------|----------------------------------|----------|

see resumé

6. Other qualifications:

Summarize special job-related skills and qualifications acquired from employment, education or other experience that will benefit you in this position.

see resumé + cover letter

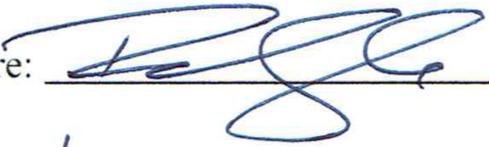
Military Experience

| |
|---|
| Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Describe your duties: |
| Do you wish to apply for Veterans' Preference points: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Birchwood Village by the application deadline of the position for which you are applying. |

I hereby certify that all answers contained in this application are true and I agree and understand any misrepresentation or omission of facts contained in my application for employment or this addendum will be grounds for disqualification for employment, or in the event of employment, immediate dismissal from employment upon later discovery of any omission of facts or misrepresentations.

I further understand if offered a position, I will be required to submit to and pass a criminal background check, and employment reference checks.

By my signature on this form, I hereby acknowledge I have read and understood the above statements. **Failure to sign application forms may result in rejection of your application.**

Applicant's signature:  _____

Date: 02/27/2023

Alexandra Ramirez
322 Cypress St.
Somerset, WI 54025
(651)-404-9058
morazanalexandra@gmail.com

March 7, 2023

Dear City of Birchwood Village,

I have found that you're looking to hire in my area of interest. Thank you in advance for taking the time to read this letter along with my Resume. I believe I am a strong candidate for the opportunity presented.

I am currently an Administrative Assistant at a title company named FSA Title Services. Though this role has provided me with incredible experience to add to my skill set, I hope to have a slight change in role that will continue to be admirable for my future. Since I've graduated high school back in 2018, I had never felt the need for additional education until recently. I felt a strong desire to do more with myself and take advantage of the wonderful opportunity my eyes were not open to before, and further my education. I aspire to eventually pursue a career in the legal field. I genuinely love to make a direct difference in the lives of others. As I am currently studying for a Paralegal A.A.S., I have found that I need a change in position to balance my studies effectively. I am looking for a part-time position. I feel that all the basic attributes a legal professional should have, I already possess. This is important in any role. Professionalism and a good attitude has gotten me far. I am a diligent worker no matter the responsibility given. One of my top priorities is integrity. This is core for who I am as an individual and as an employee. My mother showed me the importance of integrity. No matter what difficulties I may face in the workplace, it's always rewarding to do the right thing. I continue to build my communication skills effectively, pay close attention to detail, and make sure I am understanding and patient. My bilingual skills, fluency in Spanish and English are a great benefit and sets me apart.

I have always loved to work with customers and clients, and relate to people. I consider myself a people-person. I do great with empathizing with others and like to make a difference, even if it is just with a smile. A warm and welcoming atmosphere is always essential no matter the career area. Regardless of my position, I genuinely enjoy being a help to those around me, which makes my job so much more pleasurable. Responsibility is vital and I am always ready to face challenges with a positive attitude.

Your slightest consideration would be very much appreciated. If you do believe I make an appropriate candidate, I am willing to meet any other requirements you may have and expand my skill set.

Yours truly,

Alexandra Ramirez

Birchwood Village Deputy Clerk Application

Applicant Name:

DEPUTY CLERK

YOU MUST COMPLETE AND RETURN THIS FORM TO BE CONSIDERED AS AN APPLICANT.

Please note:

This form will be used to rank applicants, so please be complete and accurate in your responses.

1. **Do you have college coursework or experience in business administration, finance, or a closely related field? (choose one) YES NO**

If Yes, please answer the following by checking and completing the required information:

I have the following education in business administration, finance, or a closely related field:
List post high school classes and/or degrees related to Accounting, Finance, Government or a closely related field:

I have the following experience in business administration, finance, or a closely related field:
List experience in business administration, finance, government, or a closely related field:

2. **Do you have at least two years of office support experience and/or previous work-related experience with a municipal government agency in managing and administering local government finances?**

(choose one) **YES** NO

If yes, please explain your experience:

| <u>Organization</u> | <u>Describe Office Support Duties Performed</u> | <u>Duration</u> |
|---------------------|---|-----------------|
| FSA Title Services | Answering Phones Answering questions Redirecting Calls Redirecting Mail Answer Email Correspondence Filing Client confidentiality | 9 Months |

3. Do you have any paid bookkeeping/accounting work experience?

(choose one)

YES

NO

Please summarize your bookkeeping/accounting work experience below.

| <u>Accounting Experience</u> | <u>Company Name</u> | <u>Duration (Years, Months)</u> |
|------------------------------|---------------------|---------------------------------|
|------------------------------|---------------------|---------------------------------|

4. Please list your experience with the following computer software programs and your proficiency with each program. Please list and rank any additional program experience. Please rank all programs 1 to 5, with 1 being lowest proficiency to 5 being highest proficiency.

- a. Word Proficiency 5
- b. Excel Proficiency 4
- c. List other software in which you are proficient: Proficiency _____

5. (a) What do you think is the key to providing quality customer service?

The key to providing quality customer service is providing a welcoming environment with a big smile, patience, understanding, and kindness.

(b) Describe how you have demonstrated this in your past work history.

| Organization | Describe customer service duties | Duration |
|--------------------|--|-----------------------|
| FSA Title Servies | Answer phone calls | Entire working career |
| Huntington Bank | Ensure customers are comfortable | |
| LTCG (Call Center) | Resolve conflict Answer questions Smile! | |

6. *Other qualifications:*

Summarize special job-related skills and qualifications acquired from employment, education or other experience that will benefit you in this position.

My entire working career has revolved around customer service. I am currently pursuing paralegal studies which has taught me invaluable lessons on ethics and doing everything in the client's best interest.

Military Experience

| |
|---|
| Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Describe your duties: |
| Do you wish to apply for Veterans' Preference points: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Birchwood Village by the application deadline of the position for which you are applying. |

I hereby certify that all answers contained in this application are true and I agree and understand any misrepresentation or omission of facts contained in my application for employment or this addendum will be grounds for disqualification for employment, or in the event of employment, immediate dismissal from employment upon later discovery of any omission of facts or misrepresentations.

I further understand if offered a position, I will be required to submit to and pass a criminal background check, and employment reference checks.

By my signature on this form, I hereby acknowledge I have read and understood the above statements. **Failure to sign application forms may result in rejection of your application.**

Applicant's signature:  _____

Date: 03/07/2023

Alexandra Ramirez

Administrative Assistant

322 Cypress St.
Somerset, WI 54025
(651) 404-9058
morazanalexandra@gmail
.com

EXPERIENCE

FSA Title Services, Stillwater, MN — Admin. Assistant

JUNE 2022 - PRESENT

Office Support staff, Answer phones, Customer service, Data entry, Open files for real estate transactions, Scanning/copying, Distribute mail, Maintain filing system, Secretarial duties

Huntington Bank, Cottage Grove, MN — Financial Relationship Banker

SEPTEMBER 2019 - JUNE 2022

Customer service, Resolve customer issues, De-escalation, Sales, Grow customer relationships, Appointment scheduling, Relationship management, Knowledge of financial products, Teller work

Long Term Care Group, Woodbury, MN — Customer Service Rep.

June 2018 - MAY 2019

Healthcare field/Environment, Sales, Long term care insurance, Patience, Problem solving, Billing, Data Entry, Knowledge of the product, Customer Satisfaction, Confidence on phone calls, Call center

EDUCATION

Rasmussen University, Lake Elmo, MN/Online — Paralegal A.A.S.

AUGUST 2022 - PRESENT - EXPECTED GRAD. - JUNE 2024

Introduction to Law and the Legal System, Introduction to Legal Research, Legal Ethics, Family Law, Legal Writing, Criminal Law and Procedure, Contracts, Torts

Tartan Senior High, Oakdale, MN — General Diploma

Graduated - MAY 2018

SKILLS

Typing - 75 WPM

Microsoft Office

Highly Organized

Multitasker

Team Player

Adaptability

AWARDS

Dean's List Excellent GPA

LANGUAGES

Spanish, English

VOLUNTEERING EXPERIENCE

FMSC - Package meals for Feed My Starving Children charitable nonprofit organization

Eagle Brook Church - Music Team

ALEXANDER LIND

DEPUTY CLERK

CONTACT

411 Wildwood Ave
Birchwood Village
MN, 55110

(612)-236-3887

Alinds513@gmail.com

Margaret Ford
City Mayor
Birchwood Village
207 Birchwood Ave.
Birchwood, MN 55110

Rebecca Kellen
City Administrator
Birchwood Village
207 Birchwood Ave.
Birchwood, MN 55110

Mary Cahill
Treasurer
Birchwood Village
207 Birchwood Ave.
Birchwood, MN 55110

To Whom it May Concern,

Are you looking for a Deputy Clerk with:

- Previous payroll and benefit experience?
- Knowledgeable and skilled with government officials?
- Someone who makes professional and rational decisions?
- Proficiency in Microsoft Suite?

If so, then look no further. You will see from my enclosed resume that I am plenty qualified for the position.

As a life-long resident of Birchwood, I would very much like to discuss opportunities working with you and for the city of Birchwood Village. I am currently back in school studying business administration. While I have not completed my coursework, I have completed multiple courses in the area of accounting and finance.

To schedule an interview, please call me at (612)-236-3887. The best times to reach me are between 9am to 12pm, and 3:30pm to 6pm. You may of course, leave a voice mail whenever and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Alex Lind

Alexander Lind

411 Wildwood Ave
Birchwood Village, MN, 55110
(612) 236-3887
Alinds513@gmail.com

CAREER OBJECTIVE

Adaptable professional with 7+ years of experience and a proven knowledge in data entry, operations management, and staff training and development. Aiming to leverage my skills to successfully fill the Deputy Clerk position for the city of Birchwood Village.

PERSONAL SUMMARY

I am a dynamic leader that strives for excellence from myself and those around me. Throughout my twelve years in the United States Army, I have learned the importance of diligence, integrity, teamwork and loyalty. I am a strong communicator and I am able to utilize this strength to lead a team through complex problem solving and navigation through challenging situations.

KEY SKILLS

- Excellent interpersonal skills
- Problem Solver
- Calm and Approachable

PROFESSIONAL EXPERIENCE

407th CIVIL AFFAIRS BATTALION, ALPHA COMPANY, Shoreview, MN

Operations Manager, Sep 2018-Present

- Direct or coordinate the supportive services department of a business, agency, or organization.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department.
- Analyze internal processes and recommend and implement procedures or policy changes to improve operations, such as supply changes or the disposal of records.
- Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
- Conduct classes to teach procedures to staff.

308th CIVIL AFFAIRS Brigade, Homewood, IL

Project Manager, JUN 2020- NOV 2021

- Developed Complex, Compact Scenarios for Deploying units from US Army Civil Affairs.
- Created and oversaw staff integration into exercise directorial roles.
- Set goals and milestones for the project developers.
- Communicated critical information to stakeholders, briefed high level decision makers on courses of action.
- Assessed risks and made difficult decisions related to COVID mitigation, manpower and time constraints.
- Helped develop a process that saved thousands of dollars in cost over 2 years.

407th CIVIL AFFAIRS COMPANY, CHARLIE COMPANY, Poznań, Wielkopolskie

Operations Manager, Jun 2017- Jul 2018

- Direct or coordinate the supportive services department of a business, agency, or organization.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department.
- Analyze internal processes and recommend and implement procedures or policy changes to improve operations, such as supply changes or the disposal of records.
- Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
- Conduct classes to teach procedures to staff.

HEALTHCORPS, White Bear Lake, MN

Nursing Manager, Jan 2013-Jan 2014

- Conduct and administer fiscal operations, including accounting, planning budgets, authorizing expenditures, establishing rates for services, and coordinating fiscal reporting,
- Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, services, maintenance, and other personnel.
- Review and analyze facility activities and data to aid planning and cash and risk management and to improve service utilization.
- Plan, implement and administer programs and services in a health care or medical facility, including personnel administration, training, and coordination of medical, nursing and physical plant staff.
- Direct or conduct recruitment, hiring and training of personnel.
- Establish work schedules and assignments for staff, according to workload, space and equipment availability.
- Develop and maintain computerized record management systems to store and process data such as personnel activities and information, and to produce reports.

References available upon requests

To: Birchwood City Council
From: Ryan Hankins
Re: Radon test results and action

Motion: direct City Staff to:

1. purchase the Radonova Radtrak³ long-term test; and
2. conduct the test over at least three months in location of the previous 4.7 pCi/l reading;
and
3. report the results to the council by email and in the next regular meeting agenda.

One of the three radon test kits at Village Hall recorded results of 4.7 pCi/l. The location of the test was in the utility room. Two other tests provided results of less than 4.0 pCi/l.

“The US EPA action level for indoor radon is 4.0 pCi/L. The EPA recommendation for test results in this range (4 to 8 pCi/L) is to conduct either a short- or long-term follow-up measurement. If, however, this is a follow-up (confirming) test, it is recommended that you take remedial action to reduce these radon levels.”

The Minnesota Department of Health recommends the Radonova Radtrak³ long-term test; one kit is \$39.98 with the MNRADON discount code.

Test type: **Charcoal**

Test Number: **28001640** Result: **4.7 pCi/l**

- This test was received for analysis on **02/13/2023**
- The total exposure time was **144 hours**
- Starting on **02/02/2023** at **1:00 pm**
- Ending on **02/08/2023** at **1:00 pm**

To: Birchwood City Council
From: Ryan Hankins
Re: Firearms, Curfews and Tobacco

Four documents follow:

1. [ACTION] Proposed ordinance for Firearms, which also repeals Trapping Prohibited
2. [ACTION] Proposed ordinance for Tobacco.
3. [REFERENCE] Existing Trapping Prohibited ordinance.
4. [REFERENCE] Existing Firearms ordinance.
5. [REFERENCE] Existing Curfews ordinance.

Please see the “Findings and Purpose” sections for a discussion of the changes proposed.

Smoking Signs

At the March meeting, there was some discussion of whether the council could obtain a grant for signs.

Sign order form:

<https://www.ansrmn.org/wp-content/uploads/2021/04/Ecig-Property-Sign-Order-Form.pdf>

Technical Assistance:

<https://www.ansrmn.org/our-programs/technical-assistance/mn-technical-assistance/>

Requirements:

Association for Non Smokers-MN (ANSR) has 12” x 18” permanent outdoor metal signs available for grantees that need assistance in promoting their tobacco-free policy. These signs are FREE, but all orders require a copy of tobacco-free policy that includes electronic cigarettes on the policy and was adopted in 2014 or later. To receive the FREE signs, the tobacco-free policy must be a formal written policy that states that all forms of tobacco use are prohibited on the whole property or lists the facilities covered under the policy.

The signs are very beautiful.



A new firearms ordinance is proposed, adhering to what Minnesota Statute §471.633 allows.

Per council discussion in January, I have removed the prohibition on smoking in streets and added an exception for a deer hunt. Because bows are not firearms and are not regulated in our code, we allow exceptions for hunting and trapping.

Mahtomedi simply uses the Washington county curfew. White Bear Lake has its own curfew. I propose we repeal our own curfew and rely on that of Washington County.

Ramsey County recently passed an ordinance prohibiting smoking on all county-owned areas across the county and garnered some controversy for its limits on tobacco use in vehicles on county-owned land; this proposal does not do so.

Washington County:

(A) It is unlawful for a juvenile under the age of 12 to be present in any public place or establishment within Washington County:

1. any time between 9:00 p.m. on any Sunday, Monday, Tuesday, Wednesday, or Thursday and 5:00 a.m. of the following day.
2. any time between 10:00 p.m. on any Friday or Saturday and 5:00 a.m. on the following day.

(B) It is unlawful for a juvenile, from age 12 through 14, to be present in any public place or establishment within Washington County:

1. any time between 10:00 p.m. on any Sunday, Monday, Tuesday, Wednesday, or Thursday and 5:00 a.m. of the following day.
2. any time between 11:00 p.m. on any Friday or Saturday and 5:00 a.m. on any Saturday or Sunday of the following day.

(C) It is unlawful for a juvenile, ages 15 and 16, to be present in any public place or establishment within Washington County:

1. any time between 11:00 p.m. on any Sunday, Monday, Tuesday, Wednesday, or Thursday and 5:00 a.m. of the following day.
2. any time between 12:01 a.m. and 5:00 a.m. on any Saturday or Sunday.

White Bear Lake:

Under the age of 16 years is 10:00 p.m. - 5:00 a.m., 7 days a week.

16 and 17 years is 12:00 a.m. - 5:00 a.m., 7 days a week.

ORDINANCE NO. _____

**AN ORDINANCE REPLACING ORDINANCE NO. 609 TITLED “FIREARMS” AND
REPEALING ORDINANCE NO. 608 TITLED “TRAPPING PROHIBITED.”**

Findings and Purpose:

Birchwood is very limited in how it can regulate firearms. Our current code may not be enforceable. The League of Minnesota Cities writes:

Since 1985, the state legislature has explicitly preempted all cities, counties, towns and other governmental subdivision from regulating “firearms, ammunition or their respective components,” with two exceptions. A governmental subdivision such as a city may regulate the discharge of firearms and it may adopt regulations identical to state law.

The term “firearm” is not defined for the purposes of the law. However, in the context of criminal law, Minnesota courts have relied on a statutory definition pertaining to fish and game. Under this definition, a firearm is “a gun that discharges shot or a projectile by means of an explosive, a gas, or compressed air.”

Using this definition, case law has provided that neither BB guns nor paintball guns are considered firearms for purposes of criminal law. Due to the state preemption, Minnesota cities have no authority to ban assault weapons, high capacity magazines or any other firearm, ammunition or component thereof unless already banned by state law. Whether BB guns and paintball guns may be banned because they are not “firearms” within the context of criminal law is less clear.

This change makes the definition of firearm match that which Minnesota courts use, and makes this regulation more likely to be enforceable. It also makes explicit that exceptions to § 609.020 are to the discharge of firearms, not to hunting, and that attempted discharge is also included.

Because the City has sometimes hosted veteran’s groups that have provided gun salutes for Independence Day, an exception for this purpose is provided.

The code allows for a suspension of hunting and trapping provisions related to the code.

Our trapping code can be consolidated into this section, because it is very brief and because the prohibition may also be suspended under § 609.020; the section prohibiting the sale of traps is removed.

Section 1.

Ordinance No. 608, and titled “TRAPPING PROHIBITED” is hereby repealed.

Section 2.

Ordinance No. 609, and titled “FIREARMS” is hereby repealed and replaced with the following:

609. FIREARMS, HUNTING AND TRAPPING

609.010. DEFINITIONS.

1. Firearm. A gun that discharges shot or a projectile by means of an explosive, a gas, or compressed air. A bow is not a firearm.
2. Trapping. The setting, laying, using, or having in possession of any mechanical device or snare which seeks to hold, capture or kill an animal.

609.020. FIREARM DISCHARGE PROHIBITED. No person shall discharge or attempt to discharge any firearm in the City, except:

1. in lawful defense of person or property against an unlawful act; or
2. by peace officers or military personnel in the course of their duties and in necessary connection with enforcement of the laws; or
3. for the discharge of a blank cartridge pistol or rifle in connection with an event hosted by the City and by arrangement with the City.

609.030. HUNTING PROHIBITED. No person shall hunt any bird or animal by any means within the City.

609.040. TRAPPING PROHIBITED. No person shall engage in trapping, except:

1. for the use of live traps which are tended to at least every 12 hours and which are employed for the control of nuisance animals; and
2. for the purposes of trapping rats, mice, gophers and moles.

609.050. HUNTING AND TRAPPING EXCEPTIONS. The City Council may, by resolution, provide for limited and temporary suspensions of § 609.030 and/or § 609.040.

609.100. PENALTIES. Any person violating any of the provisions of this ordinance is guilty of a misdemeanor.

EFFECTIVE DATE: This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by M.S. § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of M.S. § 331A.01, subd. 10, as it may be amended from time to time.

Adopted by the City of Birchwood Village City Council this XXth day of February, 2023

Margaret Ford, Mayor

Attest:

Rebecca Kellen, City Administrator-Clerk

ORDINANCE NO. _____

**CITY OF BIRCHWOOD VILLAGE
WASHINGTON COUNTY, MINNESOTA**

**AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 610 AND
TITLED “CURFEW FOR MINORS; FIREARMS; TOBACCO.”**

Findings and Purpose:

Firearms are regulated in Chapter §609, so duplicate code is removed.

Consistency with Mahtomedi, which depends on Washington County for curfews and with state statute prohibiting youth tobacco, e-cigarette possession and use and on enforcement at the county level make the most sense for a small City, so our separate sections of core are repealed.

This change also promotes public health by banning the use of tobacco at public property; the state already forbids tobacco use indoors. It does not forbid smoking on city streets in general, but does so during City events, such as the Fourth of July parade.

Regulation of medical cannabis is not necessary because of the requirements of Minnesota Statute §152.23. The City may adopt regulations for the public welfare and for smoking pursuant to Minnesota Statutes §§ 144.417 subd. 4(a) and 412.22 subd. 32.

The City Council of The City of Birchwood Village, Minnesota ordains:

Section 1.

Ordinance No. 610, and titled “**CURFEW FOR MINORS; FIREARMS; TOBACCO**” is repealed and replaced with the following:

610. TOBACCO

610.045. USE OF TOBACCO. No person shall use any form of tobacco or e-cigarettes at or on any public open space, restroom, public lake tract, park, warming house, athletic court or field, ice rink, picnic shelter or path, nor shall any person use any form of tobacco or e-cigarettes at or on any dock association dock, nor at or in any boat at a dock, boat lift or boat hoist at a public lake tract, nor at any event on any City street, road or parkway that is open to the public and hosted by the City.

610.060. PENALTIES. Any person who violates this chapter shall be guilty of a misdemeanor.

EFFECTIVE DATE: This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by M.S. § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of M.S. § 331A.01, subd. 10, as it may be amended from time to time.

Adopted by the City of Birchwood Village City Council this XXth day of February, 2023

Margaret Ford, Mayor

Attest:

Rebecca Kellen, City Administrator-Clerk

608. TRAPPING PROHIBITED

608.010. TRAPPING PROHIBITED.

1. Trapping anywhere in the City is prohibited.
2. The sale of traps within the City is prohibited.

608.020. DEFINITIONS. For the purpose of this Chapter, certain words are defined as follows:

1. Trap. Any mechanical device or snare which seeks to hold, capture or kill an animal.
2. Trapping. The setting, laying, using, or having in possession, except at their own home or in their own motor vehicle.

608.030. This code shall not apply to traps specifically designed to kill rats, mice, gophers or moles, nor does it apply to cage type live traps employed for the control of nuisance animals as long as such traps are tended to each 12 hours.

609. FIREARMS

609.010. DEFINITIONS.

1. Firearms. Any device from which is propelled any projectile or bullet by means of explosions or gas and shall include but not be limited to B-B guns, air rifles, and air pistols.

609.020. SHOOTING RESTRICTED. No person shall discharge any firearm or engage in hunting of any game birds or animal by any means within the City of Birchwood Village except:

1. Unless discharged in lawful defense of person or property; or
2. By a duly authorized law enforcement officer in the performance of his duty.

610. CURFEW FOR MINORS; FIREARMS; TOBACCO

610.010. DEFINITIONS. For the purpose of this Chapter, the following words shall be defined as follows:

1. Minor. A minor is any unemancipated person under the age of eighteen (18).
2. Adult. An adult is any person over the age of eighteen (18).
3. Tobacco. Tobacco means cigarettes, cigars and tobacco in any other form suitable for chewing or smoking.
4. Tobacco-related devices. Tobacco-related devices means cigarette papers and pipes for smoking.

610.020 CURFEW.

1. It shall be unlawful for any minor to be present on the public streets, highways, roads, alleys, parks, playgrounds, or other public places or on vacant lots within the City of Birchwood Village during the following hours:
 - a. Between 10:00 p.m. and 5:00 a.m. if the minor is under the age of sixteen (16).
 - b. Between 12:00 midnight and 5:00 a.m. if the minor is sixteen (16) or seventeen (17).
2. It shall be unlawful for the parent of a minor to knowingly allow the minor to engage in conduct prohibited by this Chapter.

610.030 EXCEPTIONS TO CURFEW. A minor may engage in the conduct prohibited under part 610.020 if the minor is accompanied by a parent or an adult authorized by the parent to accompany the minor, is on an emergency errand, is traveling directly to or from a place of employment, or has another legitimate reason to be out after curfew.

610.040. DANGEROUS WEAPONS.

1. No minor shall handle, have in his or her possession, or have under his or her control any firearm, ammunition, slingshot, sling, air-gun, or other similar weapon within the City of Birchwood Village, unless accompanied by the minor's parent or guardian.

2. No person other than the parent or guardian shall give, sell, or otherwise furnish any of the objects described in this part to a minor.

610.050. POSSESSION OF TOBACCO. No minor shall use, purchase, or possess tobacco or tobacco-related devices within the City of Birchwood Village.

610.060. PENALTIES. Any person who shall violate Sections 610.020 or 610.040(1) shall be guilty of a misdemeanor. Any person who violates Section 610.050 shall be guilty of a petty misdemeanor. A violation of Section 601.040(2) shall be a felony as provided in Minnesota Statutes Section 609.66, Subd. 1(b).

“AMENDED BY ORDINANCE 2001-1; April 10, 2001”

“AMENDED BY ORDINANCE 2001-2; September 11, 2001”

To: Birchwood City Council
From: Ryan Hankins
Re: Fixing an inconsistency in the water meter code

In the January meeting, I proposed an amendment to the city water code, even though the fee schedule lists the amount of a fee that I added to the ordinance itself; this repairs that and removes a repeated sentence.

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 201.080 OF ORDINANCE NO. 201, AND TITLED “CITY WATER SYSTEMS.”

The City Council of The City of Birchwood Village, Minnesota ordains:

Findings and Purpose:

This change makes our water meter code refer to the fee schedule and removes a duplicated sentence.

Section 1. Section 201.080 of Ordinance No. 201 and titled “City Water Systems” is amended to read:

201.080. METERS.

1. The City will monitor water usage by consumers through a water meter furnished by Kamstrup Electronic Water Meters designated by the Council. Every household or other final consumer of City water must have its own meter. A suitable place, safe from frost and other damage, and accessible for examination and reading must be provided at the expense of the consumer.
2. Meters shall be installed by the City at the owner's expense. All meters shall be under the control and supervision of the City and shall be sealed by the proper City employees. No person other than City employees or other person designated by the City in charge of said work shall break said seals.
3. Non-Kamstrup Electronic Water Meters

1. Any water meter that is not the designated Kamstrup Electronic Water Meter will require manual readings and ~~the~~ quarterly ~~Non-electronic water meter~~ fee. For any water meter that is not the designated Kamstrup Electronic Water Meter, a legible timestamped photo of the resident's current meter reading must be emailed by the resident to the City's designee between the first and the fifteenth of February, May, August and November or ~~the Non-submission of emailed photo of non-electronic water meter fee listed in the fee schedule~~ will be imposed.

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2. Failure to timely report any water meter reading two times in any four-quarter period is a violation of this code and is a misdemeanor. Submitting an intentionally erroneous reading is also a violation of this code and is a misdemeanor. Failure to timely produce a legible timestamped photo of the current reading shall result in double the fee set in the fee schedule. -

Deleted: Submitting an intentionally erroneous reading is a violation of this code and is a misdemeanor.

3. Upon the sale of any property in the City the Kamstrup Electronic Water Meter must be installed.

4. Consumers must keep their service pipes, attachments, and meters in order, and must protect them from frost.

5. In case of the breakage or stoppage of any meter, the consumer shall immediately notify the City. Any repairs necessary shall be made at the expense of the owner, except in the case of normal wear and tear.

6. In cases where the meters are difficult to access by the officers of the City, or are exposed to danger from frost, the water shall be shut off from such premises until the obstruction is removed or the danger is avoided.

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Section 2. This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of The City of Birchwood Village Minnesota this ____ day of Month, Year.

Mayor

Attested:

City Clerk



TO: Mayor and City Council
FROM: Rebecca Kellen, City Administrator
SUBJECT: City Security

City staff ordered and received the Smart Lock approved by the city council in January 2023 with the Village Hall Security and Access Policy, listed below.

I move that:

- We direct city staff to spend:
 - Up to \$250.00 to purchase a "Kwikset Halo Touchscreen Wi-Fi Smart Lock with Halifax Lever," or a similar device, that has the following features:
 - Wi-Fi and the ability to remotely lock and unlock the device.
 - A physical key slot.
 - A keypad with key codes that can be enabled and disabled on a schedule.
 - Up to \$200.00 to fund installation of the device.
- We direct the city administrator to put the aforementioned Village Hall Security and Access Policy into practice.

<https://www.costco.com/product.100655475.html>

Maintenance review of the product indicated that it required connection to a cellular phone to operate, and there was not an option to connect it to a computer. City staff considered the purchase of a cellular phone and monthly plan however does not see a need for such. In which case, it may be preferable to consider other options to implement with respect to Village Hall security.

From a City staff perspective, it would be acceptable to change the locks, which maintenance has indicated would cost less than \$50. The locks have recently been changed on the Easements and the Warming House. The city houses keys in a locked vault and keeps a log of when keys are lent out and returned for meetings or hall rentals. City staff recommends the purchased lock is returned, the locks on Village Hall are changed, and the continued use of secure measures are maintained as indicated in the Village Hall Security and Access Policy.

Thank you for your consideration.

A handwritten signature in blue ink that reads "Rebecca Kellen".

Rebecca Kellen
City Administrator



TO: Mayor and City Council
FROM: Rebecca Kellen, City Administrator
SUBJECT: Leaf Pick Up Discontinued
DATE: 3/8/2023

To: Council
From: Justin McCarthy
RE: Leaf Pickup – For placement on the OPTIONAL agenda

Council,

The City has for the past several years provided a leaf pickup service for residents in conjunction with Joe Wormwood of Mow Joe. The service works by having residents contact Saint Anthony Village to sign up; residents put their leaves at the street; Joe collects the leaves; the resident is billed on their water bill.

Last year, only a handful of residents took advantage of this service. However, residents invariably called City Hall when they had issues, rather than calling Mow Joe or St. Anthony Village. During my discussions with City staff, this program was noted as presenting an oversized burden for staff in relation to the benefit it provided to residents. As such, in my opinion, the administrative burden of this program is not worth the benefit to residents and this program should be discontinued.

I propose that the City end all administrative involvement in this program. If Mow Joe is still willing to participate, I would have the City direct residents (e.g., in the newsletter) to interface with Mow Joe directly and be billed directly by Mow Joe.

City staff received the above email from Council member McCarthy and had a follow-up conversation with Joe Wormwood on February 23, 2023 who agreed that the leaf pick up service was no longer working as intended. City staff thanks Joe Wormwood for providing Leaf Pick Up services to Birchwood Village

Sincerely,

Rebecca Kellen
City Administrator