

*Our Mission is to Provide Quality Public Services in a
Fiscally Responsible Manner in Partnership with our Community.*

NOTICE OF MEETING

City Council Meeting

Tuesday, February 15, 2022 7:00 P.M.

City of Lake Elmo | 3800 Laverne Avenue North

AGENDA

A. Call to Order/Pledge of Allegiance

B. Approval of Agenda

C. Approval of Minutes

1. February 2, 2022

D. Public Comments/Inquiries

E. Presentations

F. Consent Agenda

2. Approve Payment of Disbursements and Payroll
3. Approve Resolution Supporting Housing and Local Decision Making Authority-Resolution No 2022-016
4. Approve Purchase of Turnout Gear
5. Approve Cable Caster Agreement
6. Approve Purchase of Public Works Pick up Truck
7. Approve Public Works Bulk Water Fill Station
8. Approve Concurrence to Award a Construction Contract for the CSAH 13 Phase 2 Improvements-Resolution No 2022-018

G. Regular Agenda

9. Variance for setback at 3200 Lake Elmo Ave-Resolution No 2022-019
10. Resolution Receiving Feasibility Report, Calling Hearing on Improvement, Approving Plans and Specifications, and Ordering Advertisement for Bids for the Parkview-Cardinal Neighborhood Street and Utility Improvements-Resolution No 2022-017
11. Select Consultant for Classification and Compensation Study

H. Council Reports

I. Staff Reports

J. Adjourn

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
FEBRUARY 2, 2022**

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor Cadenhead called the meeting to order at 7:00 pm.

PRESENT: Mayor Charles Cadenhead and Councilmembers Katrina Beckstrom, Dale Dorschner, Jeff Holtz and Lisa McGinn.

Staff present: Administrator Handt, City Engineer Griffin, Planning Director Just and City Clerk Johnson

APPROVAL OF AGENDA

Councilmember Dorschner, seconded by Councilmember Holtz, moved TO APPROVE THE AGENDA AS PRESENTED. Motion passed 5 – 0.

ACCEPT MINUTES

Councilmember Dorschner, seconded by Councilmember Beckstrom, moved TO ACCEPT THE MINUTES OF THE JANUARY 11 AND JANUARY 18, 2022 CITY COUNCIL MEETING AND JANUARY 18 SPECIAL CITY COUNCIL MEETING AS PRESENTED. Motion passed 5 – 0.

PUBLIC COMMENTS/INQUIRIES

None

PRESENTATIONS

None

CONSENT AGENDA

2. Approve Payment of Disbursements and Payroll
3. Authorize Advertising and Hiring of Seasonal Public Works Employee(s)
4. Appointment to EDA
5. Approve Wildflower 4th Addition Development Agreement – *Resolution 2022-014*
6. Approve SCADA Service Agreement
7. Approve Updated Design Guidelines and Standards Manual – *Resolution 2022-2015*
8. Approve Assistant Public Works Director Job Description and Authorize Advertising

Councilmember Dorschner, seconded by Councilmember Beckstrom, moved TO APPROVE THE CONSENT AGENDA AS PRESENTED. Motion passed 5 - 0.

REGULAR AGENDA

None

COUNCIL REPORTS

Mayor Cadenhead: Reported on Newly Elected Officials training.

Councilmember McGinn: Noted grand opening and ribbon cutting at the new Spice Bazaar store on Saturday, February 5th.

STAFF REPORTS AND ANNOUNCEMENTS

Administrator Handt: Reported on a meeting with the DNR to discuss the court order related to the White Bear Lake water issue.

CLOSED SESSION

Mayor Cadenhead, seconded by Councilmember Holtz, moved TO ADJOURN TO CLOSED SESSION PURSUANT TO MINNESOTA STATUTES, SECTION 13D.05, SUBD. 3(B) TO DISCUSS MATTERS PROTECTED BY THE ATTORNEY-CLIENT PRIVILEGE PERTAINING TO THE LITIGATION MATTER, INDEPENDENT SCHOOL DISTRICT NO. 834, STILLWATER AREA PUBLIC SCHOOLS V. EN PROPERTIES, LLC AND E & E PROPERTIES, LLC/EN PROPERTIES, LLC V. CITY OF LAKE ELMO, COURT FILE NO. 82-CV-20-1422. Motion passed 5 – 0.

Closed session held with attorney Jared Shepherd of Campbell Knutson.

Councilmember Dorschner, seconded by Councilmember Holtz, moved TO RETURN TO OPEN SESSION. Motion passed 5 – 0.

Meeting adjourned at 7:37 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Charles Cadenhead, Mayor

Julie Johnson, City Clerk

STAFF REPORT

DATE: February 15, 2022

CONSENT

TO: Mayor and City Council
FROM: Michael Kuehn, Accountant
AGENDA ITEM: Payments and Disbursements
REVIEWED BY: Sam Magureanu, Finance Director

BACKGROUND INFORMATION/STAFF REPORT:

The City of Lake Elmo has the fiduciary responsibility to conduct normal business operations. Below is a summary of current claims to be disbursed and paid in accordance with State law and City policies and procedures.

FISCAL IMPACT:

Claim #	Amount	Description
ACH	\$ 83,958.48	Payroll 02/10/22 (incl Central Pension Chk 53068)
53069 - 53134	\$ 58,044.16	Accounts Payable 02/15/22 (FY 2021)
53069 - 53134	\$ 276,421.66	Accounts Payable 02/15/22 (FY 2022)
TOTAL	\$ 418,424.30	

RECOMMENDATION:

If removed from the consent agenda, the recommended motions is as follows:

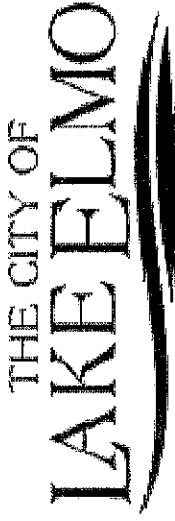
“Motion to approve the aforementioned disbursements in the amount of \$418,424.30 ”.

ATTACHMENTS:

1. Accounts Payable – proof lists (AP 123121, AP 021522)

Accounts Payable To Be Paid Proof List

User: Michael Kuehn
 Printed: 02/09/2022 - 4:07PM
 Batch: 00010.12.2021 - AP 123121

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
ASPENM 278338	Aspen Mills 8/4/2021	348.40	0.00	02/15/2022	Uniforms & Duty Boots - JH	No			0
	101-420-2220-44170 Uniforms	348.40							
	278338 Total:	348.40							
	ASPENM Total:	348.40							
BOLTON 0279281	Bolton & Menk, Inc 11/15/2021	25,326.50	0.00	02/15/2022	Torre Pines Street & Util Imp Proj 2020.122	No			0
	601-480-8103-43030 Engineering Services								
	0279281 Total:	25,326.50							
*** 0283138	1/21/2022	255.00	0.00	02/15/2022	Royal Golf 3rd	No			0
803-000-0000-22910 Developer Payments	1/21/2022	204.00	0.00	02/15/2022	Union Park West	No			0
*** 0283138	1/21/2022	4,850.00	0.00	02/15/2022	Pro Services Nov 27 to Dec 24, 2021	No			0
803-000-0000-22910 Developer Payments									
101-410-1910-43150 Contract Services									
	0283138 Total:	5,309.00							
0283139	1/21/2022	102.00	0.00	02/15/2022	Crossroads East	No			0
803-000-0000-22910 Developer Payments									
	0283139 Total:	102.00							
0283140	1/21/2022	65.00	0.00	02/15/2022	Krueger IUP	No			0
803-000-0000-22910 Developer Payments									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
0283140 Total:		65.00							
0283141	1/21/2022	130.00	0.00	02/15/2022	One Energy Solar Garden			No	0
803-000-0000-22910 Developer Payments									
0283141 Total:		130.00							
0283142	1/21/2022	255.00	0.00	02/15/2022	Royal Golf 4th			No	0
803-000-0000-22910 Developer Payments									
0283142 Total:		255.00							
0283143	1/21/2022	204.00	0.00	02/15/2022	City Center			No	0
437-480-8108-43150 Contract Services									
0283143 Total:		204.00							
***0283144	1/21/2022	123.00	0.00	02/15/2022	Horrtor Variance			No	0
101-410-1910-43150 Contract Services									
***0283144	1/21/2022	299.00	0.00	02/15/2022	Horrtor Variance			No	0
803-000-0000-22910 Developer Payments									
0283144 Total:		422.00							
0283145	1/21/2022	51.00	0.00	02/15/2022	Royal Golf Pool CUP			No	0
101-410-1910-43150 Contract Services									
0283145 Total:		51.00							
0283146	1/21/2022	408.00	0.00	02/15/2022	5275 Keats Lot Line Adjustment			No	0
101-410-1910-43150 Contract Services									
0283146 Total:		408.00							
BOLTON Total:		32,272.50							
DNR	MN Dept of Natural Resources								
1961-1031	1/27/2022	7,632.69	0.00	02/15/2022	Water permit (2021 Pumping)			No	0
601-494-9400-43820 Water Utility									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
1961-1031 Total:		7,632.69							
DNR Total:		7,632.69							
KILLMER Killmer Electric Co Inc	1/28/2022	1,619.06	0.00	02/15/2022		No			0
*** W17277									
101-430-3100-44010 Repairs/Maint Bldg	1/28/2022	1,000.00	0.00	02/15/2022	Interior lighting upgrade	No			0
*** W17277									
601-494-9400-44010 Repairs/Maint Imp Bldgs					Interior lighting upgrade				
W17277 Total:		2,619.06							
KILLMER Total:		2,619.06							
MACQUEEN MacQueen Emergency	12/22/2021	7,851.97	0.00	02/15/2022		No			0
P01388					Turnout Gear - AS - OA - BA				
101-420-2220-42400 Small Tools & Equipment									
P01388 Total:		7,851.97							
MACQUEEN Total:		7,851.97							
REGIONS Regions Hospital	12/27/2021	1,575.00	0.00	02/15/2022		No			0
H832847					2021 Education Agreement EMS annual Training				
101-420-2220-44370 Conferences & Training									
H832847 Total:		1,575.00							
REGIONS Total:		1,575.00							
STANTEC Stantec Consulting Services Inc	10/27/2021	475.50	0.00	02/15/2022		No			0
1848050					Royal Golf Club 2nd				
803-000-0000-22910 Developer Payments									
1848050 Total:		475.50							
1848051	10/27/2021	193.00	0.00	02/15/2022		No			0
101-410-1910-43150 Contract Services					Growing Explorers				

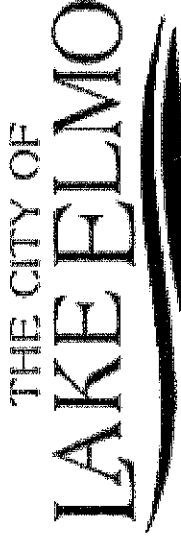
Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
1848051 Total:		193.00							
1848052	10/27/2021	140.50	0.00	02/15/2022				No	0
803-000-0000-22910 Developer Payments	Northport 1st								
1848052 Total:		140.50							
1848053	10/27/2021	105.00	0.00	02/15/2022				No	0
803-000-0000-22910 Developer Payments	Hammes 3rd								
1848053 Total:		105.00							
*** 1848054	10/27/2021	370.50	0.00	02/15/2022				No	0
803-000-0000-22910 Developer Payments	Boulder Ponds 1st								
*** 1848054	10/27/2021	541.50	0.00	02/15/2022				No	0
803-000-0000-22910 Developer Payments	Boulder Ponds 2nd								
*** 1848054	10/27/2021	276.00	0.00	02/15/2022				No	0
803-000-0000-22910 Developer Payments	Boulder Ponds 3rd								
1848054 Total:		1,188.00							
1848055	10/27/2021	190.00	0.00	02/15/2022				No	0
803-000-0000-22910 Developer Payments	Hidden Meadows 2nd								
1848055 Total:		190.00							
1848062	10/27/2021	299.50	0.00	02/15/2022				No	0
803-000-0000-22910 Developer Payments	Village Preserve 1st								
1848062 Total:		299.50							
1848063	10/27/2021	269.00	0.00	02/15/2022				No	0
803-000-0000-22910 Developer Payments	Launch Crossroads								
1848063 Total:		269.00							
1875918	1/13/2022	250.25	0.00	02/15/2022				No	0
803-000-0000-22910 Developer Payments	Northpoint - Cypiters Logistics Ctr								
1875918 Total:		250.25							
1875919	1/13/2022	154.00	0.00	02/15/2022				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
803-000-0000-22910	Developer Payments				Launch Crossroads				
	1875919 Total:	154.00 ✓							
1875920	1/13/2022	71.50	0.00	02/15/2022	Springs at Lake Elmo			No	0
803-000-0000-22910	Developer Payments								
	1875920 Total:	71.50 ✓							
1875921	1/13/2022	35.50	0.00	02/15/2022	Village Preserve 1st			No	0
803-000-0000-22910	Developer Payments								
	1875921 Total:	35.50 ✓							
1875922	1/13/2022	71.00	0.00	02/15/2022	Hidden Meadows 2nd			No	0
803-000-0000-22910	Developer Payments								
	1875922 Total:	71.00 ✓							
1875925	1/13/2022	869.25	0.00	02/15/2022	Enterprise Rent-a-Car			No	0
803-000-0000-22910	Developer Payments								
	1875925 Total:	869.25 ✓							
1875926	1/13/2022	107.25	0.00	02/15/2022	Community Solar			No	0
803-000-0000-22910	Developer Payments								
	1875926 Total:	107.25 ✓							
	STANTEC Total:	4,419.25							
UNLAND	United Land LLC SDS-12-2642								
20211231 OEA	12/31/2021	236.00	0.00	02/15/2022	2021 OEA Costs			No	0
101-410-1320-44300	Miscellaneous								
	20211231 OEA Total:	236.00							
	UNLAND Total:	236.00 ✓							
WACOPW	Washington County - WACO Public Works Dept.								
198636	2/3/2022	414.29	0.00	02/15/2022				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
101-430-3100-43811	Street Lights				2021 Signal Light Cost Share Adjustmts				
	198636 Total:	<u>414.29</u>							
	WACOPW Total:	<u>414.29</u>							
WASCON 5495	Washington Conservation District 12/31/2021	675.00	0.00	02/15/2022				No	0
	603-496-9500-43150 Contract Services			2021 Qtr 4 billings					
	5495 Total:	<u>675.00</u>							
	WASCON Total:	<u>675.00</u>							
	Report Total:	<u>58,044.16</u>							

Accounts Payable To Be Paid Proof List

User: Michael Kuehn
 Printed: 02/10/2022 - 9:06AM
 Batch: 00002.02.2022 - AP 021522

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
AMAZON	Amazon Capital Services								
11MP-FTMF-CFHJ	1/27/2022	51.99	0.00	02/15/2022		No			0
101-450-5200-42000 Office Supplies				Supplies					
	11MP-FTMF-CFHJ Total	51.99							
19CL-JLCL-XVMF	1/31/2022	18.99	0.00	02/15/2022		No			0
101-430-3100-42212 Repairs/Maint. S&I				Anti Foaming Agent					
	19CL-JLCL-XVMF Total:	18.99							
19RJ-NDDG-3JLM	1/26/2022	310.59	0.00	02/15/2022		No			0
601-494-9400-42000 Office Supplies				Screen Protector & case					
	19RJ-NDDG-3JLM Total:	310.59							
	AMAZON Total:	381.57							
AMRENG	American Engineering Testing Inc								
INV-053919	1/17/2022	10,404.20	0.00	02/15/2022		No			0
602-480-8100-43030 Engineering Services				Tapestry Sanitary Sewer Ext Proj 2020.119					
	INV-053919 Total:	10,404.20							
	AMRENG Total:	10,404.20							
ASPENM	Aspen Mills								
287562	1/22/2022	95.40	0.00	02/15/2022		No			0
101-420-2220-44170 Uniforms				Name Patches					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Description		Reference			
287562 Total:		95.40							
288156	1/31/2022	182.95	0.00	02/15/2022	Uniform pants & Duty Boots NW			No	0
288156 Total:		182.95 ✓							
288620	2/8/2022	23.85	0.00	02/15/2022	Uniform name plate - KH			No	0
288620 Total:		23.85 ✓							
ASPENM Total:		302.20							
AWARDSBH Awards By Hammond Inc									
m8522	1/5/2022	107.10	0.00	02/15/2022	Award - M Cornell			No	0
101-410-1320-44300 Miscellaneous									
m8522 Total:		107.10							
AWARDSBH Total:		107.10 ✓							
BOONEBUI Boone Builders									
2021-00011	1/28/2022	5,000.00	0.00	02/15/2022	Escrow Release - 4032 Swallowtail Ln N - 2021-00011			No	0
803-000-0000-22900 Deposits Payable									
2021-00011 Total:		5,000.00							
BOONEBUI Total:		5,000.00 ✓							
BRAUN Braun Intertec Corporation									
B280967	1/17/2022	1,779.50	0.00	02/15/2022	Section 16 Infrastructure Imp Proj 2021.116			No	0
252-480-8110-43030 Engineering Services									
B280967 Total:		1,779.50							
BRAUN Total:		1,779.50 ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
CINTAS									
*** 4106750822	1/5/2022	63.22	0.00	02/15/2022				No	0
101-410-1940-44010 Repairs/Maint Contractual B					Cleaning & Maint Supplies 3800 Laverne Ave				
*** 4106750822	1/5/2022	189.67	0.00	02/15/2022				No	0
221-460-6301-43150 Contract Services					Cleaning & Maint Supplies 3880 Laverne Ave				
	4106750822 Total:	252.89							
*** 4108115009	1/19/2022	73.72	0.00	02/15/2022				No	0
101-410-1940-44010 Repairs/Maint Contractual B					Cleaning & Maint Supplies 3800 Laverne Ave				
*** 4108115009	1/19/2022	221.14	0.00	02/15/2022				No	0
221-460-6301-43150 Contract Services					Cleaning & Maint Supplies 3880 Laverne Ave				
	4108115009 Total:	294.86							
*** 4109482299	2/2/2022	14.75	0.00	02/15/2022				No	0
601-494-9400-44170 Uniforms					Uniforms				
*** 4109482299	2/2/2022	3.41	0.00	02/15/2022				No	0
603-496-9500-44170 Uniforms					Uniforms				
*** 4109482299	2/2/2022	8.44	0.00	02/15/2022				No	0
602-495-9450-44170 Uniforms					Uniforms				
*** 4109482299	2/2/2022	16.13	0.00	02/15/2022				No	0
101-450-5200-44170 Uniforms					Uniforms				
*** 4109482299	2/2/2022	83.31	0.00	02/15/2022				No	0
101-430-3100-44170 Uniforms					Uniforms				
*** 4109482299	2/2/2022	97.24	0.00	02/15/2022				No	0
101-430-3100-42150 Operating Supplies					Rugs/Soap/Rags				
	4109482299 Total:	223.28							
*** 4109488023	2/2/2022	63.22	0.00	02/15/2022				No	0
101-410-1940-44010 Repairs/Maint Contractual B					Cleaning & Maint Supplies 3800 Laverne Ave				
*** 4109488023	2/2/2022	189.67	0.00	02/15/2022				No	0
221-460-6301-43150 Contract Services					Cleaning & Maint Supplies 3880 Laverne Ave				
	4109488023 Total:	252.89							
*** 4110147450	2/9/2022	14.75	0.00	02/15/2022				No	0
601-494-9400-44170 Uniforms					Uniforms				
*** 4110147450	2/9/2022	3.41	0.00	02/15/2022				No	0
603-496-9500-44170 Uniforms					Uniforms				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
*** 4110147450	2/9/2022	8.44	0.00	02/15/2022				No	0
602-495-9450-44170	Uniforms								
*** 4110147450	2/9/2022	16.13	0.00	02/15/2022				No	0
101-450-5200-44170	Uniforms								
*** 4110147450	2/9/2022	83.31	0.00	02/15/2022				No	0
101-430-3100-44170	Uniforms								
*** 4110147450	2/9/2022	148.63	0.00	02/15/2022				No	0
101-430-3100-42150	Operating Supplies								
	4110147450 Total:	274.67							
	CINTAS Total:	1,298.59							
COMCAST Comcast									
*** 20220112	1/12/2022	81.66	0.00	02/15/2022				No	0
603-496-9500-43185	IT Support								
*** 20220112	1/12/2022	81.66	0.00	02/15/2022				No	0
602-495-9450-43185	IT Support								
*** 20220112	1/12/2022	81.66	0.00	02/15/2022				No	0
601-494-9400-43185	IT Support								
*** 20220112	1/12/2022	81.66	0.00	02/15/2022				No	0
101-450-5200-43185	IT Support								
*** 20220112	1/12/2022	81.68	0.00	02/15/2022				No	0
101-430-3100-43185	IT Support								
	20220112 Total:	408.32							
	COMCAST Total:	408.32							
COMPAS Compass Minerals									
943557	2/2/2022	13,947.84	0.00	02/15/2022				No	0
101-430-3100-42290	Sand/Salt								
	943557 Total:	13,947.84							
	COMPAS Total:	13,947.84							
COREMAIN CORE & MAIN LP									

*** means this invoice number is a duplicate.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
Q244724	1/20/2022	4,480.00	0.00	02/15/2022				No	0
601-494-9400-42300	Water Meters & Supplies				Meters 3/4 IPERL (Qty 32)				
	Q244724 Total:	4,480.00							
	COREMAIN Total:	4,480.00							
CULGAN	Culligan of Stillwater								
306X02202107	1/31/2022	58.43	0.00	02/15/2022				No	0
101-410-1940-44300	Miscellaneous				Water & Cooler Rental				
	306X02202107 Total:	58.43							
	CULGAN Total:	58.43							
DAHLBLOM	Dahlblom, Steven								
*** 20220203Esmt/	2/3/2022	1,025.78	0.00	02/15/2022				No	0
431-480-8089-43030	Engineering Costs				Easement Acq - OV 5&6 St, Dmg, Util Imp				
*** 20220203Esmt/	2/3/2022	347.48	0.00	02/15/2022				No	0
601-494-8089-43030	Engineering costs				Easement Acq - OV 5&6 St, Dmg, Util Imp				
*** 20220203Esmt/	2/3/2022	1,006.74	0.00	02/15/2022				No	0
602-495-8089-43030	Engineering costs				Easement Acq - OV 5&6 St, Dmg, Util Imp				
	20220203EsmtAcq Total:	2,380.00							
	DAHLBLOM Total:	2,380.00							
DELTA	Delta Dental Of Minnesota								
CNS0000875956	2/1/2022	1,330.60	0.00	02/15/2022				No	0
101-000-0000-21706	Medical Insurance				Monthly Dental Ins Prem				
	CNS0000875956 Total:	1,330.60							
	DELTA Total:	1,330.60							
DVS	DVS Renewal								
90-011864881	1/8/2022	19.25	0.00	02/15/2022				No	0
101-430-3100-44300	Miscellaneous				Vehicle Registration				

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
00-011864881 Total:		19.25							
00-017768494	1/8/2022	19.25	0.00	02/15/2022	Vehicle Registration			No	0
101-430-3100-44300 Miscellaneous									
00-017768494 Total:		19.25							
00-018301086	1/8/2022	19.25	0.00	02/15/2022	Vehicle Registration			No	0
101-430-3100-44300 Miscellaneous									
00-018301086 Total:		19.25							
00-024684891	1/8/2022	19.25	0.00	02/15/2022	Vehicle Registration			No	0
101-430-3100-44300 Miscellaneous									
00-024684891 Total:		19.25							
00-026637594	1/8/2022	19.25	0.00	02/15/2022	Vehicle Registration			No	0
101-430-3100-44300 Miscellaneous									
00-026637594 Total:		19.25							
00-028319762	1/8/2022	19.25	0.00	02/15/2022	Vehicle Registration			No	0
101-430-3100-44300 Miscellaneous									
00-028319762 Total:		19.25							
00-028856430	1/8/2022	19.25	0.00	02/15/2022	Vehicle Registration			No	0
101-430-3100-44300 Miscellaneous									
00-028856430 Total:		19.25							
00-029255114	1/8/2022	19.25	0.00	02/15/2022	Vehicle Registration			No	0
101-430-3100-44300 Miscellaneous									
00-029255114 Total:		19.25							
00-029642272	1/8/2022	19.25	0.00	02/15/2022	Vehicle Registration			No	0
101-430-3100-44300 Miscellaneous									
00-029642272 Total:		19.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
00-029840369	1/8/2022	19.25	0.00	02/15/2022				No	0
101-430-3100-44300	Miscellaneous			Vehicle Registration					
	00-029840369 Total:	19.25							
00-030233573	1/8/2022	19.25	0.00	02/15/2022				No	0
101-430-3100-44300	Miscellaneous			Vehicle Registration					
	00-030233573 Total:	19.25							
00-030695477	1/8/2022	19.25	0.00	02/15/2022				No	0
101-430-3100-44300	Miscellaneous			Vehicle Registration					
	00-030695477 Total:	19.25							
00-030757935	1/8/2022	19.25	0.00	02/15/2022				No	0
101-430-3100-44300	Miscellaneous			Vehicle Registration					
	00-030757935 Total:	19.25							
00-031872794	1/8/2022	19.25	0.00	02/15/2022				No	0
101-430-3100-44300	Miscellaneous			Vehicle Registration					
	00-031872794 Total:	19.25							
00-032005133	1/8/2022	19.25	0.00	02/15/2022				No	0
101-430-3100-44300	Miscellaneous			Vehicle Registration					
	00-032005133 Total:	19.25							
00-032074815	1/8/2022	19.25	0.00	02/15/2022				No	0
101-430-3100-44300	Miscellaneous			Vehicle Registration					
	00-032074815 Total:	19.25							
	DVS Total:	308.00							
ECMPUB	ECM Publishers, Inc								
872163	1/14/2022	63.20	0.00	02/15/2022				No	0
803-000-0000-22910	Developer Payments			Horror Variance					

*** means this invoice number is a duplicate.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Description		Reference			
	872163 Total:	63.20							
	ECMPUB Total:	63.20							
ELAMMERS 012022	Eckberg Lammers 1/31/2022	4,035.89	0.00	02/15/2022				No	0
	101-420-2150-43045 Attorney Criminal Pro Services - Jan 2022								
	012022 Total:	4,035.89							
	ELAMMERS Total:	4,035.89							
EMERGAUT SVC29597	Emergency Automotive Tech Inc 2/4/2022	345.00	0.00	02/15/2022				No	0
	410-420-2220-45500 Vehicles CVI - 2021 Tahoe Flashlight Install								
	SVC29597 Total:	345.00							
	EMERGAUT Total:	345.00							
EVOQUAWA 905224865	Evoqua Water Technologies LLC. 1/25/2022	7,916.67	0.00	02/15/2022				No	0
	602-495-9450-42210 Repair/Maintenance Supplies Bioxide - Lisbon Lift Station								
	905224865 Total:	7,916.67							
	EVOQUAWA Total:	7,916.67							
FOCUS 8659	Focus Engineering Inc 1/29/2022	2,500.00	0.00	02/15/2022				No	0
	101-410-1930-43030 Engineering Services General Engineering Retainer								
	8659 Total:	2,500.00							
*** 8660	1/29/2022	357.50	0.00	02/15/2022				No	0
	101-410-1910-43030 Engineering Services General Engineering - Planning								
*** 8660	1/29/2022	227.50	0.00	02/15/2022				No	0
	803-000-0000-22910 Developer Payments One Energy Solar								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Description		Reference			
8660 Total:		585.00							
8661	1/29/2022	266.50	0.00	02/15/2022	General Engineering - ROW			No	0
101-430-3100-43030 Engineering Services									
8661 Total:		266.50							
8662	1/29/2022	24.25	0.00	02/15/2022	Engineering Supp - Building Dept			No	0
101-420-2400-43030 Engineering									
8662 Total:		24.25							
*** 8663	1/29/2022	32.50	0.00	02/15/2022	General Engineering - Water			No	0
601-494-9400-43030 Engineering Services									
*** 8663	1/29/2022	97.50	0.00	02/15/2022	General Engineering - Sewer			No	0
602-495-9450-43030 Engineering Services									
8663 Total:		130.00							
8664	1/29/2022	812.50	0.00	02/15/2022	CSAH 13 Phase 2: CSAH 14 to 44TH Street			No	0
427-480-8087-43030 Legal Expenses									
8664 Total:		812.50							
8665	1/29/2022	5,285.75	0.00	02/15/2022	Old Village Phase 5 and 6			No	0
431-480-8089-43030 Engineering Costs									
8665 Total:		5,285.75							
8666	1/29/2022	1,462.75	0.00	02/15/2022	Heritage Farms Street and Utility Improvements			No	0
434-480-8094-45805 Other Project Costs									
8666 Total:		1,462.75							
8667	1/29/2022	65.00	0.00	02/15/2022	Village Parkway UPRR Crossing Improvements			No	0
430-480-8091-43030 Engineering Services									
8667 Total:		65.00							
8668	1/29/2022	345.50	0.00	02/15/2022	Hamlet on Sunfish Lake Street and Utility Improvements			No	0
601-480-8097-43030 Engineering Services									

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Description		Reference			
8668 Total:		345.50							
8669	1/29/2022	776.50	0.00	02/15/2022	Well #5 Pumphouse			No	0
601-480-8060-43030 Engineering Fees									
8669 Total:		776.50							
8670	1/29/2022	1,247.00	0.00	02/15/2022	Water Tower #3			No	0
601-480-8099-43030 Engineering Services									
8670 Total:		1,247.00							
8671	1/29/2022	802.25	0.00	02/15/2022	Tapestry Sanitary Sewer Extension			No	0
602-480-8100-43030 Engineering Services									
8671 Total:		802.25							
8672	1/29/2022	1,932.75	0.00	02/15/2022	38th St & 39th St & Innsdale Ave Street & Utility Improvme			No	0
601-480-8101-43030 Engineering Services									
8672 Total:		1,932.75							
8673	1/29/2022	7,352.75	0.00	02/15/2022	Parkview Estates-Cardinal Ridge Street & Utility Improvme			No	0
601-480-8102-43030 Engineering Services									
8673 Total:		7,352.75							
8674	1/29/2022	691.00	0.00	02/15/2022	Torre Pines Street & Utility Improvements			No	0
601-480-8103-43030 Engineering Services									
8674 Total:		691.00							
8675	1/29/2022	1,435.50	0.00	02/15/2022	Whispering Valley Street & Utility Improvements			No	0
601-480-8104-43030 Engineering Services									
8675 Total:		1,435.50							
8676	1/29/2022	156.00	0.00	02/15/2022	Tamarack Farm Estates			No	0
436-480-8106-43030 Engineering Services									
8676 Total:		156.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
8677	1/29/2022	357.50	0.00	02/15/2022	CSAH 15 and 30th Street Improvements			No	0
438-480-8109-43030 Engineering Services									
8677 Total:		357.50							
8678	1/29/2022	558.75	0.00	02/15/2022	Section 16 Infrastructure Improvements			No	0
252-480-8110-43030 Engineering Services									
8678 Total:		558.75							
8679	1/29/2022	1,342.75	0.00	02/15/2022	Water Tower #3 Trunk Watermain Extension			No	0
601-480-8113-43030 Engineering Services									
8679 Total:		1,342.75							
8680	1/29/2022	2,723.50	0.00	02/15/2022	2022 Street & Utility Improvements			No	0
441-480-8114-43030 Engineering Services									
8680 Total:		2,723.50							
8681	1/29/2022	395.00	0.00	02/15/2022	2022 Street Maintenance Project			No	0
101-430-3100-43090 Sealcoating & Crack Sealing									
8681 Total:		395.00							
8682	1/29/2022	45.50	0.00	02/15/2022	Hammes Estates 1ST			No	0
803-000-0000-22910 Developer Payments									
8682 Total:		45.50							
8683	1/29/2022	65.00	0.00	02/15/2022	Northport 1ST			No	0
803-000-0000-22910 Developer Payments									
8683 Total:		65.00							
8684	1/29/2022	45.50	0.00	02/15/2022	Savona 3RD			No	0
803-000-0000-22910 Developer Payments									
8684 Total:		45.50							
8685	1/29/2022	91.00	0.00	02/15/2022	Savona 4TH			No	0
803-000-0000-22910 Developer Payments									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Description		Reference			
8685 Total:		91.00							
8686	1/29/2022	45.50	0.00	02/15/2022	Easton Village 2ND			No	0
803-000-0000-22910 Developer Payments									
8686 Total:		45.50							
8687	1/29/2022	577.00	0.00	02/15/2022	Hidden Meadows 2ND			No	0
803-000-0000-22910 Developer Payments									
8687 Total:		577.00							
8688	1/29/2022	58.50	0.00	02/15/2022	Inwood 4TH			No	0
803-000-0000-22910 Developer Payments									
8688 Total:		58.50							
8689	1/29/2022	45.50	0.00	02/15/2022	Hammes Estates 2ND			No	0
803-000-0000-22910 Developer Payments									
8689 Total:		45.50							
8690	1/29/2022	91.00	0.00	02/15/2022	Inwood 5TH			No	0
803-000-0000-22910 Developer Payments									
8690 Total:		91.00							
8691	1/29/2022	58.50	0.00	02/15/2022	Easton Village 3RD			No	0
803-000-0000-22910 Developer Payments									
8691 Total:		58.50							
8692	1/29/2022	65.00	0.00	02/15/2022	Lakewood Crossing 2ND			No	0
803-000-0000-22910 Developer Payments									
8692 Total:		65.00							
8693	1/29/2022	156.00	0.00	02/15/2022	Springs at Lake Elmo - Continental Properties			No	0
803-000-0000-22910 Developer Payments									
8693 Total:		156.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Description		Reference			
8694	1/29/2022	58.50	0.00	02/15/2022				No	0
803-000-0000-22910	Developer Payments			Hammes Estates 3RD					
	8694 Total:	58.50							
8695	1/29/2022	156.00	0.00	02/15/2022				No	0
803-000-0000-22910	Developer Payments			Wildflower 3RD					
	8695 Total:	156.00							
8696	1/29/2022	45.50	0.00	02/15/2022				No	0
803-000-0000-22910	Developer Payments			Easton Village 4TH					
	8696 Total:	45.50							
8697	1/29/2022	65.00	0.00	02/15/2022				No	0
803-000-0000-22910	Developer Payments			Boulder Ponds 3RD					
	8697 Total:	65.00							
8698	1/29/2022	828.00	0.00	02/15/2022				No	0
803-000-0000-22910	Developer Payments			Four Corners 1ST - Bus Terminal					
	8698 Total:	828.00							
8699	1/29/2022	84.50	0.00	02/15/2022				No	0
803-000-0000-22910	Developer Payments			Northport 2ND					
	8699 Total:	84.50							
8700	1/29/2022	52.00	0.00	02/15/2022				No	0
803-000-0000-22910	Developer Payments			Union Park 1ST - FKA Bently Village					
	8700 Total:	52.00							
8701	1/29/2022	1,201.50	0.00	02/15/2022				No	0
803-000-0000-22910	Developer Payments			Royal Golf Club 3RD					
	8701 Total:	1,201.50							
8702	1/29/2022	247.00	0.00	02/15/2022				No	0
803-000-0000-22910	Developer Payments			Easton Village 5TH					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
8702 Total:		247.00							
8703	1/29/2022	1,313.00	0.00	02/15/2022	Legacy at North Star 2ND			No	0
803-000-0000-22910 Developer Payments									
8703 Total:		1,313.00							
8704	1/29/2022	65.00	0.00	02/15/2022	Stonegate Addn Steet and Utility Improvements			No	0
601-480-8090-43030 Engineering Services									
8704 Total:		65.00							
8705	1/29/2022	97.50	0.00	02/15/2022	Applewood Pointe (United Properties)			No	0
803-000-0000-22910 Developer Payments									
8705 Total:		97.50							
8706	1/29/2022	32.50	0.00	02/15/2022	31ST S/Sillwater Blvd Watermain Extension			No	0
601-480-8093-43030 Engineering Services									
8706 Total:		32.50							
8707	1/29/2022	162.50	0.00	02/15/2022	Northport 3RD			No	0
803-000-0000-22910 Developer Payments									
8707 Total:		162.50							
8708	1/29/2022	65.00	0.00	02/15/2022	Legacy at North Star 3RD			No	0
803-000-0000-22910 Developer Payments									
8708 Total:		65.00							
8709	1/29/2022	295.43	0.00	02/15/2022	Schiltgen Farm - 10880 Stillwater Blvd			No	0
803-000-0000-22910 Developer Payments									
8709 Total:		295.43							
8710	1/29/2022	1,694.00	0.00	02/15/2022	Legacy at North Star 4TH			No	0
803-000-0000-22910 Developer Payments									
8710 Total:		1,694.00							

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Invoice Number	Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description		Reference			
8711	803-000-0000-22910	1/29/2022	487.50	0.00	02/15/2022	Launch Crossroads			No	0
	8711 Total:		487.50							
8712	803-000-0000-22910	1/29/2022	383.50	0.00	02/15/2022	Wildflower 4TH			No	0
	8712 Total:		383.50							
8713	803-000-0000-22910	1/29/2022	2,496.50	0.00	02/15/2022	Union Park 2ND			No	0
	8713 Total:		2,496.50							
8714	803-000-0000-22910	1/29/2022	2,933.50	0.00	02/15/2022	Union Park West			No	0
	8714 Total:		2,933.50							
8715	803-000-0000-22910	1/29/2022	58.50	0.00	02/15/2022	Easton Village 7TH			No	0
	8715 Total:		58.50							
8716	803-000-0000-22910	1/29/2022	1,020.50	0.00	02/15/2022	Enterprise Rent-A-Car			No	0
	8716 Total:		1,020.50							
8717	803-000-0000-22910	1/29/2022	2,145.00	0.00	02/15/2022	NorthPoint - Cyphers Logistics Park			No	0
	8717 Total:		2,145.00							
8718	803-000-0000-22910	1/29/2022	227.50	0.00	02/15/2022	Royal Golf Club 5th			No	0
	8718 Total:		227.50							
	FOCUS Total:		48,807.93							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
GOPONE	Gopher State One Call								
*** 2010517	1/31/2022	49.50	0.00	02/15/2022				No	0
601-494-9400-43150	Contract Services			FTP Tickets					
*** 2010517	1/31/2022	49.50	0.00	02/15/2022				No	0
603-496-9500-43150	Contract Services			FTP Tickets					
*** 2010517	1/31/2022	49.50	0.00	02/15/2022				No	0
602-495-9450-43150	Contract Services			FTP Tickets					
	2010517 Total:	148.50							
	GOPONE Total:	148.50							
IUOEHE	IUOE Local 49 Fringe Benefit Fund								
20220301	2/15/2022	12,105.00	0.00	02/15/2022				No	0
101-000-0000-21713	Union Health Insurance			Local 49 monthly Health Ins Prem - March 2022					
	20220301 Total:	12,105.00							
	IUOEHE Total:	12,105.00							
JANIKING	Jani-King of Minnesota Inc								
*** MIN02220002	2/1/2022	64.95	0.00	02/15/2022				No	0
101-430-3100-43150	Contract Services			Cleaning Services					
*** MIN02220002	2/1/2022	43.30	0.00	02/15/2022				No	0
101-450-5200-43150	Contract Services			Cleaning Services					
*** MIN02220002	2/1/2022	43.30	0.00	02/15/2022				No	0
602-495-9450-43150	Contract Services			Cleaning Services					
*** MIN02220002	2/1/2022	43.30	0.00	02/15/2022				No	0
601-494-9400-43150	Contract Services			Cleaning Services					
*** MIN02220002	2/1/2022	25.32	0.00	02/15/2022				No	0
603-496-9500-43150	Contract Services			Cleaning Services					
	MIN02220002 Total:	220.17							
	JANIKING Total:	220.17							
JENSENSO	Jensen, Sophia								
*** 20220202Comp	2/2/2022	112.00	0.00	02/15/2022				No	0
101-410-1910-44300	Miscellaneous			Marin Comp Toe					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Description		Reference			
*** 20220202Comp	2/2/2022	28.00	0.00	02/15/2022				No	0
101-420-2400-44170	Uniforms			Marin Comp Toe					
20220202Comp Toe Total:		140.00							
JENSENSO Total:		140.00	✓						
KATH	Kath Fuel Oil Service Co								
*** 735963	1/28/2022	407.21	0.00	02/15/2022				No	0
101-450-5200-42120	Fuel, Oil and Fluids			On Road Diesel					
*** 735963	1/28/2022	407.18	0.00	02/15/2022				No	0
601-494-9400-42120	Fuel, Oil, and Fluids			On Road Diesel					
*** 735963	1/28/2022	814.37	0.00	02/15/2022				No	0
101-430-3100-42120	Fuel, Oil and Fluids			On Road Diesel					
*** 735963	1/28/2022	407.18	0.00	02/15/2022				No	0
602-495-9450-42120	Fuel, Oil, and Fluids			On Road Diesel					
*** 735963	1/28/2022	99.03	0.00	02/15/2022				No	0
101-420-2400-42120	Fuel, Oil and Fluids			On Road Diesel					
735963 Total:		2,134.97	✓						
735964	1/28/2022	1,104.85	0.00	02/15/2022				No	0
101-430-3100-42120	Fuel, Oil and Fluids			On Road Diesel					
735964 Total:		1,104.85	✓						
KATH Total:		3,239.82							
LAKREP	Lake Elmo Repair								
188261	2/4/2022	61.53	0.00	02/15/2022				No	0
101-430-3100-44040	Repairs/Maint Eqpt			Low Tire Pressure Sensor #12-1					
188261 Total:		61.53							
LAKREP Total:		61.53	✓						
LEAGMN	League of MN Cities								
357682	1/11/2022	780.00	0.00	02/15/2022				No	0
603-496-9500-44330	Dues & Subscriptions			Dues - Stormwater Coalition					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
357682 Total:		780.00							
LEAGMN Total:		780.00							
LEKO Lekco, Matt	2/2/2022	23.00	0.00	02/15/2022	Water Certificate			No	0
20220113WtrCert									
601-494-9400-44370 Conferences & Training									
20220113WtrCert Total:		23.00							
LEKO Total:		23.00							
MADISON Madison National Life Ins Co Inc	2/1/2022	741.33	0.00	02/15/2022	Monthly Disability Ins Prem - Group 027048			No	0
1479750									
101-000-0000-21708 Other Benefits									
1479750 Total:		741.33							
MADISON Total:		741.33							
MARTINBR Martin, Brennan	2/3/2022	1,008.71	0.00	02/15/2022	Easement Acq - OV phase 5&6 St, Drng, Util Imp			No	0
*** 20220203Esmt/									
431-480-8089-43030 Engineering Costs	2/3/2022	341.70	0.00	02/15/2022	Easement Acq - OV phase 5&6 St, Drng, Util Imp			No	0
*** 20220203Esmt/									
601-494-8089-43030 Engineering costs	2/3/2022	989.99	0.00	02/15/2022	Easement Acq - OV phase 5&6 St, Drng, Util Imp			No	0
*** 20220203Esmt/									
602-495-8089-43030 Engineering costs									
20220203EsmtAcq Total:		2,340.40							
MARTINBR Total:		2,340.40							
MENOAK Menards - Oakdale	1/12/2022	-55.80	0.00	02/15/2022	Credit			No	0
34636									
101-430-3100-42210 Repair/Maint. Supplies									
34636 Total:		-55.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
34734	1/14/2022	12.84	0.00	02/15/2022				No	0
101-450-5200-42210	Repair/Maint. Supplies				Picnic Table Repair				
34734 Total:		12.84 ✓							
*** 34889	1/18/2022	15.99	0.00	02/15/2022				No	0
101-450-5200-42210	Repair/Maint. Supplies				Supplies				
*** 34889	1/18/2022	49.97	0.00	02/15/2022				No	0
101-450-5200-42400	Small Tools & Minor Equipm				Tools				
34889 Total:		65.96 ✓							
*** 35003	1/20/2022	180.00	0.00	02/15/2022				No	0
601-494-9400-42400	Small Tools & Minor Equipm				Ladder				
*** 35003	1/20/2022	16.96	0.00	02/15/2022				No	0
601-494-9400-42210	Repair/Maint. Supplies				Batteries				
35003 Total:		196.96 ✓							
MENOAK Total:		219.96 ✓							
METCOU	Metropolitan Council								
0001135924	2/8/2022	35,154.94	0.00	02/15/2022				No	0
602-495-9450-43820	Sewer Utility - Met Council				Monthly Waste Water Svcs Def Rev				
0001135924 Total:		35,154.94 ✓							
*** 20220131	1/31/2022	19,979.40	0.00	02/15/2022				No	0
602-000-0000-20802	SAC due Met Council				SAC Charges				
*** 20220131	1/31/2022	-199.79	0.00	02/15/2022				No	0
602-000-0000-37220	SAC Early Pay discount/reve				SAC Charges - Prompt Pay Discount				
20220131 Total:		19,779.61 ✓							
METCOU Total:		54,934.55							
M/HOME	M/I Homes								
2020-01274	1/28/2022	2,000.00	0.00	02/15/2022				No	0
803-000-0000-22900	Deposits Payable				Escrow Release - 9794 Lower 8th St N - 2020-01274				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
	2020-01274 Total:	2,000.00							
	MIHOME Total:	2,000.00							
MNCLNS	MN CLN Services Inc	527.25	0.00	02/15/2022				No	0
*** 0222AJ02	2/1/2022								
221-460-6301-43150	Contract Services	175.75	0.00	02/15/2022	Cleaning - Brookfield Bldg/City Hall			No	0
*** 0222AJ02	2/1/2022								
101-410-1940-44010	Repairs/Maunt Contractual B				Cleaning - Brookfield Bldg/City Hall				
	0222AJ02 Total:	703.00							
	MNCLNS Total:	703.00							
MNDOHDW	MN Dept of Health	23.00	0.00	02/15/2022				No	0
20220124 CIs C	1/24/2022								
601-494-9400-44370	Conferences & Training				Class C Waterworks Op Exam - Marty				
	20220124 CIs C Total:	23.00							
	MNDOHDW Total:	23.00							
MNSPCT	MNSPECT LLC	4,023.26	0.00	02/15/2022				No	0
8863	1/29/2022								
101-420-2400-43150	Inspector Contract Services				Inspection Services				
	8863 Total:	4,023.26							
	MNSPCT Total:	4,023.26							
MONJAS	Monroe, Jason	23.00	0.00	02/15/2022				No	0
20220131 CIs C	1/31/2022								
601-494-9400-44370	Conferences & Training				MN DOH Class C Water Exam - J Monroe				
	20220131 CIs C Total:	23.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Description		Reference			
	MONJAS Total:	23.00							
OTTERLAK 221330	Otter Lake Animal Care Center 1/27/2022	908.85	0.00	02/15/2022				No	0
	101-420-2700-43150 Contract Services Animal Impound Fees Jan 2022								
	221330 Total:	908.85							
	OTTERLAK Total: ✓	908.85							
POMPS 210578141	Pomps Tire Service Inc 1/28/2022	1,905.50	0.00	02/15/2022				No	0
	101-430-3100-42212 Repairs/Maint. S&I Replace Loader Rim								
	210578141 Total:	1,905.50							
	POMPS Total: ✓	1,905.50							
PRATT 2021-00584	Pratt Homes 1/28/2022	5,000.00	0.00	02/15/2022				No	0
	803-000-0000-22900 Deposits Payable Escrow Release 11548 Arnie Way N - 2021-00584								
	2021-00584 Total:	5,000.00							
	PRATT Total: ✓	5,000.00							
PULHOM 2018-01078	Pulte Homes of MN LLC 1/28/2022	2,000.00	0.00	02/15/2022				No	0
	803-000-0000-22900 Deposits Payable Escrow Release - 11838 Upper 30th St N - 2018-1078								
	2018-01078 Total:	2,000.00							
	2019-00258	2,000.00	0.00	02/15/2022				No	0
	803-000-0000-22900 Deposits Payable Escrow Release - 11820 Lower 31st St N - 2019-00258								
	2019-00258 Total:	2,000.00							
	2019-00631	2,000.00	0.00	02/15/2022				No	0
	803-000-0000-22900 Deposits Payable Escrow Release - 11802 Lower 31st St N - 2019-00631								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
2019-00631 Total:		2,000.00							
2020-00018	1/28/2022	2,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable					Escrow Release - 3192 Lilac Ave N - 2020-00018				
2020-00166	1/28/2022	2,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable					Escrow Release - 3162 Lilac Ave N - 2020-00166				
2020-00758	1/28/2022	2,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable					Escrow Release - 11869 Upper 30th St N - 2020-00758				
2020-00853	1/28/2022	2,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable					Escrow Release - 11794 Lower 31st St N - 2020-00853				
2020-00867	1/28/2022	2,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable					Escrow Release - 3131 Lilac Ave N - 2020-00867				
2020-00899	1/28/2022	2,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable					Escrow Release - 3141 Lilac Ave N - 2020-00899				
2020-00987	1/28/2022	2,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable					Escrow Release - 11754 Lower 31st St N - 2020-00987				
2020-01076	1/28/2022	2,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable					Escrow Release - 11762 Lower 31st St N - 2020-01076				
2020-01076 Total:		2,000.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Description		Reference			
2020-01146	1/28/2022	2,000.00	0.00	02/15/2022				No	0
803-000-0000-22900	Deposits Payable			Escrow Release - 3122 Lilac Ave N - 2020-01146					
	2020-01146 Total:	2,000.00							
2020-01324	1/28/2022	2,000.00	0.00	02/15/2022				No	0
803-000-0000-22900	Deposits Payable			Escrow Release - 11746 Lower 31st St N - 2020-01324					
	2020-01324 Total:	2,000.00							
2021-00296	1/28/2022	5,000.00	0.00	02/15/2022				No	0
803-000-0000-22900	Deposits Payable			Escrow Release - 11805 Upper 30th St N - 2021-00296					
	2021-00296 Total:	5,000.00							
	PULHOM Total:	31,000.00							
REDPATH	Redpath and Company								
*** 150467769	1/31/2022	1,500.00	0.00	02/15/2022				No	0
101-410-1520-43010	Audit Services			Pro Svcs - Financial Audit					
*** 150467769	1/31/2022	1,500.00	0.00	02/15/2022				No	0
601-494-9400-43010	Audit Services			Pro Svcs - Financial Audit					
*** 150467769	1/31/2022	1,500.00	0.00	02/15/2022				No	0
602-495-9450-43010	Audit Services			Pro Svcs - Financial Audit					
*** 150467769	1/31/2022	1,500.00	0.00	02/15/2022				No	0
603-496-9500-43010	Audit Services			Pro Svcs - Financial Audit					
	150467769 Total:	6,000.00							
	REDPATH Total:	6,000.00							
REDSTONB	Redstone Builders LLC								
2019-00741	1/28/2022	2,000.00	0.00	02/15/2022				No	0
803-000-0000-22900	Deposits Payable			Escrow Release 11396 Blazingstar Ln N - 2019-00741					
	2019-00741 Total:	2,000.00							
	REDSTONB Total:	2,000.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
SHLMKA	Schlomka Services LLC								
28515	2/4/2022	320.00	0.00	02/15/2022				No	0
101-430-3100-43150	Contract Services				Pump shop holding tanks				
	28515 Total:	320.00							
	SHLMKA Total:	320.00							
SHORT	Short Elliott Hendrickson, Inc								
419861	2/3/2022	7,825.98	0.00	02/15/2022				No	0
252-480-8110-43030	Engineering Services				Section 16 Infrastructure Imp 2021.116				
	419861 Total:	7,825.98							
*** 420050	2/7/2022	4,291.03	0.00	02/15/2022				No	0
431-480-8089-43030	Engineering Costs				OV Phase 5&6 St, Drng, Util Imp 2019.116				
*** 420050	2/7/2022	1,453.57	0.00	02/15/2022				No	0
601-494-8089-43030	Engineering costs				OV Phase 5&6 St, Drng, Util Imp 2019.116				
*** 420050	2/7/2022	4,211.38	0.00	02/15/2022				No	0
602-495-8089-43030	Engineering costs				OV Phase 5&6 St, Drng, Util Imp 2019.116				
	420050 Total:	9,955.98							
420081	2/7/2022	1,488.74	0.00	02/15/2022				No	0
601-480-8104-43030	Engineering Services				Whistling Valley St & Util Imp 2020.123				
	420081 Total:	1,488.74							
	SHORT Total:	19,270.70							
SOUTHWIN	Southwind Builders								
2019-00457	1/31/2022	1,000.00	0.00	02/15/2022				No	0
803-000-0000-22900	Deposits Payable				Escrow Release - 11096 6th St Cir N - 2019-00457				
	2019-00457 Total:	1,000.00							
2020-00049	1/31/2022	1,000.00	0.00	02/15/2022				No	0
803-000-0000-22900	Deposits Payable				Escrow Release - 11095 6th St Cir N - 2020-00049				
	2020-00049 Total:	1,000.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
2020-00159	1/31/2022	1,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable	Escrow Release - 11185 6th St Cir N - 2020-00159								
	2020-00159 Total:	1,000.00							
2020-00161	1/31/2022	1,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable	Escrow Release - 11145 6th St Cir N - 2020-00161								
	2020-00161 Total:	1,000.00							
2020-00162	1/31/2022	1,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable	Escrow Release - 11153 6th St Cir N - 2020-00162								
	2020-00162 Total:	1,000.00							
2020-00206	1/31/2022	1,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable	Escrow Release - 11064 6th St Cir N - 2020-00206								
	2020-00206 Total:	1,000.00							
2020-00207	1/31/2022	1,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable	Escrow Release - 11072 6th St Cir N - 2020-00207								
	2020-00207 Total:	1,000.00							
	SOUTHWIN Total:	7,000.00							
Stone	Stone Cottage Construction								
2020-01219	1/28/2022	2,000.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable	Escrow Release - 4149 Monarch Ct N - 2020-01219								
	2020-01219 Total:	2,000.00							
2020-01219 CR	1/28/2022	-260.00	0.00	02/15/2022				No	0
803-000-0000-22900 Deposits Payable	Less 8/30/21 Focus Eng Invoice 8154								
	2020-01219 CR Total:	-260.00							
	Stone Total:	1,740.00							
TDSMET	TDS								

Invoice Number	Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
				Description		Reference				
*** 20220213		2/13/2022	9.50	0.00	02/15/2022				No	0
	601-494-9400-43210 Telephone				Analog Lines - Alarm Well #2					
*** 20220213		2/13/2022	65.13	0.00	02/15/2022				No	0
	602-495-9450-43210 Telephone				Analog Lines - Lift Station Alarms					
*** 20220213		2/13/2022	223.64	0.00	02/15/2022				No	0
	101-430-3100-43210 Telephone				Analog Lines - Public Works					
20220213 Total:			298.27							
TDSMET Total:			298.27							
TELMET										
113952	Telemetry and Process Controls, Inc	1/31/2022	2,550.00	0.00	02/15/2022				No	0
	601-494-9400-43150 Contract Services				SCADA Report building					
113952 Total:			2,550.00							
TELMET Total:			2,550.00							
TENNRO										
3159751	Tennis Roll Off LLC	2/1/2022	539.60	0.00	02/15/2022				No	0
	101-430-3100-43840 Refuse				Refuse					
3159751 Total:			539.60							
TENNRO Total:			539.60							
TRISTATE										
T18097	Tri State Bobcat	1/31/2022	124.07	0.00	02/15/2022				No	0
	101-450-5200-42210 Repair/Maint. Supplies				Broom Repair					
T18097 Total:			124.07							
T18098										
101-450-5200-42210 Repair/Maint. Supplies		1/31/2022	163.70	0.00	02/15/2022				No	0
					Broom Repair					
T18098 Total:			163.70							
T18173		2/2/2022	-97.33	0.00	02/15/2022				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
101-430-3100-42212 Repairs/Maint. S&I				Skid Bar refund					
T18173 Total:		-97.33 ✓							
T18197	2/3/2022	173.74	0.00	02/15/2022				No	0
101-430-3100-42212 Repairs/Maint. S&I				Broom Bearings					
T18197 Total:		173.74 ✓							
TRISTATE Total:		364.18 ✓							
VERIZON									
Verizon									
*** 9897867068	1/21/2022	50.29	0.00	02/15/2022				No	0
101-430-3100-43210 Telephone				Wireless Charges					
*** 9897867068	1/21/2022	50.29	0.00	02/15/2022				No	0
101-450-5200-43210 Telephone				Wireless Charges					
*** 9897867068	1/21/2022	50.29	0.00	02/15/2022				No	0
601-494-9400-43210 Telephone				Wireless Charges					
*** 9897867068	1/21/2022	50.29	0.00	02/15/2022				No	0
602-495-9450-43210 Telephone				Wireless Charges					
*** 9897867068	1/21/2022	50.29	0.00	02/15/2022				No	0
603-496-9500-43210 Telephone				Wireless Charges					
*** 9897867068	1/21/2022	-9.03	0.00	02/15/2022				No	0
601-494-9400-43210 Telephone				Wireless Charges					
*** 9897867068	1/21/2022	35.01	0.00	02/15/2022				No	0
603-496-9500-43210 Telephone				Wireless Charges					
*** 9897867068	1/21/2022	35.01	0.00	02/15/2022				No	0
601-494-9400-43210 Telephone				Wireless Charges					
*** 9897867068	1/21/2022	24.18	0.00	02/15/2022				No	0
602-495-9450-43210 Telephone				Wireless Charges					
*** 9897867068	1/21/2022	40.01	0.00	02/15/2022				No	0
101-420-2220-43210 Telephone				Wireless Charges					
*** 9897867068	1/21/2022	37.95	0.00	02/15/2022				No	0
101-410-1320-43210 Telephone				Wireless Charges					
*** 9897867068	1/21/2022	-22.02	0.00	02/15/2022				No	0
101-410-1320-43210 Telephone				Wireless Charges					
*** 9897867068	1/21/2022	37.95	0.00	02/15/2022				No	0
101-410-1320-43210 Telephone				Wireless Charges					

*** means this invoice number is a duplicate.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Description		Reference			
9897867068 Total:		430.51							
VERIZON Total:		430.51							
WACOPW	Washington County - WACO Public Works Dept								
197797	1/18/2022	2.73	0.00	02/15/2022				No	0
101-430-3100-43811	Street Lights			CSAH 17 & TH36 Traffic Signals					
197797 Total:		2.73							
WACOPW Total:		2.73							
WASHTAX	Washington County Property Records & Taxpayer Svc								
198653	2/4/2022	320.00	0.00	02/15/2022				No	0
101-410-1520-44300	Miscellaneous			2021 Tax Levy Bk, Adj Rpt, Auditors Bonding Cert					
198653 Total:		320.00							
WASHTAX Total:		320.00							
WICKENHA	Wickenhauser Excavating								
2021-00723	2/4/2022	5,000.00	0.00	02/15/2022				No	0
803-000-0000-22910	Developer Payments			Escrow Release - 4275 Little Bluestem Trl N - 2021-00723					
2021-00723 Total:		5,000.00							
WICKENHA Total:		5,000.00							
XCEL	Xcel Energy								
764770134	1/21/2022	92.54	0.00	02/15/2022				No	0
101-430-3100-43811	Street Lights			Electric 179 Keats Ave N unit signal					
764770134 Total:		92.54							
764786778	1/21/2022	2,781.50	0.00	02/15/2022				No	0
601-494-9400-43810	Electric Utility			Electric/Gas 4525 Lily Ave N					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Description		Reference			
764786778 Total:		2,781.50							
764795704	1/21/2022	70.42	0.00	02/15/2022	Electric 689 Inwood Ave N Traffic Signal			No	0
101-430-3100-43811 Street Lights									
764795704 Total:		70.42							
764862489	1/24/2022	32.38	0.00	02/15/2022	Electric 3014 Jamley Ave			No	0
101-430-3100-43811 Street Lights									
764862489 Total:		32.38							
765306269	1/26/2022	1,520.46	0.00	02/15/2022	Electric Utilities 2576 Inwood Ave			No	0
601-494-9400-43810 Electric Utility									
765306269 Total:		1,520.46							
XCEL Total:		4,497.30							
YALMEC	Yale Mechanical								
231454	1/31/2022	1,515.93	0.00	02/15/2022	PW Office Furnace Repair			No	0
601-494-9400-44010 Repairs/Maint Imp Bldgs									
231454 Total:		1,515.93							
YALMEC Total:		1,515.93							
ZACKS	Zack's Inc								
*** 35391	1/26/2022	144.77	0.00	02/15/2022				No	0
101-430-3100-44375 Personal Protection Equipme									
*** 35391	1/26/2022	258.38	0.00	02/15/2022	PPE			No	0
101-430-3100-42400 Small Tools & Minor Equipm									
*** 35391	1/26/2022	273.38	0.00	02/15/2022	Tools			No	0
601-494-9400-42150 Operating Supplies									
35391 Total:		676.53							
ZACKS Total:		676.53							

Invoice Number	Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
					Description		Reference			

Report Total:

276,421.66



DATE: February 15, 2022
CONSENT

AGENDA ITEM: Resolution Supporting Housing and Local Decision Making Authority

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

For the last couple of years, housing industry groups have attacked city land use tools such as zoning and planned use developments. They claim incorrectly that these basic regulatory functions are prohibiting the building of more affordable housing stock, when market factors such as labor costs, land, and materials are creating the market failures we see today.

With multiple bills in the Legislature that are trying to restrict city's local authority, the League of Minnesota Cities (LMC) has provided a model resolution for city council's to consider that would support housing and local decision making authority.

ISSUE BEFORE COUNCIL:

Should the council pass a resolution supporting housing and local decision making authority?

PROPOSAL:

Resolution No 2022-016 is included in your packet. If approved, staff will provide a signed copy to LMC to use in their lobbying efforts. A copy will also be provided to Sen. Housley and Rep. Christensen.

OPTIONS:

- 1) Approve Resolution No 2022-016
- 2) Amend and then approve Resolution No 2022-016
- 3) Do not pass the resolution

RECOMMENDATION:

If removed from the consent agenda:

“Motion to Resolution No 2022-016 A Resolution Supporting Housing and Local Decision Making Authority.”

ATTACHMENTS:

- Resolution 2022-016

**CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA**

**RESOLUTION NO. 2022-016
A RESOLUTION SUPPORTING HOUSING AND LOCAL DECISION-MAKING
AUTHORITY**

WHEREAS, local elected decision-makers are in the best position to determine the health, safety, and welfare regulations that best serve the unique needs of their constituents; and

WHEREAS, zoning regulation is an important planning tool that benefits communities economically and socially, improves health and wellness, and helps conserve the environment; and

WHEREAS, local zoning regulation allows communities to plan for the use of land transparently, involving residents through public engagement; and

WHEREAS, cities across the state are keenly aware of the distinct housing challenges facing their communities and they target those local housing challenges with available tools; and

WHEREAS, multiple bills restricting local decision-making related to housing have been introduced in the 2021-2022 biennium.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LAKE ELMO that this Council supports local decision-making authority and opposes legislation that restricts the ability for local elected officials to respond to the needs of their communities.

LET IT ALSO BE RESOLVED that this Council supports housing policy that advances solutions to support full housing spectrum solutions, local innovation, incentives instead of mandates, and community-specific solutions throughout Minnesota.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE 15TH DAY OF FEBRUARY, 2022.

CITY OF LAKE ELMO

By: _____
Charles Cadenhead
Mayor

(Seal)
ATTEST:

Julie Johnson
City Clerk



DATE: February 15, 2022

CONSENT

TO: City Council

FROM: Dustin Kalis, Fire Chief

AGENDA ITEM: Purchase 2022 CIP Project F-017 – Turnout Gear Replacement

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

The Fire Department is requesting to purchase turnout gear as part of the department's equipment replacement program. A complete set of turnout gear includes jacket, pants, particulate hoods, and boots. The 2022-2026 Capital Improvement Plan included the turnout gear replacement.

The fire department replaces firefighting turnout gear in accordance with National Fire Protection Association (NFPA) standards. The standards that cover firefighter protective gear is NFPA 1851 and 1971. These standards provides the guidance necessary to assist the department in replacing turnout gear at appropriate time intervals and the proper selection of our replacement gear.

Structural firefighting turnout gear shall be retired no more than 10 years from the date the ensembles or ensemble elements were manufactured. Our current turnout gear was manufactured in 2012.

ISSUE BEFORE COUNCIL:

Should the City Council approve the purchase of the turnout gear replacement as recommended by staff, as outlined in the 2022 Capital Improvement Plan?

PROPOSAL DETAILS/ANALYSIS:

The majority of our current inventory of structural firefighting turnout gear will be 10 years old in 2022 and two NFPA cycles behind current standards. Per NFPA 1851, turnout gear is required to be retired and taken out of service after 10 years. The requested sets of turnout gear, additional hoods and boots include the enhanced safety features available through the 2018 NFPA 1971 standard. New safety features include: less water absorption by the turnout gear outer shell, a particle protection barrier on hoods, and better ergonomic design of turnout gear to minimize gaps in protection. The benefit of this purchase will greatly increase the safety of our firefighters during all types of incidents and drills requiring structural firefighting turnout gear.

FISCAL IMPACT:

The cost of this turnout gear replacement project is \$83,000 and will be a general fund expenditure as identified in the 2022 CIP. Staff completed an inventory of all current protective equipment due for replacement and the following protective equipment will be purchased:

- Turnout jacket and pants: 23
- Particulate Hoods: 54
- Boots: 14

OPTIONS:

- Approve purchase of the turnout gear as presented.
- Do not approve purchase.

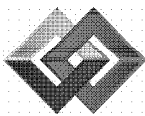
RECOMMENDATION:

Staff is recommending that the City Council approve, *as part of the Consent Agenda*, the purchase of 2022 CIP Project F-017 – Turnout Gear Replacement not to exceed \$83,000. If removed from the consent agenda, the recommended motion for the action is as follows:

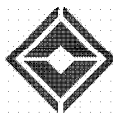
“Motion to approve the purchase of 2022 CIP Project F-017 Turnout Gear Replacement at a cost not to exceed \$83,000”.

ATTACHMENTS:

- MacQueen Emergency / Globe Quotation



**MACQUEEN
EQUIPMENT**



**MACQUEEN
EMERGENCY**

MacQueen Emergency
14607 Felton Court Suite 109
Apple Valley, MN 55124
800-832-6417

Ship To: LAKE ELMO FIRE DEPARTMENT
3510 LAVERNE AVE NORTH
LAKE ELMO, MN 55042

Invoice To: CITY OF LAKE ELMO
3800 Laverne Ave N
Lake Elmo MN 55042

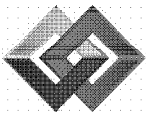
Attention: DUSTIN KALIS

Branch 08 - MN PPE		
Date 02/09/2022	Time 16:26:53 (O)	Page 1
Account No LAKEE001	Phone No 6517473900	Est No 02 000834
Ship Via	Purchase Order QUOTE	
Tax ID No		
		Salesperson 285 / 349

ESTIMATE EXPIRY DATE: 03/10/2022

PARTS ESTIMATE - NOT AN INVOICE

Part#	Description	U	Qty	Price	Amount
G200001D	GLOBE HOOD BAR Globe MFG Globe Guard Hood w/ head and neck particulate-protective barrier coverage featuring DuPont Nomex® Nano Flex Material. Whole Particulate Barrier Protection- PARTICULATE-BLOCKING EFFICIENCY (0.1 TO 1.0 MICRONS): 98%, NFPA 1971 Certified *One Size Fits Most*		53	106.95	5668.35
120A420-XX	SUPREME W/AG Globe SUPREME 14" Pull-On Leather Structural Fire Fighting Boot w/ VIBRAM ARCTIC GRIP PRO Outsoles. Certified to NFPA 1971 (Structural Fire Fighting), NFPA 1992 (Liquid Splash), And CSA Standards. Black w/ Yellow 3M SCOTCHLITE Reflective Material in Color. Made in USA *Choice Of Size (Including Women's)*		14	477.30	6682.20
GX3.0 JPA LAKE ELMO FD	GX3.0 JPA ELMO Globe Mfg. GX3.0 Turnout Gear for JPA Purchase: KOMBAT FLEX - BLACK in Color Outer Shell, N3- TITANIUM W/NOMEX NANO Thermal Liner, and STEDAIR GOLD Moisture Barrier Turn Out Coat and Pant System *Globe Guard System to Pants Only* Per Lake Elmo FD GX3.0 JPA Gear Spec 02/08/2022 (THL= 303.3, TPP= 35.6)		23	3069.90	70607.70



MACQUEEN
EQUIPMENT



MACQUEEN
EMERGENCY

MacQueen Emergency
14607 Felton Court Suite 109
Apple Valley, MN 55124
800-832-6417

Ship To: LAKE ELMO FIRE DEPARTMENT
3510 LAVERNE AVE NORTH
LAKE ELMO, MN 55042

Invoice To: CITY OF LAKE ELMO
3800 Laverne Ave N
Lake Elmo MN 55042

Attention: DUSTIN KALIS

Branch 08 - MN PPE		
Date 02/09/2022	Time 16:26:53 (O)	Page 2
Account No LAKEE001	Phone No 6517473900	Est No 02 000834
Ship Via	Purchase Order QUOTE	
Tax ID No		
		Salesperson 285 / 349

ESTIMATE EXPIRY DATE: 03/10/2022

PARTS ESTIMATE - NOT AN INVOICE

<u>Part#</u>	<u>Description</u>	<u>U</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
				Subtotal:	82958.25
				Tax:	.00
				TOTAL:	82958.25

Authorization: _____



DATE: 2/15/2022

CONSENT

TO: Honorable Mayor and City Council

FROM: Jake Dickson, Assistant City Administrator

AGENDA ITEM: Cable Caster Agreement

BACKGROUND:

In order to record and broadcast all public meetings, the City needs to contract with a number of cable casting staff to perform videographer duties. Currently, the City is down to one videographer and has advertised the opportunity, receiving interest from one Lake Elmo Resident.

ISSUE BEFORE COUNCIL:

Should the City Council approve a Videographer Contract with Dan Beck?

PROPOSAL DETAILS/ANALYSIS:

The attached videographer contract with Dan Beck outlines the duties of the videographer and appropriate rates of pay, as well as standard language previously reviewed by counsel.

FISCAL IMPACT:

\$55.00 per meeting with a possibility of a \$25.00 bonus. Cable casting fees are included in the budget and reimbursed per our agreement with the Ramsey Washington Suburban Cable Commission

OPTIONS:

- Approve the Videographer agreement with Dan Beck
- Approve the Videographer agreement with different terms
- Do not approve the Videographer agreement

RECOMMENDATION:

If removed from the consent agenda:

“Motion to Approve the Videographer Agreement with Dan Beck.”

ATTACHMENTS:

- Videographer Agreement

**AGREEMENT FOR
BETWEEN THE CITY OF LAKE ELMO
AND
DAN BECK**

THIS AGREEMENT, made and entered into this _____ of _____, 2022, by and between the City of Lake Elmo, a Minnesota municipal corporation, herein referred to as “CITY”, and Dan Beck, herein referred to as “VIDEOGRAPHER”, together herein referred to as the “Parties”.

WHEREAS, the CITY has broadcast facilities and government access through the Ramsey Washington Suburban Cable Commission; and

WHEREAS, the CITY desires to contract with a videographer to record City Council meetings held on the first and third Tuesday of the month, City Council Workshops held on the second Tuesday of the month, Planning Commission Meetings held on the second and fourth Monday of the month, Parks Commission meetings held on the third Monday of the month, and Economic Development Authority and Capital Improvement Committee meetings held as needed; and

WHEREAS, the VIDEOGRAPHER will provide recording services for other CITY meetings as a back-up videographer, as requested, and agreed upon by both parties.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. The CITY shall be responsible for providing and maintaining the broadcast equipment and facility. The CITY shall be responsible for establishing broadcast policies and procedures and meeting schedules. The CITY shall provide the VIDEOGRAPHER with the next year’s meeting schedule each December preceding the next year.
2. As needed, the CITY shall provide training for the VIDEOGRAPHER on broadcast equipment. The CITY shall pay the VIDEOGRAPHER at a rate of \$55.00 for all training up to three hours.
3. For filming all CITY meetings, VIDEOGRAPHER shall be paid at a flat rate of \$55.00 per meeting. However, if a CITY meeting exceeds three hours, VIDEOGRAPHER shall be paid an additional \$25.00.

4. VIDEOGRAPHER shall arrive at City Hall, 3800 Laverne Avenue North, at least 30 minutes before the start of each scheduled CITY meeting and turn on the lighting in the Council Chambers and open the production booth. Food and beverages are not allowed in the production booth. Upon departing, VIDEOGRAPHER shall shut down equipment in the production booth, turn off lights in the production booth, and secure the door to the production booth.
5. VIDEOGRAHER shall be professional, accommodating, courteous, and timely at all times.
6. VIDEOGRAPHER shall exercise due professional care to comply with applicable federal, state, and local laws, rules, ordinances, and regulations in performing the professional services under this Agreement.
7. VIDEOGRAPHER is expected to maintain the confidentiality of all closed meetings. Any communication, including that on social media, about closed meetings is not permitted. All closed meetings shall not be recorded, broadcast or distributed, unless the CITY's attorney directs the VIDEOGRAPHER to broadcast or distribute the recordings. The VIDEOGRAPHER hereby understands and acknowledges that all videos completed by this Agreement are governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 ("the MGDPA"). Retention, distribution, or destruction of any video shall occur only with written approval of the CITY's Data Practice Compliance Officer. VIDEOGRAPHER agrees to promptly respond to inquiries from the CITY concerning data requests.
8. The CITY shall notify the VIDEOGRAPHER, via email, at least five business days in advance for any special broadcast coverage requirements or changes in the meeting schedule. The VIDEOGRAPHER shall notify the CITY at 651-747-3900 or via email at least five business days in advance in event that VIDEOGRAPHER is not available to film a meeting.
9. It is the intent of the Parties to this Agreement that it shall become effective upon the date written above and terminate on December 31, 2024. The terms of this Agreement may be renegotiated annually between the CITY and VIDEOGRAPHER but shall only be amended by the prior written approval of both Parties.
10. This agreement may be terminated by either party at any time by providing 30 days' written notice as described below.
11. VIDEOGRAPHER shall indemnify, defend, and hold harmless the City and its officials, employees, contractors, and agents from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any

negligent act or omission by VIDEOGRAPHER in the performance of the services pursuant to this Agreement.

12. All services provided pursuant to this Agreement shall be provided by VIDEOGRAPHER as an independent contractor and not as an employee of the CITY for any purpose. Any and all actions which arise as a consequence of any act or omission on the part of VIDEOGRAPHER shall not be the obligation or responsibility of the CITY. VIDEOGRAPHER shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.
13. Any notice required by this Agreement shall be either hand delivered or sent by certified mail.
14. Neither party shall assign this Agreement without the prior written consent of the other party.
15. Any waiver by either party of a breach of any provisions of this Agreement shall not affect in any respect the validity of the remainder of this Agreement.
16. If any portion of this Agreement is held invalid by a court of competent jurisdiction, such decision shall not affect the validity of any remaining portion of the Agreement.
17. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota. All Parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
18. This Agreement shall constitute the entire agreement between the CITY and VIDEOGRAPHER and supersedes any other written or oral agreements between the CITY and the VIDEOGRAPHER and supersedes any other written or oral agreements between the CITY and the VIDEOGRAPHER. This Agreement can only be modified in writing signed by the CITY and VIDEOGRAPHER.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

CITY OF LAKE ELMO

By: _____
Charles Cadenhead
Its: Mayor

By: _____
Julie Johnson
Its: City Clerk

DAN BECK

By: _____



DATE: 2/15/2022
CONSENT

TO: City Council

FROM: Marty Powers, Public Works Director

AGENDA ITEM: Ford Ranger Purchase

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND: The City of Lake Elmo Public Works Department utilizes a 2012 Ford F250 throughout the city to assist with projects related to parks, water, sewer, storm water, streets and reviewing public concerns. The existing 2012 F250 is in service and has met its council approved 10-year replacement schedule.

The proposed Ford Ranger will be more user friendly & efficient for the tasks it will be completing. This vehicle will primarily be used between the Assistant Public Works Director and the Public Works Director.

ISSUE BEFORE CITY COUNCIL: Should the Council approve the purchase of a 2022 Ford Ranger pickup truck as outlined in the Capital Improvement Plan?

PROPOSAL DETAILS/ANALYSIS: Proceeding with this purchase will benefit the city and its citizens by replacing an aged vehicle. This vehicle will allow staff more maneuverability, reliability and efficiency.

FISCAL IMPACT: Purchase of this vehicle with logos and small tools shall not exceed the budgeted \$41,000 and will be funded through the vehicle replacement fund as identified in the proposed 2022 CIP.

OPTIONS:

- 1) Approve purchase of the Ford Ranger
- 2) Do not approve purchase
- 3) Direct staff to further research need for purchase

RECOMMENDATION:

If removed from the consent agenda:

“Motion to approve the purchase of a Ford Ranger Pickup at a cost not to exceed \$41,000.”

ATTACHMENTS:

- Ford Ranger quote (Midway Ford state contract pricing)

Midway Ford Commercial
Fleet and Government Sales
 2777 N. Snelling Ave.
 Roseville MN 55113



Travis Swanson
 651-343-5212
tswanson@rosevillemidwayford.com

Fax # 651-604-2936

FTM2 Contract # 169665
2022 Ranger 4X4- Super Cab- 6' Box

Standard

Automatic Transmission
Air Conditioning
AM/FM Radio
Matching Full Size Spare Tire

40/20/40 Vinyl Seat
Dual Front Air Bags
4-Wheel ABS Brakes
Tilt Wheel

2.3L EcoBoost
Rubber Floor Covering
Bumpers w/Rear Step
Rear View Camera

Options	Code	Price	Select	Exterior Colors	Code	Select
101A Package (Cruise, Key Fobs, Sync)	101A	\$1,067	x	Blue Jeans Metallic	N1	
STX Package (17" Aluminum Wheels, Fog Lights, Privacy Glass)	76F	\$1,029	x	Race Red	PQ	
Trailer Tow	53R	\$465	x	Stone Gray Metallic	LQ	
Bed Utility Pkg	86Q	\$371	x	Shadow Black	G1	
WeatherTech Mats(Front/Rear)		\$250	x	Magnetic Metallic	J7	
Amber Strobes	66F	\$611	x	Iconic Silver Metallic	JS	
				Oxford White	YZ	x
				Extended Service Contracts	Cost	Select
				7 year/75,000 mile	\$2,570	
				PremiumCare Warranty (Bumper to Bumper)		
Option Total		\$3,793				

Base Price		Totals		You must have a active FIN code to participate in this purchase contract : FIN code # _____	
		\$24,398.80		Purchase Order required prior to order placement	
Options Price Totals		\$3,793.00		PO #	
Extended Warranty				Name of Organization	
Transit Impr Excise Tax		\$20.00		Address	
Tax Exempt Lic		\$69.25		City, State, Zip	
6.5% Sales Tax		\$1,832.47		Contact Person/ Phone #	
Document fee		\$125.00		Contact's e-mail address and fax #	
Sub total per vehicle		\$30,238.52			
Number of Vehicles	1				
Grand Total for all units		\$30,238.52			
Acceptance Signature					
Print Name and Title	Date				

LOGOs and a few small tools \$350



DATE: 2/15/2022
CONSENT

TO: City Council
FROM: Marty Powers, Public Works Director
AGENDA ITEM: Public Works Bulk Water Fill Station
REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND: The City of Lake Elmo Public Works Department currently utilizes a fire hydrant located outside the shop for bulk water sales. Having this location as sole fill station allows us to minimize potential water theft. During the summer months, dozens of trucks need bulk water for construction projects within the city. The water is used for dust control, new sod install, compaction, potholing, flushing, jetting, etc. Currently we rely on the contractors to insure an air gap is present on the trucks fill pipe to meet State backflow prevention requirements. Inside the Public Works shop is an approved back flow preventer that can be utilized for a fill station. Piping would be ran from the existing backflow preventer to the outside of the building for trucks to connect. The second reason a fill station is needed is due to the hydrant freezing up after many uses in the winter weather. With the proper valves, piping and meter inside the heated building, the fill station can be open year around.

ISSUE BEFORE COUNCIL: Should the Council approve the installation of a fill station at the Public Works shop as outlined in the 2022 Water Budget?

PROPOSAL DETAILS/ANALYSIS: Proceeding with installing an approved year around fill station will benefit the city, contractors and its citizens by reducing the cross connection potential and minimizing water theft.

FISCAL IMPACT: Proceeding with this project shall not exceed the budgeted \$14,000 and will be funded through the Water Building Maintenance Operating Expenses as identified in the proposed 2022 Water Budget.

OPTIONS:

- 1) Approve Commercial Service Group to install the bulk water fill station for \$12,900.00
- 2) Do not approve fill station installation
- 3) Table for further discussion

RECOMMENDATION:

If removed from the consent agenda:

“Motion to approve the installation of a fill station by CSG at public works for a cost not to exceed \$12,900.”

ATTACHMENTS:

- Commercial Plumbing and Heating quote
- Breskie Plumbing quote



Prepared For:

Marty Powers
651-747-3941
mpowers@lakeelmo.org

Service Location:

Lake Elmo Public Works
3445 Ideal Ave N
Lake Elmo, MN 55042

Prepared by: Brittany Bodine
February 7, 2022

Project Description

We propose to run a new 3" copper water line for new fill station.

Proposal includes

- Run 3" copper water line from existing non-potable water line through garage bay.
- Core drill a hole through the interior and exterior brick walls.
- Install drain port inside garage bay and 2 1/2" angle hose shut off on exterior of building.

Exclusions

- Overtime
- Electrical
- Wall/ceiling/floor repairs
- Permits
- Previous service calls
- Concrete removal and patch
- Pipe insulation

We propose to complete the project as specified above for the sum:

\$12,900

By signing below, the above prices, specifications and conditions are satisfactory and are hereby accepted and we are authorized to do the work as specified.

John Lannier

John Lannier, Service Estimator
Commercial Service Group
(612) 328-1171

SIGNATURE

DATE OF ACCEPTANCE

NOTE: All work to be done during normal business hours, unless specified above. Any alternation or deviation for above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. This proposal may be withdrawn by us if not accepted within 30 days. We reserve the right to send prelien notice to the property owner, should we be awarded this project. No work will proceed until signed proposal or purchase order is received. Payment is due within 30 days of invoice date; any balance due after 30 days of invoice date is subject to 1.5% late fee per month.

24428 Greenway Avenue, Forest Lake, MN 55025 (P) 651-464-2988 ~ (F) 651-464-2506



WORK PROPOSAL

To : Marty
City of Lake Elmo

By: Breski Plumbing, Inc
8483 27th St. N, Lake Elmo, MN 55042

JOB ADDRESS: 3445 Ideal Ave N

Scope Of Work:

Plumbing Rough in and Finish per print:

1. Install 3" copper water line from tee inside building to outside through garage area.
2. Include core drilling.
3. Includes material from flange to outside wall.
4. Includes shut off valve and tee w/drain inside garage for winterizing.

Exclusions :

1. Platform lift
2. Pipe insulation

Notifications :

1. Any additional work will be approved by the building owner with an agreed upon price prior to proceeding, these extras will be paid in full within 30 days of invoice receipt.
2. Breski Plumbing reserves the right to implement a lien on the property if not paid in full within 30 days of invoice receipt, and in addition a 3% charge.
3. Breski Plumbing, Inc. is not responsible for faulty or damaged fixtures (new or existing).
4. By accepting this proposal, Breski Plumbing is solely responsible for the completion of the rough-in work, finish work, and inspections.
5. Should the contracting party decline to accept this proposal, 30 days from the submittal date it will be declared null and void. Submittal Date : 2/7/22.

Proposal :

Total Payable to Breski Plumbing, Inc. - \$14,900

Payment Schedule :

1. 30% of entire project due prior to proceeding -
2. 80% of total upon completion of rough-in inspection -
3. Completion of plumbing final inspection -

Agreement :



Breski Plumbing, Inc. Co-Owner _____ Date: _____
#PC747599

Contracting Party _____ Date: _____

Payment :

- Payments excepted by cash, check, or credit card
- \$30.00 fee added for bounced checks.
- 3% added to credit transactions.



DATE: February 15, 2022

CONSENT

AGENDA ITEM: Approve Concurrence to Award a Construction Contract for the County State Aid Highway (CSAH) 13 Phase 2 Improvements

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Kristina Handt, City Administrator
Marty Powers, Public Works Director
Chad Isakson, Assistance City Engineer

ISSUE BEFORE COUNCIL: Should the City Council concur with Washington County to award a construction contract for the County State Aid Highway (CSAH) 13 Phase 2 Improvements?

BACKGROUND: Washington County intends to construct the County State Aid Highway (CSAH) 13 Phase 2 Improvements, from 800 feet north of 34th Street North to 44th Street North. This second phase of the project is part of a larger project to improve the pavement and safety of Ideal Avenue/Olson Lake Trail between Stillwater Boulevard (CSAH 14) and 50th Street. The first phase of the project was constructed in 2017 and the second phase of the project is planned for construction in 2022. The improvements include new turn lanes and intersection improvements at 36th Street (Lake Elmo Public Works entrance roadway), 38th Street, 39th Street, Lake Jane Trail, and Hidden Bay Trail; together with a center median from 36th Street to Lake Jane Trail, and the realignment of 40th Street in Oakdale to align with the existing Lake Jane Trail intersection. The improvements also include the construction of a new bituminous trail on the west side of Ideal Avenue along the length of the project.

On October 20, 2020, the City Council approved a Resolution of Support for the preliminary design layout and supported the County's efforts to proceed with the completion of the final design for the project. On August 17, 2021 the City Council approved Cooperative Agreement 14179 for the cost share in the Project between the City of Lake Elmo, City of Oakdale and Washington County, with the Lake Elmo cost share in the amount of \$367,718, and also approved Cooperative Maintenance Agreement 14180 to detail the ownership and maintenance responsibilities for the constructed improvements.

PROPOSAL DETAILS/ANALYSIS: Washington County received, opened, and tabulated bids, and is recommending the award of a construction contract to the lowest responsible bidder, Park Construction Company, in the low bid amount of \$4,321,910.13. The County received 11 bids ranging from \$4,321,910.13 to \$6,092,675.19.

Following the bid opening, Washington County updated the Post Bid Estimate of Project Cost using the contractor's actual unit pricing from the bid tabulation, including Table 1 and Exhibit B from the Cooperative Cost Share Agreement. The post bid estimated cost share for Lake Elmo is \$377,475 vs. a pre-bid estimated amount of \$367,718 (see attached Table 1 and Table 1 -Revised Post Bid).

FISCAL IMPACT: The estimated total post-bid project cost is \$5,722,662 with the City post-bid cost share participation estimated to be \$377,475. Because the Cooperative Cost Share Agreement is based on estimated quantities, the actual cost share is determined once the project is complete and the final quantities

and costs are known. The City's share of the costs, as assigned by the County, include 100% of the street and storm sewer costs located in City right-of-way, including the Public Works entrance driveway, 38th Street, 39th Street, Lake Jane Trail and Hidden Bay Trail; 25% of the bituminous trail costs along the west side of Ideal Avenue; 50% of the curb and gutter along the east side of Ideal Avenue; and prorated cost shares for the various storm sewer and stormwater management components. The total local share of the project costs are then split between Oakdale and Lake Elmo in accordance with the city agreement with Lake Elmo paying 44% and Oakdale paying 56%.

RECOMMENDATION: Staff is recommending that the City Council approve, *as part of the consent agenda*, a Resolution Concurring with Washington County to Award a Construction Contract for the County State Aid Highway (CSAH) 13 Phase 2 Improvements, from 800 feet north of 34th Street North to 44th Street North. If removed from the *consent agenda*, the recommended motion for the action is as follows:

“Move to approve Resolution No. 2022-018 Concurring with Washington County to Award a Construction Contract for the County State Aid Highway (CSAH) 13 Phase 2 Improvements, from 800 feet north of 34th Street North to 44th Street North.”

ATTACHMENTS:

1. Resolution Concurring with Washington County to Award a Construction Contract for the County State Aid Highway (CSAH) 13 Phase 2 Improvements.
2. Table 1 – Estimated Costs (Cooperative Agreement dated August 17, 2021).
3. Table 1 – Estimated Costs (Post Bid).

**CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2022-018

**A RESOLUTION CONCURRING WITH WASHINGTON COUNTY TO
AWARD A CONSTRUCTION CONTRACT FOR THE
COUNTY STATE AID HIGHWAY (CSAH) 13 PHASE 2 IMPROVEMENTS,
FROM 800 FEET NORTH OF CSAH 14 (34TH STREET) TO 44TH STREET**

WHEREAS, Washington County intends to construct County State Aid Highway (CSAH) 13 (Ideal Avenue N.) from 800 feet north of CSAH 14 (34th Street N.) to 44th Street N. in the Cities of Lake Elmo and Oakdale, herein referred to as the “Project”; and

WHEREAS, on October 6, 2020 the City Council adopted Resolution 2020-086, approving Municipal Support for the preferred concept layout for the Project, dated May 6 2020, also known as the turn lane alternative; and

WHEREAS, on August 17, 2021 the City Council adopted Resolution 2021-087 approving Cooperative Agreement 14179 for the cost share in the Project between the City of Lake Elmo, City of Oakdale and Washington County, with the Lake Elmo cost share in the amount of \$367,718, and approving Cooperative Maintenance Agreement 14180 to detail the ownership and maintenance responsibilities for the constructed improvements; and

WHEREAS, Washington County received, opened, and tabulated bids, and is recommending the award of a construction contract to the lowest responsible bidder; and

WHEREAS, Washington County has provided the City with an updated Post Bid Table of Estimated Costs and Post Bid Exhibit B for Cooperative Agreement 14179 using actual contractor pricing from the bid tabulation, and showing the City’s Post Bid share in the Project cost to be \$377,475.

NOW, THEREFORE, BE IT RESOLVED, the City Council hereby concurs with Washington County to award a construction contract.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTEENTH DAY OF FEBRUARY, 2022.

CITY OF LAKE ELMO

By: _____
Charles Cadenhead
Mayor

(Seal)
ATTEST:

Julie Johnson, City Clerk

4. Right of Way

Right of Way costs shall be permanent right-of-way, permanent utility and/or drainage easements, temporary easements, title work costs, appraisal costs, relocation specialist costs, relocation costs, and condemnation commissioner costs. If applicable, the City shall pay their share of the final right of way cost. The estimated amount is set forth in Table 1.

5. County-Furnished Material

County-furnished material costs shall be items such as light poles, traffic signal control equipment, and street name signs which are separately procured outside of the construction contract and installed within the Project limits. The City shall pay their share of the final County-furnished material cost. The estimated amount is set forth in Table 1.

TABLE 1 – ESTIMATED COSTS City of Lake Elmo Cost Summary				
ITEM NO.	ITEM	TOTAL COST	CITY OF LAKE ELMO SHARE	CITY OF LAKE ELMO COST
1	Construction	\$4,287,145	See Exhibit B	\$381,753
2	Design Engineering	\$700,000	See Exhibit B	\$63,140
3	Construction Engineering/Contract Administration	\$342,971	8% of Construction Cost Share	\$30,540
4	Right of Way	\$355,000	See Exhibit B	\$165,000
5	County Furnished Material	\$0	0%	\$0
6	TOTAL ESTIMATED COST	\$5,685,116		\$640,433
7	CITIES AGREEMENT (1)			(\$235,057)
8	BMP CREDIT (2)			(\$37,658)
9	TOTAL ESTIMATED CITY OF LAKE ELMO COST			\$367,718

(1) The Cities of Oakdale and Lake Elmo have entered into a separate agreement, see Exhibit D, that states that the cities will split the city's cost share of the reconstruction of CSAH 13, as determined by Washington County, with the City of Oakdale's share being 56% and the City of Lake Elmo's share being 44%. Based on estimated costs, the total combined cities cost share is \$921,308

(2) A credit will be provided to the City of Lake Elmo for property acquired and/or Drainage and Utility Easements acquired on city owned parcels for the construction of storm water BMP-1 and storm water BMP-2. The financial value of the 1.21 acres will be appraised and a credit will be applied in the amount of the appraised value, less Lake Elmo's percentage cost share in the BMP construction.

6. The costs and shares attributable to the City and payable to the County as shown in Table 1 are merely estimated and a final reconciliation of costs as set forth in Section G below shall be done at the end of the Project. Actual City costs and shares are based on the following:

- a. Construction shall be based on the contractor's unit prices and final quantities at Project completion including all contract changes.
- b. Design engineering shall be based on the contractor's unit prices at the time of contract award.
- c. Construction engineering/contract administration shall be based on the contractor's unit prices and final quantities at Project completion including all contract changes and liquidated damages.
- d. Right of way shall be based on the final costs to acquire right of way.
- e. County-furnished material shall be based on the final costs to acquire County-furnished material.

TABLE 1 – ESTIMATED COSTS – Post Bid				
City of Lake Elmo Cost Summary				
ITEM NO.	ITEM	TOTAL COST	CITY OF LAKE ELMO SHARE	CITY OF LAKE ELMO COST
1	Construction	\$4,321,910	See Exhibit B	\$435,471
2	Design Engineering	\$700,000	See Exhibit B	\$70,630
3	Construction Engineering/Contract Administration	\$345,752	8% of Construction Cost Share	\$34,838
4	Right of Way	\$355,000	See Exhibit B	\$165,000
5	County Furnished Material	\$0	0%	\$0
6	TOTAL ESTIMATED COST	\$5,722,662		\$705,939
7	CITIES AGREEMENT (1)			(\$263,364)
8	BMP CREDIT (2)			(\$65,100)
9	TOTAL ESTIMATED CITY OF LAKE ELMO COST			\$377,475



STAFF REPORT

DATE: 02/15/2022

REGULAR

TO: Mayor and City Council
FROM: Corrin Bemis, Planning Consultant
AGENDA ITEM: **Minor Subdivision and Variance Condition Amendment Request**
REVIEWED BY: Molly Just, Planning Director
Planning Commission

INTRODUCTION:

Carolyn Horttor recently submitted an application for a 45-foot setback variance on Parcel 13.029.21.33.0042 at the southwest corner of Lake Elmo Avenue N and 32nd Street N (Subject Property). If approved, the variance request would amend the Minor Subdivision and Lot Width Variance for 3200 Lake Elmo Avenue by removing one of the conditions of approval. In 2007, the city approved Resolution No. 2007-033, creating the subject property. One of the conditions of approval stated in the resolution prohibits structures on the parcel from being closer than 195 feet from the Ordinary High-Water level (OHWL) of Lake Elmo. The applicant is now requesting to amend the 2007 resolution by removing this condition of approval.

At their January 24th meeting, the Planning Commission held a public hearing and voted unanimously to recommend approval of the request. There was no public comment.

ISSUE BEFORE CITY COUNCIL:

The City Council is being asked to review and make a determination on the request to amend Resolution No. 2007-033 approving a minor subdivision and lot width variance for 3200 Lake Elmo Avenue by removing Condition of Approval #8.

VARIANCE REQUEST DETAILS/ANALYSIS:

Address: None
PID: 13.029.21.33.0042
Existing Zoning: Rural Single Family
Surrounding Zoning: North, South, East, & West: Rural Single Family
Deadline for Action: Application Complete – 12/20/2021
60 Day Deadline – 2/18/2022
Extension Letter Mailed – N/A
120 Day Deadline – N/A

Applicable Regulations: Article V - Zoning Administration and Enforcement
Article XVIII – Shoreland Management Overlay District
Article XI – Rural Districts

Reason for Request. The applicant is asking the City to amend Resolution No. 2007-033 to reduce the setback requirement so the landowner may add a four-season porch structure and deck to the proposed main structure of a new home. The subject property does not currently contain any structures besides a small accessory storage shed. To provide the space necessary for the four-season porch and deck, the applicant is requesting a change in the setback requirement from 195 feet to 150 feet. The subject property is currently regulated by City of Lake Elmo in Resolution No. 2007-033. This resolution approved a Minor Subdivision and Lot Width Variance for 3200 Lake Elmo Avenue on April 17, 2007. At the time the Parent Parcel was split into two parcels named “F” and “G.” As part of the split, all structures proposed on parcel “F” would have a minimum setback of 195 feet from OHWL of Lake Elmo. While the Lake Elmo Zoning Code only requires a 75-foot rear setback on this property, the applicant is requesting a variance due to the 2007 resolution.

Minimum Setback from OHWL (105.12.1260)	Setback Required by Resolution No. 2007-033	Proposed Setback
75 feet	195 feet	150 feet

Resolution No. 2007-033 Conditions to be Amended as Follows:

1. The existing driveway shall be relocated onto 32nd Street to a location subject to approval by the City Engineer, in accordance with the requirements of City Code chapter 14;
2. All above ground utilities servicing the existing home (if any) shall be placed underground prior to accepting an application for final plat;
3. Standard drainage and utility easements shall be provided to the City around the boundaries of all lots, wetlands, and lakes as guided by the City Engineer. Such easements shall be legally conveyed to the City before issuance of any future building permits.
4. Installation of two new septic systems at this time shall not exclude both properties from hooking up to the municipal system if mandated by the City in the future.
5. Silt fence shall be shown at the construction limits for the proposed house, driveway and street that will be constructed with this development;
6. The applicant shall obtain and adhere to all necessary permits and approvals from the VBWD;
7. The applicant shall pay a cash-in-lieu fee of \$3500 to satisfy the city’s park dedication requirements.
- ~~8. All structures on proposed parcel “F” shall be a minimum of 195 feet from the OHW of Lake Elmo.~~
9. Compliance with any additional requirements established by the City Engineer and City Attorney.

REVIEW AND ANALYSIS/DRAFT FINDINGS:

An applicant must establish and demonstrate compliance with the variance criteria set forth in Lake Elmo City Code Section 105.12.320 before the City may grant an exception or modification to city code requirements. These criteria are listed below, along with comments from Staff about the applicability of these criteria to the applicant’s request.

- 1) Practical Difficulties.** A variance to the provision of this chapter may be granted by the Board of Adjustment upon the application by the owner of the affected property where the strict enforcement of this chapter would cause practical difficulties because of circumstances unique to the individual property under consideration and then only when it is demonstrated that such actions will be in keeping with the spirit and intent of this chapter. Definition of practical difficulties - “Practical difficulties” as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by an official control.

FINDINGS:

The proposed structure complies with the minimum setback requirements outlined in Section 105.04.680 of the Lake Elmo City Code. The Shoreland Standards ordinance states parcels with connection to city sewer on lakes classified as recreational development shall have a setback of 75 feet from the OHWL. The new construction will be connected to city sewer and water. The subject property has had its septic area filled and will be connected to public utilities so there is no longer a need for a designated septic area requiring a 195-foot setback.

- 2) Unique Circumstances.** The plight of the landowner is due to circumstances unique to the property not created by the landowner.

FINDINGS:

The unique shape, topography and location of the lot influence the placement of the home.

- 3) Character of Locality.** The proposed variance will not alter the essential character of the locality in which the property in question is located.

FINDINGS:

The variance would allow the property owner to use the property in accordance with uses permitted in the Rural Single Family District without altering the essential character of the locality. The proposed setback is behind existing adjacent property structures. Many homes on Lake Elmo are closer to the shoreland than the proposed 150 feet setback. With the setback reduced to 150 feet, the foremost portion of the proposed sunroom structure would remain farther from the shoreland than the neighboring adjacent structures. The proposed variance conforms to the setbacks of structures that exist on both sides of the proposed addition of the four-season porch and deck.

- 4) Adjacent Properties and Traffic.** The proposed variance will not impair an adequate supply of light and air to properties adjacent to the property in question or substantially increase the congestion of the public streets or substantially diminish or impair property values within the neighborhood.

FINDINGS:

The proposed variance does not substantially diminish or impair adjacent properties. The proposed minimum setback is farther from the OHWL than that of adjacent homes. Supporting emails from neighbors are included in Attachment 5.

MINNESOTA DEPARTMENT OF NATURAL RESOURCES REVIEW:

Consultant staff sent a notice and request for comments to the Commissioner and Area Hydrologist of the Minnesota DNR on January 19, 2022. Staff has not received any comments from the DNR at this time.

CITY AGENCY REVIEW:

This request has been distributed to several agencies and city departments for review.

PUBLIC COMMENT:

A hearing notice was sent to surrounding properties on December 29, 2021. A hearing notice was published in the local newspaper on January 12, 2022. At this time, staff has not received any comments from the public on the requested variance, however the applicant provided supporting emails from neighbors. A public hearing was held at the Planning Commission meeting on January 24, 2022. There was no public comment.

FISCAL IMPACT:

None

OPTIONS:

The City Council may:

- Approve the proposed amendment.
- Approve the proposed amendment with conditions.
- Deny the amendment, citing recommended findings of fact for denial.

RECOMMENDATION:

Staff recommends that the City Council approve the subject amendment.

“Move to approve Resolution No 2022-019, to approve the request from Carolyn Horttor to amend Resolution No. 2007-033 approving a minor subdivision and lot width variance for 3200 Lake Elmo Avenue by removing Condition of Approval #8 and allowing a setback of 150 feet from the Ordinary High Water Level of Lake Elmo.”

ATTACHMENTS:

- 1) Land Use Application
- 2) Written Statements
- 3) Certificate of Survey
- 4) Resolution No. 2007-033
- 5) Supporting Emails from Neighbors
- 6) Resolution No 2022-019

Date Received: _____
Received By: _____
Permit #: _____



651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

LAND USE APPLICATION

- Comprehensive Plan Zoning District Amend Zoning Text Amend Variance*(see below) Zoning Appeal
- Conditional Use Permit (C.U.P.) Flood Plain C.U.P. Interim Use Permit (I.U.P.) Excavating/Grading
- Lot Line Adjustment Minor Subdivision Residential Subdivision Sketch/Concept Plan
- PUD Concept Plan PUD Preliminary Plan PUD Final Plan Wireless Communications

Applicant: Carolyn Horttor
Address: 1959 N Park Dr., Saint Paul, MN 55119
Phone # 651-592-3339
Email Address: horttors@comcast.net

Fee Owner: Carolyn Horttor
Address: 1959 N Park Dr., Saint Paul, MN 55119
Phone # 651-592-3339
Email Address: horttors@cocmast.net

Property Location (Address): corner of 32nd Street and Lake Elmo Avenue in Lake Elmo, 55042
(Complete (long) Legal Description): Located in Exhibit A

PID#: 13.029.21.33.0042

Detailed Reason for Request: Located in Exhibit B

*Variance Requests: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the applicant must demonstrate practical difficulties before a variance can be granted. The practical difficulties related to this application are as follows:
Located in Exhibit C

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning ordinance and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

Signature of applicant: *Carolyn Horttor* Date: 10-22-21
Signature of fee owner: *Carolyn Horttor* Date: 10-22-21

RECEIVED
OCT 22 2021
BY: *Diane Weacht*

RECEIVED
OCT 22 2021

WRITTEN STATEMENTS

Item #2, statements a – h:

- a. Provided in labels envelope
- b. Please see Exhibit A.
 - 1. Parcel identification number: 13.029.21.22.0042
 - 2. Parcel size: 1.892 acres
 - 3. Existing use: residential
- c. ARTICLE XX. SHORELAND MANAGEMENT OVERLAY DISTRICT, § 154.800 SHORELAND MANAGEMENT OVERLAY DISTRICT. Table 17-3: Shoreland Standards.
- d. Please see Exhibit B.
- e. N/A
- f. Please see Exhibit C.
- g. Please see Exhibit C.
- h. Please see Exhibit C.

EXHIBIT B

Detailed Reason for Request:

The request of the property owner is for the City to grant a variance to reduce the setback requirement so the landowner may expand their proposed home towards the shoreland. The property owner seeks to add a four-season porch structure and deck to the main structure of the proposed home. Lake Frontage is subject to the shoreland management ordinance. To provide the space necessary for an addition to the proposed main structure's, a change in the setback requirement from 195 feet to 150 feet is requested. The proposed main home structure's current setback is 195 feet per the City of Lake Elmo in Resolution No. 2007-033. This resolution approved a "Minor Subdivision and Lot Width Variance for 3200 Lake Elmo Avenue" on April 17, 2001. At this time the Parent Parcel was split into two parcels named "F" and "G." As part of the split, all structures proposed on parcel "F" have a minimum setback requirement of 195 feet from Ordinary High-Water level (OHWL) of Lake Elmo in the City of Lake Elmo. The proposed main home structure build is setback at least 195 feet as currently required.

The proposed home is situated on top of a steep hill and setback further from the shoreland than neighboring homes. The property owner proposes to add a four-season porch and deck to the proposed main home structure to provide easier access to the shoreland and lake for the residents of the home and guests. Granting the variance request, provides greater access to the land. Guests and residents will not be forced to traverse a steep hill to access the shoreland and lake. The ability to build the four-season porch and deck within a requested 150 feet setback minimum distance effectively makes the land less restrictive. Access to the shoreland and lake will be easier, flatter, and a shorter distance from the main home because the four-season porch and deck will be closer to the shoreland. The reduction in the setback allows all individuals, especially those with disabilities, better access to enjoy the lake and its shoreland without having to manage forty additional feet of significant elevation change from home to shoreland. Thus, the proposed variance makes the property more usable. In addition, the septic requirements no longer exist because the property will have sewer and water.

EXHIBIT C

***Variance Requests: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the applicant must demonstrate practical difficulties before a variance can be granted. The practical difficulties related to this application are as follows:**

The City may grant a proposed variance in limited instances where the strict enforcement of a building requirement:

- causes practical difficulties;
- the circumstances are unique to the individual property;
- the proposed action must be in keeping with the spirit of granting a variance;
- the proposed action does not change the essential character of the location; and
- the proposed action must not impair adjacent properties

Here, the property owner's variance request to reduce the 195 feet minimum setback requirement to 150 feet meets the limited instances required:

- The property will have sewer.
- The property has a steep hill.
- The proposed setback is behind existing adjacent property structures.
- Granting the variance is timely because it allows the construction of the four-season porch and deck to coincide with the proposed main structure build and minimizes impact on the property and adjacent properties.

Practical Difficulties

Strict enforcement of the minimum setback requirement causes practical difficulty, meaning the property owner proposes to use the property in a reasonable manner not permitted by an official control. The home has an existing OHWL setback of 195 feet.

The property has sewer access.

The proposed main home structure is setback within the minimum setback requirement. The standard city ordinance for a structure setback classified as recreational development with a sewer is a setback of 75 feet. Here, the original plat required a septic system and space for a septic system. This is no longer an issue on the property because the property owner has applied and paid for city sewer. The new construction will be connected to city sewer and water. Further, the property adjacent originally required a septic system. The property owner's land originally contained an easement for the adjacent property's septic system. Now the adjacent house at 3200 Lake Elmo Avenue (the home south of property owner) no longer has a septic system on its property and is

connected to City sewer. This adjacent property's septic system was removed and filled. There is no longer a designated septic area preventing the variance request, and the land is open. Please see Drainage and Utility Easement #1178922 and City of Lake Elmo Resolution No. 2007-033.

Reasonable use

The proposed variance provides the property owner the ability to build a four-season porch and deck addition to the main home structure to better enjoy and access its shoreland property. Here, the property owner proposes to use the property in a reasonable manner. Homes with decks and four-season porches are common on Lake Elmo lakeshore property and many homes. Adding a four-season porch and deck to the sides or streetside portion of this main home structure is not feasible due to lot width constraints.

Unique circumstance

The minimum setback requirement is unique to this individual property, and the property owner did not create the unique circumstances.

The Property has a steep hill.

The unique circumstance of the steep elevation from the lake and shoreland to the existing home is unique to the property and not caused by the property owner.

Essential character

The variance does not alter the essential character of the locality in anyway. The main home structure meets the 195 feet setback requirement as planned on the property. The variance allows the property owner to use the property in accordance with the use of the property as a homestead and provides a flat useable area for living in the home and enjoying the property by offering greater accessibility to the lake and shoreland.

The variance is in harmony with the purpose and intent of the ordinance. The standard city ordinance for a structure setback classified as recreational development with a sewer is a setback of 75 feet. The proposed reduction is double the minimum standard for minimum shoreland setback requirements and comports with the purpose of shoreland recreational development.

The proposed setback is behind existing adjacent property structures.

The neighboring homes are not setback as far as the property owner's home. A vast majority of homes on Lake Elmo are closer to the shoreland than the proposed 150 feet setback. In fact, even with the reduced setback to 150 feet, the *foremost portion* of the

proposed sunroom structure remains *behind* the *back most* line of the neighboring adjacent structures.

In addition, according to the City Shoreland Standards:

“Where structures exist on both sides of a proposed building site, structure setbacks may be altered without a variance to conform to the adjoining setbacks from the Ordinary High Water Level (OHWL), provided the proposed building is not located in a shore impact zone or bluff impact zone.” See ARTICLE XX. SHORELAND MANAGEMENT OVERLAY DISTRICT, § 154.800 SHORELAND MANAGEMENT OVERLAY DISTRICT. Table 17-3: Shoreland Standards. Subd. (b).

Here, the proposed variance conforms to the setbacks of structures that exist on both sides of the proposed addition of the four-season porch and deck, and the variance clearly conforms with the adjoining setbacks.

Adjacent Properties

The proposed variance does not impair adjacent properties. Not only is the proposed minimum setback behind adjacent homes. Here, the proposed four-season porch and deck do not obstruct the views of adjacent neighbors’ homes to the property. The property owner spoke with the adjacent neighbors and was told the adjacent neighbors do not object to the addition of a four-season porch and deck or variance request. The neighbors reacted positively during these neighborly discussions. Please see attached supporting emails from neighbors.

In the Spirit of Granting a Variance

The proposed minimum setback variance is in keeping with the spirit of granting a variance.

The request is timely.

The variance request is consistent with the comprehensive plan. Granting the variance now minimizes any building impact on the property and adjacent properties. The proposed placement of the four-season porch and deck will coincide with the building of the proposed home and avoids the most damage to mature trees and land as part of the building of the main home structure. The exterior colors of the proposed four-season porch and deck will match or be complimentary to the proposed main structure home.

For these reasons, the property owner respectfully requests the city grant the variance and reduce the minimum setback requirement on the property from 195 feet to 150 feet to allow the addition of a four-season porch and deck to the proposed main home.

CERTIFICATE OF SURVEY

PART OF LOTS 1, 2 & 3, BLOCK 1, LAKE ELMO PARK,
CITY OF LAKE ELMO, WASHINGTON COUNTY, MINNESOTA

Reference RESOLUTION FROM CITY OF LAKE ELMO,
Document Number 117892J for additional requirements.

BUILDING SETBACKS	
FRONT	30 FEET
SIDE	10 FEET
SIDE CORNER	26 FEET
REAR	40 FEET
COUNTY STREET	50 FEET
City per City Resolution, Dec. No. 117892J	75 FEET

SURVEY PREPARED FOR:

CAROLYN SMITH HORTTOR
P.O. Box 156
Lake Elmo, Minnesota 55042

SITE ADDRESS:
UNASSIGNED
Lake Elmo, Minnesota 55042

PID: 13.029.21.33.0042
ZONING: RS - RURAL SINGLE FAMILY
PARCEL AREA: 88 ACRES
82,022 SQUARE FEET
(ABOVE ORDINARY HIGH WATER LINE)

- NOTES:
- Field measurements and data published by the Minnesota Department of Natural Resources confirm a local datum difference of approximately 0.01 feet between the National Geodetic Vertical Datum of 1929 (N.G.V.D. 29) and the North American Vertical Datum of 1988 (N.A.V.D. 88).
 - The approximate invert of the sanitary sewer connection was interpolated from plan sheet SANITARY SEWER AND WATER MAIN 32ND ST. OLD VILLAGE PHASE 2 & IMPROVEMENTS dated 12/15/2020. Latest revision date 1/25/21. Field measurements of structures and found construction stakes indicate a datum difference of 0.08 feet between the National Geodetic Vertical Datum of 1929 (N.G.V.D. 29) and the City project datum.
 - Flood plain boundary depicted at the 889 foot contour (N.A.V.D. 88) per FEMA FIRM, Map Number 27163D032C, effective date February 3, 2010.
 - Proposed house depicted per plan prepared by MICHAEL LEE HOMES, dated 06/28/21. See plans for exact dimensions. Said plans do not show the proposed deck as dimensioned herein.

PROPOSED BUILDING ELEVATIONS

LOW FLOOR	= 918.00
MAIN FLOOR	= 928.23
GARAGE FLOOR	= 926.30
TOP OF FOUNDATION	= 925.71
LOW DECK	= 917.90
ROOF RIDGE	= 948.00

PROPOSED COVERAGE (SQUARE FEET)

HOUSE, GARAGE AND ENTRANCE	2,890
DECK WITH PORCH ABOVE	1,000
DRIVEWAY AND ENTRANCE WALKWAY	8,496
CONCRETE SURFACE NEAR LAKE	184
TOTAL COVERED	12,572
15.3% OF PARCEL IS COVERED	
OPEN SPACE	68,450

EXISTING DRIVEWAY:
Upon completion of the proposed house and driveway, a curb will be installed westward of the Lake Elmo Avenue right of way, across the existing driveway. This entrance on Lake Elmo Avenue will no longer be used as an ingress or egress.

Certificate of Title
Certificate Number: 64410

That part of Lots 1, 2 and 3, Block 1,

LAKE ELMO PARK,

According to the plat thereof, on file and of record in the office of the County Recorder, Washington County, Minnesota described as follows:
Commencing at the northeast corner of said Lot 1; thence South 87 degrees 08 minutes 37 seconds West, bearings are based on the Washington County Coordinate System, South Zone, along the north line of said Lot 1, a distance of 179.93 feet to the most easterly corner of said Lot 2; thence South 46 degrees 07 minutes 57 seconds West, a distance of 357.21 feet to the point of beginning of the parcel (to be described); thence North 66 degrees 07 minutes 57 seconds East, a distance of 357.21 feet to said most easterly corner of Lot 2; thence North 87 degrees 08 minutes 37 seconds East, along said north line of Lot 1, a distance of 179.93 feet to said northeast corner of Lot 1; thence South 09 degrees 17 minutes 37 seconds East, along the east line of said Lot 1, a distance of 141.39 feet; thence North 89 degrees 36 minutes 04 seconds West, a distance of 204.23 feet; thence South 53 degrees 07 minutes 00 seconds West, a distance of 230.93 feet; thence South 37 degrees 29 minutes 41 seconds West, a distance of 217 feet, more or less, to the shore of Lake Elmo; thence northwesterly along said shore of Lake Elmo, a distance of 68 feet, more or less, to its intersection with a line that bears South 22 degrees 18 minutes 25 seconds West from the point of beginning; thence North 22 degrees 18 minutes 25 seconds East, a distance of 286 feet, more or less, to the point of beginning.

This parcel contains 1.898 acres, more or less and is together with and subject to a drainage and utility easement granted to the City of Lake Elmo.

PROPOSED INGRESS, EGRESS AND UTILITY EASEMENT

A 50.00 foot wide easement for ingress, egress and utility purposes, under and across part of Lot 2, Block 1, LAKE ELMO PARK, according to the plat thereof, on file and of record in the Office of the County Recorder, Washington County, Minnesota. The center line of said easement is described as follows:
Commencing at the northeast corner of Lot 1, Block 1, said LAKE ELMO PARK; thence South 87 degrees 08 minutes 37 seconds West, assumed bearing along the north line of said Lot 1, a distance of 179.93 feet to the most easterly corner of said Lot 2; thence continuing South 87 degrees 08 minutes 37 seconds West, along the north line of said Lot 2, a distance of 61.24 feet to the point of beginning of said easement centerline; thence South 02 degrees 51 minutes 23 seconds East a distance of 23.52 feet to a northeasterly line of the real property described on Certificate of Title, Certificate Number 64410; and said centerline thence terminating.

The side lines of said easement are prolonged or shortened to terminate on said north line of Lot 2 and are prolonged or shortened to terminate on said northeasterly line of the real property described on Certificate of Title, Certificate Number 64410.

DRAINAGE AND UTILITY EASEMENT, Document No. 117892J

A drainage and utility easement over, under and across that part of Lots 1, 2 and 3, Block 1, LAKE ELMO PARK, according to the plat thereof on file and of record in the Office of the County Recorder, Washington County, Minnesota described as follows:

The north 5.00 feet of said Lot 1. The side lines of said easement are prolonged or shortened to terminate on the east and west lines of said Lot 1.

The east 5.00 feet of said Lot 1. The side lines of said easement are prolonged or shortened to terminate on the north and southerly lines of said Lot 1.

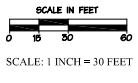
A strip of land 5.00 feet wide over, under and across the southeast side of said Lot 1 with the southeast line of said 5.00 feet wide strip of land being the southeast line of said Lot 1 and the northwest line of said 5.00 feet wide strip of land being parallel with and measured 5.00 feet southeasterly from and perpendicular to said southeast line of Lot 1. The side lines of said easement are prolonged or shortened to terminate on the east line of said Lot 1 and are prolonged or shortened to terminate on the shore of Lake Elmo.

A strip of land 10.00 feet wide over, under and across that part of said Lot 1, 2 and 3, Block 1. The centerline is described as follows: Commencing at the northeast corner of said Lot 1, thence South 09 degrees 17 minutes 37 seconds East, bearings are based on the Washington County Coordinate System, South Zone, along the east line of said Lot 1, a distance of 141.39 feet to the point of beginning of the line to be described; thence North 89 degrees 36 minutes 04 seconds West, a distance of 204.23 feet; thence South 53 degrees 07 minutes 00 seconds West, a distance of 230.93 feet; thence South 37 degrees 29 minutes 41 seconds West, a distance of 217 feet, more or less, to the shore of Lake Elmo; and said described line thence terminating. The side lines of said easement are prolonged or shortened to terminate on said east line of Lot 1 and are prolonged or shortened to terminate on the shore of Lake Elmo.

A strip of land 5.00 feet wide over, under and across that part of said Lot 1, 2 and 3, Block 1, that lies southerly and southeasterly of the following described line: Commencing at the northeast corner of said Lot 1, thence South 87 degrees 08 minutes 37 seconds West, bearings are based on the Washington County Coordinate System, South Zone, along the north line of said Lot 1, a distance of 179.93 feet to the most easterly corner of said Lot 2; thence South 46 degrees 07 minutes 57 seconds West, a distance of 357.21 feet; thence North 66 degrees 07 minutes 57 seconds East, a distance of 357.21 feet to the point of beginning of the line to be described; thence North 89 degrees 36 minutes 04 seconds West, a distance of 204.23 feet; thence South 53 degrees 07 minutes 00 seconds West, a distance of 230.93 feet; thence South 37 degrees 29 minutes 41 seconds West, a distance of 217 feet, more or less, to its intersection with the southeasterly line of said Lot 1 and said described line thence terminating. Said easement also lies easterly and southeasterly of a southeasterly projection of said Lot 1.

EASEMENT AGREEMENT FOR DOCK PURPOSES
Document No. 1257149

EXHIBIT C
That part of Lot 2, Block 1, LAKE ELMO PARK, according to the plat thereof on file and of record in the Office of the County Recorder, Washington County, Minnesota described as follows:
Commencing at the northeast corner of Lot 1, Block One, of said LAKE ELMO PARK; thence South 09 degrees 17 minutes 37 seconds East, bearings are based on the Washington County Coordinate System, South Zone, along the east line of said Lot 1, a distance of 141.39 feet; thence North 89 degrees 36 minutes 04 seconds West, a distance of 204.23 feet; thence South 53 degrees 07 minutes 00 seconds West, a distance of 230.93 feet; thence South 37 degrees 29 minutes 41 seconds West, a distance of 217.00 feet; thence South 53 degrees 07 minutes 00 seconds West, a distance of 120.00 feet to the point of beginning of the easement to be described; thence North 52 degrees 39 minutes 19 seconds West, a distance of 100.00 feet; thence South 37 degrees 20 minutes 41 seconds West, a distance of 95 feet, more or less, to the shore of Lake Elmo; thence southeasterly, along said shore of Lake Elmo, a distance of 10 feet, more or less, to its intersection with a line that bears South 37 degrees 20 minutes 41 seconds West from said point of beginning; thence North 37 degrees 20 minutes 41 seconds East, a distance of 95 feet, more or less, to the point of beginning.



SURVEY PREPARED BY:
Landmark Surveying, Inc.
21070 Olinda Trail North - P.O. Box 65
Scandia, Minnesota 55073
Office number: 651-435-3421
Cell number: 651-765-5760
E-mail address: info@landmarksurveying.us

LEGEND

Orientation of the bearings are based on the north line of Lot 1, Block 1, LAKE ELMO PARK, unless noted otherwise.

Elevations and contours are based on the National Geodetic Vertical Datum of 1929.

Distances are in feet and hundredths of a foot.

Distances shown as 10, 33, 60, etc., are exact integer values.

- Denotes a found 1/2 inch iron pipe monument marked with a plastic cap License No.13775, unless noted otherwise.
- Denotes a dimension of record per plot of LAKE ELMO PARK.
- Denotes alternate surface.
- Denotes concrete surface.
- ⊗ 912.5 Denotes existing spot elevation.
- ⊗ 912.2 Denotes proposed spot elevation.
- Denotes 4 inch diameter pipe cap.
- Denotes sewer tank.
- Denotes utility pole.
- Denotes man hole.
- Denotes catch basin.
- Denotes set wood hole.
- Denotes curb stop valve.
- Denotes water valve.
- Denotes fire hydrant.
- Denotes gas pipeline marker sign.
- Denotes existing drainage and utility easement boundary line.
- Denotes building setback line.
- Denotes proposed driveway slope.
- Denotes proposed contour.
- Denotes general direction of surface water flow.
- Denotes existing deciduous tree as noted.
- Denotes existing coniferous tree as noted.
- Denotes coniferous tree to be removed.

Official copies of this map are crimp sealed.
I hereby certify that this survey plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.
Landmark Surveying, Inc.
Michael H. Horak
Michael H. Horak Minnesota License No. 52577
Date: July 28, 2021
Revised October 21, 2021 - PROPOSED CONDITIONS
Revised December 17, 2021 - PROPOSED CONDITIONS
Job Number 2021-22

RESOLUTION NO. 2007-033

**RESOLUTION APPROVING A MINOR SUBDIVISION AND LOT WIDTH
VARIANCES FOR 3200 LAKE ELMO AVENUE**

WHEREAS, the City of Lake Elmo is a municipal corporation, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City Council of the City of Lake Elmo has adopted zoning regulations in the Municipal Code to promote orderly development and utilization of land within the city; and,

WHEREAS, Constance Smith ("Applicant") is owner of property ("property") in Lake Elmo which is legally described as follows:

Parent Parcel
Certificate of the Title No. 34018

That part of Lots 1, 2 and 3, Block 1, LAKE ELMO PARK, according to the plat thereof on the file and of record in the office of the County Recorder, Washington County, Minnesota described as follows:

Commencing at the northeast corner of said Lot 1, thence South 87 degrees 08 minutes 37 seconds West, bearings are based on the Washington County Coordinate System, South Zone, along the north line of said Lot 1, a distance of 139.93 to the most easterly corner of said Lot 2; thence South 66 degrees 07 minutes and 57 seconds West, a distance of 357.21 feet to the point of beginning; thence North 66 degrees 07 minutes 57 seconds East, a distance of 357.21 feet to said most easterly corner of Lot 2; thence North 87 degrees 08 minutes 37 seconds East along the north line of said Lot 1, a distance of 139.93 feet to the northeast corner of said Lot 1; thence South 00 degrees 37 minutes 37 seconds East, along the east line of said Lot 1, a distance of 275.39 feet to the southeast corner of said Lot 1; thence South 56 degrees 49 minutes 39 seconds West, along the southeasterly line of said Lot 1, a distance of 546 feet, more or less to the shore of Lake Elmo; thence northerly and northwesterly, along said shore of Lake Elmo, a distance of 225 feet, more or less, to its intersection with a line that bears South 22 degrees 38 minutes 25 seconds West from the point of beginning; thence North 22 degrees 38 minutes 25 seconds East, a distance of 267 feet, more or less to the point of beginning. This parcel contains 4.38 acres, more or less.

WHEREAS, the property is located within the R-1 zoning district; and,

WHEREAS, the Applicant is requesting approval of a minor subdivision to create two lots on the property; and,

WHEREAS, proposed parcel "F" is to be legally described as follows:

PARCEL F

That part of Lots 1, 2, and 3, Block 1, LAKE ELMO PARK, according to the plat thereof, on file and of record in the Office of the County Recorder, Washington County, Minnesota described as follows:

Commencing at the northeast corner of said Lot 1; thence South 87 degrees 08 minutes 37 seconds West, bearings are based on the Washington County Coordinate System, South Zone, along the north line of said Lot 1, a distance of 139.93 feet to the most easterly corner of said Lot 2; thence South 66 degrees 07 minutes 57 seconds West, a distance of 357.21 feet to the point of beginning of the parcel of land to be described; thence North 66 degrees 07 minutes 57 seconds East, a distance of 357.21 feet to said most easterly corner of Lot 2; thence North 87 degrees 08 minutes 37 seconds East, along said north line of Lot 1, a distance of 139.93 feet to said northeast corner of Lot 1; thence South 00 degrees 37 minutes 37 seconds East, along the east line of said Lot 1, a distance of 141.39 feet; thence North 89 degrees 36 minutes 04 seconds West, a distance of 204.23 feet; thence South 53 degrees 07 minutes 00 seconds West, a distance of 230.93 feet; thence South 37 degrees 20 minutes 41 seconds West, a distance of 217 feet, more or less, to the shore of Lake Elmo; thence northwesterly, along said shore of Lake Elmo, a distance of 68 feet, more or less, to its intersection with a line that bears South 22 degrees 38 minutes 25 seconds West from the point of beginning; thence North 22 degrees 38 minutes 25 seconds East, a distance of 286 feet, more or less, to the point of beginning.

This parcel contains 1.896 acres, more or less.

WHEREAS, proposed parcel "G" is to be legally described as follows:

PARCEL G

That part of Lots 1, 2 and 3, Block 1, LAKE ELMO PARK, according to the plat thereof on file and of record in the Office of the County Recorder, Washington County, Minnesota described as follows:

Commencing at the northeast corner of said Lot 1; thence South 00 degrees 37 minutes 37 seconds East, bearings are based on the Washington County Coordinate System, South Zone, along the east line of said Lot 1, a distance of 141.39 feet to the point of beginning of the parcel of land to be described; thence North 89 degrees 36 minutes 04 seconds West, a distance of 204.23 feet; thence South 53 degrees 07 minutes 00 seconds West, a distance of 230.93 feet; thence South 37 degrees 20 minutes 41 seconds West, a distance of 217 feet, more or less, to the shore of Lake Elmo; thence southeasterly, along said shore of Lake Elmo, a distance of 148 feet, more or less, to its intersection with the southeasterly line of said Lot 1; thence North 56 degrees 49 minutes 39 seconds East, along said southeasterly line of Lot 1, a distance of 568 feet, more or less, to the southeast corner of said Lot 1; thence North 00 degrees 37 minutes 37 seconds West, along said east line of Lot 1, a distance of 134.00 feet to the point of beginning.

This parcel contains 2.575 acres, more or less.

WHEREAS, parcel "F" will require a 79.5 foot lot width variance from the required 150 foot lot width requirement at the OHW; and

WHEREAS, parcel "F" will also require a 54 foot lot width variance from the required 150 foot lot width requirement at the lakeshore setback.

WHEREAS, the Planning Commission held a public hearing and reviewed the requested minor subdivision and variances on April 9, 2007, and recommended approval of the requested minor subdivision and variances with conditions; and,

WHEREAS, the City Council reviewed the requests on April 17, 2007, and made the following findings of fact:

1. The land being divided is nearly large enough to support *three* lots based on the minimum lot size requirement of the R-1 district. The two proposed lots resulting from the minor subdivision will still be *the* two largest lots on the NE corner of Lake Elmo. Therefore the proposed use is a reasonable use of the Property.
2. The "pie shape" of the existing property is unique and was not created by the Property owner.
3. Neither City staff nor the DNR find that any environmental impacts will result from the granting of the variance that could not otherwise occur.
4. The development of the property for one additional home site will not change the character of the neighborhood.
5. An access from 32nd Street for the new parcel will increase traffic safety and is required by the City code.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lake Elmo hereby approves the requested minor subdivision on the property; and, as illustrated and surveyed by Landmark, Inc. on March 21, 2007.

BE IT FURTHER RESOLVED, that the City Council of the City of Lake Elmo hereby approves a 79.5 foot lot width variance from the required 150 foot lot width requirement at the OHW for proposed parcel "F;" and,

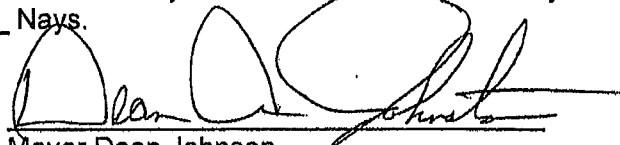
BE IT FURTHER RESOLVED, that the City Council of the City of Lake Elmo hereby approves a 54 foot lot width variance from the required 150 foot lot width requirement at the lakeshore setback for proposed parcel "F;" and,

BE IT FURTHER RESOLVED, that the approval of the requested minor subdivision and variances shall include the following conditions:

1. The existing driveway shall be relocated onto 32nd Street to a location subject to approval by the City Engineer, and in accordance with the requirements of City Code chapter 14;

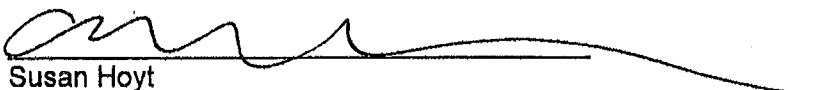
2. All above ground utilities servicing the existing home (if any) shall be placed underground prior to accepting an application for final plat;
3. Standard drainage and utility easements shall be provided to the City around the boundaries of all lots, wetlands, and lakes as guided by the City Engineer. Such easements shall be legally conveyed to the City before issuance of any future building permits.
4. Installation of two new septic systems at this time shall not exclude both properties from hooking up to the municipal system if mandated by the City in the future.
5. Silt fence shall be shown at the construction limits for the proposed house, driveway and street that will be constructed with this development;
6. The applicant shall obtain and adhere to all necessary permits and approvals from the VBWD;
7. The applicant shall pay a cash-in-lieu fee of \$3500 to satisfy the city's park dedication requirements.
8. All structures on proposed parcel "F" shall be a minimum of 195 feet from the OHW of Lake Elmo.
9. Compliance with any additional requirements established by the City Engineer and City Attorney.

This resolution was adopted by the City Council of the City of Lake Elmo on the 17th day of April 2007, by a vote of 4 Ayes and 1 Nays.



Mayor Dean Johnson

ATTEST:



Susan Hoyt
City Administrator

(SEAL)

Support of Variance

 **Amy Knowlan** <amknowlan@yahoo.com>

10/22/2021 12:37 PM 

AK

To horttors@comcast.net, Matt Knowlan, melissa@galowitzolson.com

[Reply](#) [Forward](#) [Delete](#) 

Oct. 22, 2021

To whom it may concern:

In building their new home, we give our consent for the Horttor's to move their minimum building setback from 195 feet forward to 150 feet toward the lake.

Thank you,
Amy and Matt Knowlan

Support of Horttor's variance

 **Mandy Storbakken** <mandyfc@gmail.com>

10/22/2021 6:45 PM 

MS

To horttors@comcast.net, melissa@galowitzolson.com, Loren Storbakken

[Reply](#) [Forward](#) [Delete](#) 

To whom it may concern:

In building their new home, we give our consent for the Horttor's to move their minimum building setback forward by 45 feet;

- from: 195 feet from the high water mark
- to: 150 feet from the high water mark

Thank you,
Loren & Mandy Storbakken
3200 Lake Elmo Ave N,
Lake Elmo, MN 55042
612-386-1041

**CITY OF LAKE ELMO
COUNTY OF WASHINGTON
STATE OF MINNESOTA**

RESOLUTION NO. 2021-019

***A RESOLUTION AMENDING RESOLUTION NO. 2007-033 FOR A MINOR
SUBDIVISION AND LOT WIDTH VARIANCE FOR 3200 LAKE ELMO AVENUE BY
REMOVING CONDITION OF APPROVAL #8 AND ALLOWING A SETBACK OF 150
FEET FROM THE ORDINARY HIGH WATER LEVEL OF LAKE ELMO***

WHEREAS, the City of Lake Elmo is a municipal corporation organized and existing under the laws of the State of Minnesota; and

WHEREAS, Carolyn and Brett Horttor (the “Applicant”) owner of the parcel identified as PID 13.029.21.33.0042, Lake Elmo, MN 55042 (the “Property”) has submitted an application to the City of Lake Elmo (the “City”) for a variance request to amend Resolution No. 2007-033 approving a minor subdivision and lot width variance for 3200 Lake Elmo Avenue by removing Condition of Approval #8; and

WHEREAS, notice has been published, mailed, and posted pursuant to the Lake Elmo Zoning Code, Section 103.00.120; and

WHEREAS, the Lake Elmo Planning Commission held a public hearing on said matter on January 24, 2022; and

WHEREAS, the Lake Elmo Planning Commission has submitted its report and recommendation to the City Council as part of a Staff Memorandum dated February 15, 2022; and

WHEREAS, the City Council considered said matter at its February 15, 2022 meeting and directed City staff to draft a resolution approving the variance for its consideration; and

NOW, THEREFORE, based on the testimony elicited and information received, the City Council makes the following:

FINDINGS

- 1) That the procedures for obtaining a variance are found in Section 103.00.120 of the Lake Elmo Zoning Code.
- 2) That all submission requirements of Section 103.00.120 of the Lake Elmo Zoning Code have been met by the Applicant.
- 3) That the proposed variance includes the following components:

a) The proposed single family dwelling would include a four-season porch structure and deck located 150 feet from the Ordinary High Water Level of Lake Elmo. The subject property is currently regulated by City of Lake Elmo in Resolution No. 2007-033. This resolution approved a Minor Subdivision and Lot Width Variance for 3200 Lake Elmo Avenue on April 17, 2007. At the time the Parent Parcel was split into two parcels named “F” and “G.” As part of the split, all structures proposed on parcel “F” would have a minimum setback of 195 feet from OHWL of Lake Elmo. The Lake Elmo Zoning Code requires a 75-foot rear setback on this property.

4) **Practical Difficulties** as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by an official control:

The proposed structure complies with the minimum setback requirements outlined in Section 105.04.680 of the Lake Elmo City Code. The Shoreland Standards ordinance states parcels with connection to city sewer on lakes classified as recreational development shall have a setback of 75 feet from the OHWL. The new construction will be connected to city sewer and water. The subject property has had its septic area filled and will be connected to public utilities so there is no longer a need for a designated septic area requiring a 195-foot setback.

5) **Unique Circumstances** the plight of the landowner is due to circumstances not created by the landowner:

The unique shape, topography and location of the lot influence the placement of the home.

6) **Character of Locality** the proposed variance will not alter the essential character of the locality in which the property in question is located:

The variance would allow the property owner to use the property in accordance with uses permitted in the Rural Single Family District without altering the essential character of the locality. The proposed setback is behind existing adjacent property structures. Many homes on Lake Elmo are closer to the shoreland than the proposed 150 feet setback. With the setback reduced to 150 feet, the foremost portion of the proposed sunroom structure would remain farther from the shoreland than the neighboring adjacent structures. The proposed variance conforms to the setbacks of structures that exist on both sides of the proposed addition of the four-season porch and deck.

7) **Adjacent Properties and Traffic** the proposed variance will not impair an adequate supply of light and air to properties adjacent to the property in question or substantially increase the congestion of the public streets or substantially diminish or impair property values within the neighborhood:

The proposed variance does not substantially diminish or impair adjacent properties. The proposed minimum setback is farther from the OHWL than that of adjacent homes. Supporting emails from neighbors are included in Attachment 5.

DECISION

NOW, THEREFORE, BE IT FURTHER RESOLVED, and based upon the information received and the above Findings, that the City Council of the City of Lake Elmo hereby approves the request by Carolyn and Brett Horttor for a variance request to amend Resolution No. 2007-033 approving a minor subdivision and lot width variance for 3200 Lake Elmo Avenue by removing Condition of Approval #8.

Passed and duly adopted this 15th day of February, 2022 by the City Council of the City of Lake Elmo, Minnesota.

Mayor Charles Cadenhead

ATTEST:

Julie Johnson, City Clerk



DATE: February 15, 2022

REGULAR

AGENDA ITEM: Approve Resolution Receiving Feasibility Report, Calling Hearing on Improvement, Approving Plans and Specifications, and Ordering Advertisement for Bids for the Parkview-Cardinal Neighborhood Street and Utility Improvements

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Kristina Handt, City Administrator
Marty Powers, Public Works Director
Chad Isakson, Assistant City Engineer

ISSUE BEFORE COUNCIL: Should the City Council accept the Feasibility Report, call a Public Hearing, approve the Plans and Specifications, and Order the Advertisement for Bids for the Parkview-Cardinal Neighborhood Street and Utility Improvements, with the Improvement Hearing to be held at the March 15, 2022 council meeting?

BACKGROUND: On July 20, 2021, the City Council authorized the preparation of a feasibility report and the preparation of plans and specifications for the Parkview-Cardinal Neighborhood Street and Utility Improvements. The project extends clean drinking water to 62 properties located in and adjacent to Parkview Estates, Cardinal Ridge, Cardinal View, and along 15th Street North, all located east of Inwood Avenue (CSAH 13). The Parkview Estates, Cardinal Ridge and Cardinal View neighborhoods were developed as Rural Estate or Open Space residential subdivisions. The area also includes a mix of large rural and agricultural properties, in particular along 15th Street North, including Gerten's Nursery. Properties are served by private wells and individual on-site wastewater treatment systems. The neighborhood is located in a Special Well Construction Area (SWCA) as designated by the Minnesota Department of Health (MDH) after the discovery of PFAS groundwater contamination. The PFAS contamination exceeds Health Based Values (HBV) and 47 well advisories have been issued.

The public streets located in the project area, including Ivory Avenue, Ivory Court, 16th Street, Ivy Avenue, 15th Street Court and 15th Street have been identified in the street capital improvement plan (CIP) for improvement in 2022. In addition, the City of Lake Elmo was approved to receive grant funding from the Minnesota Pollution Control Agency (MPCA) under the 2018 3M Settlement Agreement as an expedited project to extend municipal water and connect each of the 62 properties.

PROPOSAL DETAILS/ANALYSIS: A Feasibility Report has been prepared to address the extension of clean drinking water to the 62 properties located in the Parkview-Cardinal neighborhood area by extending the municipal water system into the neighborhoods prior to reconstructing the public streets as scheduled for improvement in 2022 in the City's capital improvement plan. The report serves to identify the necessary improvements, the estimated project costs, and to consider the assessment of a portion of the project costs to properties adjacent to and benefitting from the improvements.

The proposed project extends a 10-inch HDPE (nominal 8-inch) public watermain from Inwood Avenue (CSAH 13) into and throughout the Parkview Estates neighborhood along Ivory Avenue, Ivory Court and 16th Street. The watermain then extends into the Cardinal Ridge neighborhood along 16th Street and then along Ivy Avenue. A watermain is also extended along 15th Street, from Inwood Avenue to the easterly end, connecting and creating a looped network at Ivory Avenue and Ivy Avenue while also extending the public watermain to 15th Street Court to serve the properties within the Cardinal View neighborhood. An additional 6 properties along 15th Street would also be able to connect to city watermain. Watermain will

be installed through directional drilling to minimize impacts to the streets and boulevards. Individual water service stubs will be installed to the edge of right-of-way at each of the 62 properties. Following the watermain installation, street and drainage improvements will be completed including a reclamation of the existing bituminous pavement to a depth of 9-inches, new concrete curb and gutter (or ribbon curb) will be installed along the residential streets, and a new bituminous surface will be paved.

The street width and geometrics were evaluated together with Public Works and the Fire Department and the following design recommendations have been proposed:

- It was determined to reclaim the streets to their approximate existing widths to control costs and minimize impacts to the adjacent properties.
- D418 concrete curb and gutter is recommended to replace the existing bituminous curb along the urban section roadways. Using 4-inch high back curb in lieu of the standard 6-inch high back curb assists the project design for matching existing grades along each property.
- Concrete ribbon curb is recommended along the existing rural section streets within a residential neighborhood, including Ivory Avenue and Ivory Court.
- A 24-inch gravel shoulder is recommended along the existing rural section of 15th Street north (non-residential roadway).
- It is proposed to remove two existing center landscape islands at the intersection of Ivory Avenue and 16th Street in the Parkview Estates neighborhood. The center medians create 13-foot-wide one-way split streets that fall short of current design standards.
- A small diameter cul-de-sac (30-foot radius) is proposed at the north end of Ivy Avenue to replace the current hammerhead turnaround. The proposed cul-de-sac is contingent upon the city successfully obtaining the additional required easements.
- A small diameter cul-de-sac (30-foot radius) is proposed at the east end of 15th Street to replace the current non-standard turnaround. The proposed cul-de-sac is contingent upon the city successfully obtaining the additional required easements.
- Post construction “No Parking” designations are being recommended as follows due to the street widths not meeting current design standards:
 - It is recommended to continue to allow parking along both sides of the 26-foot-wide streets.
 - Parking restrictions are recommended along one side of the 24-foot-wide streets.
 - Parking restrictions are recommended along both sides for the segments of Ivy Avenue that will be reconstructed to their existing 19-foot widths.
 - Parking restrictions are recommended within each cul-de-sac.

As part of the Grant Agreement with the MPCA, all households in the development, regardless of Health Based Values (HBVs), are eligible to connect to municipal water and all households that connect to city water must have the private wells properly sealed and abandoned as part of the project and within the timeframe of the grant agreement. To implement these State requirements for the project the city intends to levy assessments for the public watermain, and the street and storm sewer improvements in accordance with the city’s Special Assessment Policy and current practices. Each property that connects to city water must abandon all private wells, unless exempted by the MPCA, within one year after water service is made available and following written notice from the city to connect. Once the private improvements are completed, the public watermain, and street and storm sewer improvement assessments levied for this project will be fully or partially reduced based on the grant amount applied by the state.

In order to assess all or a portion of the improvements, the city has prepared a feasibility report as required by the statutory process for public improvements that are specially assessed. The feasibility report has been completed and provides the scope of recommended improvements; estimated project costs; identifies easement and right-of-way, permits and other requirements needed to implement the improvements; recommends whether the improvements should be best made as proposed or in connection with some other improvement; and advises that the improvements are necessary, cost effective, and feasible. The report also includes a preliminary assessment roll for each of the benefitting properties based upon the city’s Special Assessment Policy for Local Improvements.

The total estimated project cost is \$5,329,000. This includes \$2,265,000 for the public watermain improvements, \$2,050,000 for the street and drainage improvements, and \$1,014,000 for the private water

service connections/well sealing improvements. The proposed public watermain assessment is \$36,600 for each of the 62 properties based on assessing 100% of the public watermain improvements on a per REC basis. The proposed street and storm sewer assessment is \$8,600 per REC unit for the 64 residential properties with 68 assessable units that gain direct access, or could gain direct access to the improved roadways. This unit assessment is based on assessing 30% of the street and storm sewer costs on a per unit basis. There is one commercial use property at 9075 15th Street (Gerten's) that will be assessed 100% of the street and storm sewer costs based on the lineal front footage. Assessments for street and drainage improvements will be levied over a 15-year period. Assessments for new watermain improvements will be levied over a 20-year period. All assessments that are not waived and removed from the property will be charged an interest rate of 1% over the bond rate for the project.

In addition, the plans and specifications have been completed for the improvements and are ready to be advertised for contractor bids. A bid date has been scheduled for March 16, 2022. Once received, bids may be held for up to 60 days. Staff will present Council with an award recommendation at the April 5 or April 19 council meeting.

FISCAL IMPACT: The total estimated project cost is \$5,329,000. The improvements will be funded primarily through a grant from the MPCA under the 2018 3M Settlement Agreement, in the amount of \$5,200,000, and in accordance with the terms of the MPCA-Lake Elmo Grant Agreement dated April 2, 2021. Special assessments will be levied, and general city funds will be considered to cover costs incurred outside the grant agreement terms.

The city will contract for the public watermain, and street and storm sewer improvements located within the public right-of-way, make payment to the contractors and submit invoices for reimbursement through the MPCA Grant. The City intends to use fund reserves for the public improvements to pay the up-front project costs and to cover any city cost participation. Project invoices will be periodically submitted to the MPCA for grant reimbursement in accordance with the terms of the grant agreement. The private water service connection and well sealing work will be contracted separately by each individual property owner. Eligible private property costs will be paid from the MPCA Grant on a reimbursement basis through the city. This reimbursement applies to the contractor costs to install the water service line from the right-of-way to the home connection, the cost to abandon the private well(s) on the property, and all permit fees including a \$3,000 Water Availability Charge (WAC), a \$1,000 Water Connection Charge, a \$377 Meter Fee, and a \$60 Plumbing Permit Fee. If the property currently has a granular activated carbon (GAC) treatment system, the removal of the system from the home will also be reimbursed.

RECOMMENDATION: Staff is recommending that the City Council approve a Resolution, receiving the Feasibility Report, calling a public hearing, approving the plans and specifications, and ordering the advertisement for bids for the Parkview-Cardinal Neighborhood Street and Utility Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2022-017, receiving the Feasibility Report, Calling Hearing on Improvement, Approving the Plans and Specifications, and Ordering the Advertisement for Bids for the Parkview-Cardinal Neighborhood Street and Utility Improvements.”

ATTACHMENTS:

1. Resolution Receiving a Feasibility Report, Calling for Hearing on Improvement, Approving Plans and Specifications, and Ordering Advertisement for Bids.
2. Notice of Hearing on Improvement.
3. Preliminary Assessment Roll and Exhibits.
4. Location Map.
5. Proposed Improvement Exhibits.
6. Project Schedule.

Feasibility Report *(available for review at City Hall)*.

Project Plans and Specifications *(available for review at City Hall)*.

**CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2022-017

**A RESOLUTION RECEIVING A FEASIBILITY REPORT, CALLING
HEARING ON IMPROVEMENT, APPROVING PLANS AND
SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR
THE PARKVIEW-CARDINAL NEIGHBORHOOD
STREET AND UTILITY IMPROVEMENTS**

WHEREAS, pursuant to City Council resolution, adopted on July 20, 2021, a feasibility report has been prepared by FOCUS Engineering, Inc. for the Parkview-Cardinal Neighborhood Street and Utility Improvements; and

WHEREAS, the feasibility report recommends that benefitting properties be assessed all or a portion of the cost of the improvements pursuant to the City's Special Assessment Policy and Minnesota Statutes, Chapter 429; and

WHEREAS, the feasibility report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvements as recommended; and a description of the methodology used to calculate individual assessments for affected parcels; and

WHEREAS, pursuant to City Council resolution, adopted on July 20, 2021, the City Engineer, together with Bolton and Menk, Inc., has prepared plans and specifications for the Parkview-Cardinal Neighborhood Street and Utility Improvements and has presented such plans and specifications to the Council for approval.

NOW, THEREFORE, BE IT RESOLVED,

1. That the City Council will consider the improvements in accordance with the report and the assessments of the abutting properties for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total project cost of \$5,329,000.
2. A public hearing shall be held on such proposed improvements on the 15th day of March, 2022 in the council chambers of City Hall, at or approximately after 7:00 P.M. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.
3. Such plans and specifications, a copy of which is on file at Lake Elmo City Hall, and made a part hereof, are hereby approved.
4. The City Clerk shall prepare and cause to be inserted in the official paper and posted online with Quest Construction Data Network (QuestCDN.com) an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, and shall state that sealed bids provided by following required electronic bidding procedures outlined by QuestCDN prior to the specified bid date and time and accompanied by a bid bond or cashier's check made payable to the City of Lake Elmo in an amount not less than 5% of the amount of such bid will be considered.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTEENTH DAY OF FEBRUARY,
2022.**

CITY OF LAKE ELMO

By: _____
Charles Cadenhead
Mayor

(Seal)
ATTEST:

Julie Johnson
City Clerk

**CITY OF LAKE ELMO
NOTICE OF HEARING ON IMPROVEMENT
PARKVIEW-CARDINAL NEIGHBORHOOD
STREET AND UTILITY IMPROVEMENTS**

Notice is hereby given that the City Council of Lake Elmo will conduct a public hearing on **Tuesday, March 15, 2022**, at or approximately after 7:00 PM to consider the making of the following improvements, pursuant to Minnesota Statutes, Sections 429.011 to 429.111:

The extension of municipal water into the Parkview Estates, Cardinal Ridge, Cardinal View and 15th Street North neighborhood area to replace individual private wells and to provide clean drinking water to 62 properties adjacent to the new watermain, including a water service stub to the public right-of-way. Following the watermain installation, street and drainage improvements will be completed along the following public streets:

- Ivory Avenue North.
- Ivory Court North.
- 16th Street North.
- Ivy Avenue North.
- 15th Street Court North.
- 15th Street North, from Inwood Avenue to the east cul-de-sac.

The area proposed to be assessed for the watermain improvements include 62 properties located along the proposed watermain alignment that will be receiving access to connect to city water; and the area proposed to be assessed for the street and storm sewer improvements include each of the 65 properties that gain, or could gain direct driveway access from the above referenced streets to be improved as part of this project.

The estimated total cost for the project is \$5,329,000; consisting of \$2,265,000 for the public watermain improvements, \$2,050,000 for the street and drainage improvements, and \$1,014,000 for the private water service connections/well sealing improvements. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desiring to be heard with reference to the proposed improvements will be heard at this meeting.

DATED: February 15, 2022

BY ORDER OF THE LAKE ELMO CITY COUNCIL

Charles Cadenhead, Mayor

(Published in the Stillwater Gazette on February 18, 2022 and February 25, 2022)

PARKVIEW-CARDINAL NEIGHBORHOOD
STREET AND UTILITY IMPROVEMENTS
PRELIMINARY ASSESSMENT ROLL

NO.	NAME	ADDRESS	MAILING ADDRESS	PID	TOTAL ASSESSMENT	STREET & DRAINAGE ASSESSMENT	WATERMAIN ASSESSMENT
1	VANG PETE S	1873 IVORY AVE N	1873 IVORY AVE N LAKE ELMO MN 55042	2802921120023	\$45,200	\$8,600	\$36,600
2	GRIFFIN PETER & CHRISTINE	1849 IVORY AVE N	1849 IVORY AVE N LAKE ELMO MN 55042	2802921120022	\$45,200	\$8,600	\$36,600
3	KLOSNER MARK S & BARBARA F	1827 IVORY AVE N	1827 IVORY AVE N LAKE ELMO MN 55042	2802921120021	\$45,200	\$8,600	\$36,600
4	WILLIAMS JAMES M & SUSAN T	1805 IVORY AVE N	1805 IVORY AVE N LAKE ELMO MN 55042	2802921120020	\$45,200	\$8,600	\$36,600
5	HANGGE JOSEPH P & MICHELE L	1779 IVORY AVE N	1779 IVORY AVE N LAKE ELMO MN 55042	2802921120019	\$45,200	\$8,600	\$36,600
6	NELSON DAVID F & LESLIE R	1757 IVORY AVE N	1757 IVORY AVE N LAKE ELMO MN 55042	2802921120018	\$45,200	\$8,600	\$36,600
7	DRESSEL DAVE & JESSICA	1743 IVORY AVE N	1743 IVORY AVE N LAKE ELMO MN 55042	2802921120017	\$45,200	\$8,600	\$36,600
8	FISH JODI F	1727 IVORY AVE N	1727 IVORY AVE N LAKE ELMO MN 55042	2802921120016	\$45,200	\$8,600	\$36,600
9	AXBERG GARY T & JEANETTE L	1709 IVORY AVE N	1709 IVORY AVE N LAKE ELMO MN 55042	2802921120015	\$45,200	\$8,600	\$36,600
10	BARTOSH PETER T & SANDRA K	1697 IVORY AVE N	1697 IVORY AVE N LAKE ELMO MN 55042	2802921120014	\$45,200	\$8,600	\$36,600
11	YOCUM TIMOTHY C & SHANNON C S	1694 IVORY AVE N	1694 IVORY AVE N LAKE ELMO MN 55042	2802921120009	\$45,200	\$8,600	\$36,600
12	BEARTH GREGORY A & MELISSA A	1681 IVORY AVE N	1681 IVORY AVE N LAKE ELMO MN 55042	2802921120013	\$45,200	\$8,600	\$36,600
13	DEEB TIFFNI L & DANIEL L	1680 IVORY AVE N	1680 IVORY AVE N LAKE ELMO MN 55042	2802921120008	\$45,200	\$8,600	\$36,600
14	WORTMAN STEPHEN D & CHERYL L	1668 IVORY AVE N	1664 IVORY AVE N LAKE ELMO MN 55042	2802921120007	\$45,200	\$8,600	\$36,600
15	IVERSON JEFFREY S & JULI A	1663 IVORY AVE N	1663 IVORY AVE N LAKE ELMO MN 55042	2802921120012	\$45,200	\$8,600	\$36,600
16	BATTAH ABDALLA M-A	1654 IVORY AVE N	1654 IVORY AVE N LAKE ELMO MN 55042	2802921120006	\$45,200	\$8,600	\$36,600
17	ANDERSON DAVID M & MARIA V	1645 IVORY AVE N	1645 IVORY AVE N LAKE ELMO MN 55042	2802921120011	\$45,200	\$8,600	\$36,600
18	SNIDER BERT W & TERRI L	1636 IVORY AVE N	1636 IVORY AVE N LAKE ELMO MN 55042	2802921120005	\$45,200	\$8,600	\$36,600
19	ANDERSON JAMES L & KARIN L	1627 IVORY AVE N	1627 IVORY AVE N LAKE ELMO MN 55042	2802921120010	\$45,200	\$8,600	\$36,600
20	HAUGE ROBERT JR & LAIS MONICA	1615 IVORY AVE N	1615 IVORY AVE N LAKE ELMO MN 55042	2802921130018	\$45,200	\$8,600	\$36,600
21	VANG CHRISTOPHER C & MINA M	9155 16TH ST N	9155 16TH ST N LAKE ELMO MN 55042	2802921130012	\$45,200	\$8,600	\$36,600
22	HICKEY TERRANCE S & LYNDA L	9125 16TH ST N	9125 16TH ST N LAKE ELMO MN 55042	2802921130013	\$45,200	\$8,600	\$36,600
23	JACOBS PHILLIP	1584 IVORY AVE N	1584 IVORY AVE N LAKE ELMO MN 55042	2802921130017	\$45,200	\$8,600	\$36,600
24	ROLANDO RICHARD J & JEAN M	1583 IVORY AVE N	1583 IVORY AVE N LAKE ELMO MN 55042	2802921130014	\$45,200	\$8,600	\$36,600
25	HENEHAN THOMAS A & MARY L	1570 IVORY AVE N	1570 IVORY AVE N LAKE ELMO MN 55042	2802921130016	\$45,200	\$8,600	\$36,600
26	LECUYER BRENDA & ALLEN	1567 IVORY AVE N	1567 IVORY AVE N LAKE ELMO MN 55042	2802921130015	\$45,200	\$8,600	\$36,600
27	KUMP SUZANNE & JOHN	1539 IVORY CT N	1539 IVORY CT N LAKE ELMO MN 55042	2802921130008	\$45,200	\$8,600	\$36,600
28	ADAMSKY STEVEN J & HOLLIE	1535 IVORY CT N	1535 IVORY CT N LAKE ELMO MN 55042	2802921130009	\$45,200	\$8,600	\$36,600
29	LARSON KEITH & DANA	1529 IVORY CT N	1529 IVORY CT N LAKE ELMO MN 55042	2802921130010	\$45,200	\$8,600	\$36,600
30	HYBBEN RICHARD & SAMANTHA	1525 IVORY CT N	1525 IVORY CT N LAKE ELMO MN 55042	2802921130011	\$45,200	\$8,600	\$36,600
31	SAUNDERS SHARON M & DAVID S	1517 IVORY CT N	1517 IVORY CT N LAKE ELMO MN 55042	2802921130007	\$45,200	\$8,600	\$36,600
32	FUNFSINN DOUG & ERICKA	1513 IVORY CT N	1513 IVORY CT N LAKE ELMO MN 55042	2802921130006	\$45,200	\$8,600	\$36,600
33	ZEHNER JACINTA	1696 IVY AVE N	1696 IVY AVE N LAKE ELMO MN 55042	2802921110007	\$45,200	\$8,600	\$36,600
34	SEVIGNY WILLIAM D & MARIE L	1684 IVY AVE N	1684 IVY AVE N LAKE ELMO MN 55042	2802921110008	\$45,200	\$8,600	\$36,600
35	ANDERSON TIMOTHY L & JULIE A	1683 IVY AVE N	1683 IVY AVE N LAKE ELMO MN 55042	2802921110005	\$45,200	\$8,600	\$36,600
36	LACKNER THOMAS & LAURA	1668 IVY AVE N	1668 IVY AVE N LAKE ELMO MN 55042	2802921110009	\$45,200	\$8,600	\$36,600
37	KOSTOHRYZ RICHARD J & KATHLEEN	1665 IVY AVE N	1665 IVY AVE N LAKE ELMO MN 55042	2802921110006	\$45,200	\$8,600	\$36,600
38	O'NEILL THOMAS O & AMY J	1650 IVY AVE N	1650 IVY AVE N LAKE ELMO MN 55042	2802921110010	\$45,200	\$8,600	\$36,600
39	DANIELSON GRANT & ERIKA	1643 IVY AVE N	1643 IVY AVE N LAKE ELMO MN 55042	2802921110004	\$45,200	\$8,600	\$36,600
40	NIGHTINGALE TROY J & DONNA K	1634 IVY AVE N	1634 IVY AVE N LAKE ELMO MN 55042	2802921140009	\$45,200	\$8,600	\$36,600
41	CONNERS BRIAN M & CHRISTIANNE	1625 IVY AVE N	1625 IVY AVE N LAKE ELMO MN 55042	2802921140008	\$45,200	\$8,600	\$36,600
42	ALFRED DAVID W	1620 IVY AVE N	1620 IVY AVE N LAKE ELMO MN 55042	2802921140010	\$45,200	\$8,600	\$36,600
43	BIGWOOD GREGORY R & BOBBIE J	1594 IVY AVE N	1594 IVY AVE N LAKE ELMO MN 55042	2802921140011	\$45,200	\$8,600	\$36,600
44	UNKLESBAY JESSE M & EMILY J	1589 IVY AVE N	1589 IVY AVE N LAKE ELMO MN 55042	2802921140007	\$45,200	\$8,600	\$36,600
45	CONNOLLY BARRETT L & JILL C	1578 IVY AVE N	1578 IVY AVE N LAKE ELMO MN 55042	2802921140012	\$45,200	\$8,600	\$36,600
46	PANAGIOTOPOULOS PAUL G	1571 IVY AVE N	1571 IVY AVE N LAKE ELMO MN 55042	2802921140006	\$45,200	\$8,600	\$36,600
47	WILLIAM E SHOOK SURVIVORS TRS	1550 IVY AVE N	11001 WINE PALM RD FORT MYERS FL 33966	2802921140013	\$45,200	\$8,600	\$36,600
48	MROZINSKI JEFFERY J & KATHLEEN M	1545 IVY AVE N	1545 IVY AVE N LAKE ELMO MN 55042	2802921140005	\$45,200	\$8,600	\$36,600
49	AHN DAVID C & BARBARA L	1525 IVY AVE N	1525 IVY AVE N LAKE ELMO MN 55042	2802921140004	\$45,200	\$8,600	\$36,600
50	WHITE ROBERT J & BETH A	1543 15TH ST CT N	1543 15TH ST CT N LAKE ELMO MN 55042	2702921230009	\$45,200	\$8,600	\$36,600
51	MOODY TERRY B & KAREN A	1535 15TH ST CT N	1535 15TH ST CT N LAKE ELMO MN 55042	2702921230010	\$45,200	\$8,600	\$36,600

PARKVIEW-CARDINAL NEIGHBORHOOD
STREET AND UTILITY IMPROVEMENTS
PRELIMINARY ASSESSMENT ROLL

NO.	NAME	ADDRESS	MAILING ADDRESS			PID	TOTAL ASSESSMENT	STREET & DRAINAGE ASSESSMENT	WATERMAIN ASSESSMENT
52	MENCKE PAUL B & KATHLYN N	1532 15TH ST CT N	1532	15TH	ST CT N LAKE ELMO MN 55042	2702921230002	\$45,200	\$8,600	\$36,600
53	MOYNAGH MICHAEL J & MARGARET E	1521 15TH ST CT N	1521	15TH	ST CT N LAKE ELMO MN 55042	2702921230005	\$45,200	\$8,600	\$36,600
54	WESSEL SHERI M & TERRY M BAUER	1509 15TH ST CT N	1509	15TH	ST CT N LAKE ELMO MN 55042	2702921230006	\$45,200	\$8,600	\$36,600
55	SAHR BARBARA A & BRADLEY R	9170 15TH ST N	9170	15TH	ST N LAKE ELMO MN 55042	2702921230007	\$45,200	\$8,600	\$36,600
56	TROUPE DOUGLAS R	9250 15TH ST N	9250	15TH	ST N LAKE ELMO MN 55042	2702921240002	\$45,200	\$8,600	\$36,600
57	VORAN711 LAND HOLDINGS LLC		3435	LABORE RD	#150 VADNAIS HEIGHTS MN 55110	2802921420005	\$34,400	\$34,400	
58	VORAN711 LAND HOLDINGS LLC		3435	LABORE RD	#150 VADNAIS HEIGHTS MN 55110	2802921410002	\$17,200	\$17,200	
59	GEFFRE DENNIS E JR & LEE A	8742 15TH ST N	8742	15TH	ST N LAKE ELMO MN 55042	2802921130001	\$45,200	\$8,600	\$36,600
60	SIVERSON NEIL W & SUSAN A OTTO-SIVERSON	8940 15TH ST N	8940	15TH	ST N LAKE ELMO MN 55042	2802921110002	\$8,600	\$8,600	
61	STEVEN J DAHLY TRS & DEBORAH A DAHLY TRS	8955 15TH ST N	8955	15TH	ST N LAKE ELMO MN 55042	2802921410001	\$45,200	\$8,600	\$36,600
62	RICHARDS HARRISON A & KATE MCCOY	8975 15TH ST N	8975	15TH	ST N LAKE ELMO MN 55042	2802921410003	\$45,200	\$8,600	\$36,600
63	JESKE DON F & CORRYL E	8996 15TH ST N	8996	15TH	ST N LAKE ELMO MN 55042	2802921140001	\$45,200	\$8,600	\$36,600
64	GLG PROPERTIES	9075 15TH ST N	5500	BLAINE AVE	NIVER GROVE HEIGHTS MN 55076	2702921320001	\$143,925	\$107,325	\$36,600
65	LINDER LILLIAN & HENDERSON R T	9255 15TH ST N	9255	15TH	ST N LAKE ELMO MN 55042	2702921310001	\$45,200	\$8,600	\$36,600
TOTALS							\$2,961,325	\$692,125	\$2,269,200



LEGEND

 ASSESSABLE PROPERTY - STREET AND UTILITY IMPROVEMENTS





LEGEND

- ASSESSABLE PROPERTY - STREET AND UTILITY IMPROVEMENTS
- ASSESSABLE PROPERTY - STREET IMPROVEMENTS ONLY

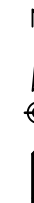
NUMBER OF STREET ASSESSMENTS (UNITS)





LEGEND

 ASSESSABLE PROPERTY - STREET AND UTILITY IMPROVEMENTS

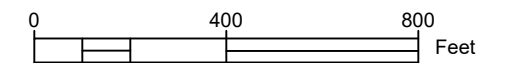
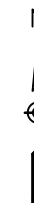




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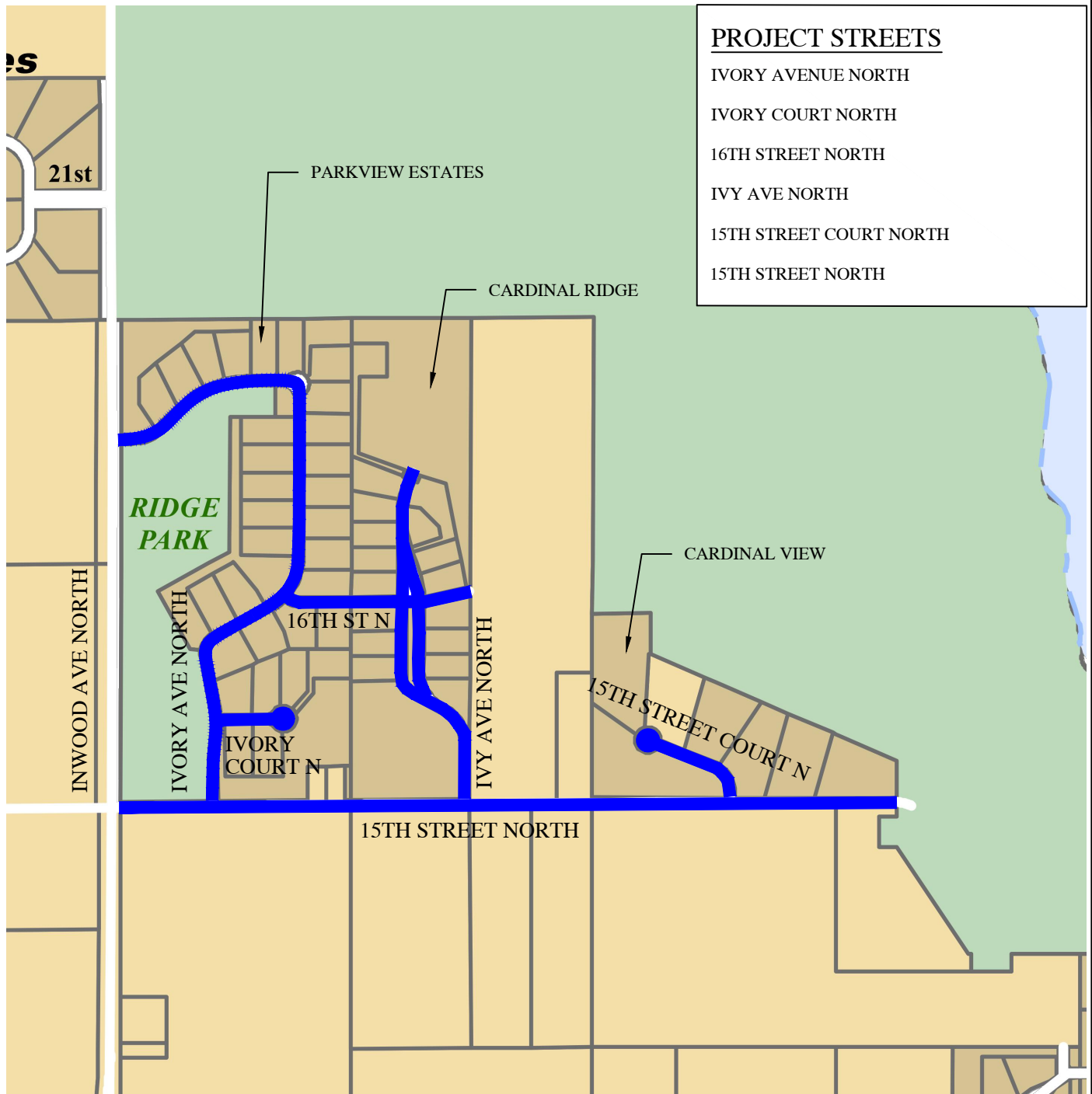
- ASSESSABLE PROPERTY - STREET AND UTILITY IMPROVEMENTS
- ASSESSABLE PROPERTY - STREET IMPROVEMENTS ONLY

- ASSESSED AS COMMERCIAL PROPERTY
- # NUMBER OF STREET ASSESSMENTS (UNITS)



PROJECT STREETS

- IVORY AVENUE NORTH
- IVORY COURT NORTH
- 16TH STREET NORTH
- IVY AVE NORTH
- 15TH STREET COURT NORTH
- 15TH STREET NORTH



LEGEND

-  PARKVIEW CARDINAL NEIGHBORHOOD STREET AND UTILITY IMPROVEMENTS

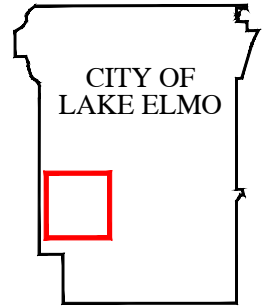


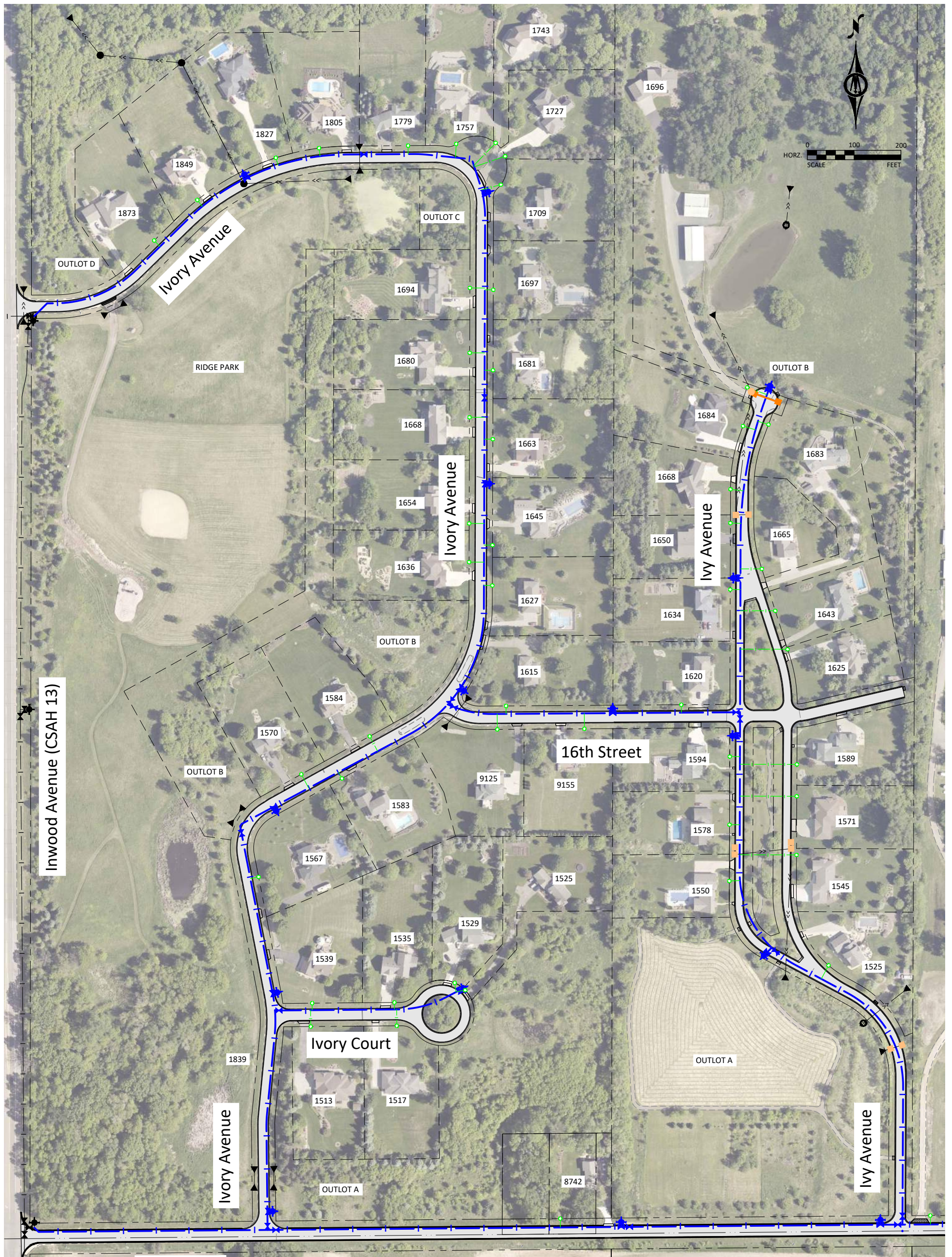
FIGURE NO. 1

LOCATION MAP

FOCUS
ENGINEERING, inc.

PARKVIEW-CARDINAL
NEIGHBORHOOD
STREET AND UTILITY
IMPROVEMENTS
PROJECT NO. 2020.121
FEBRUARY, 2022

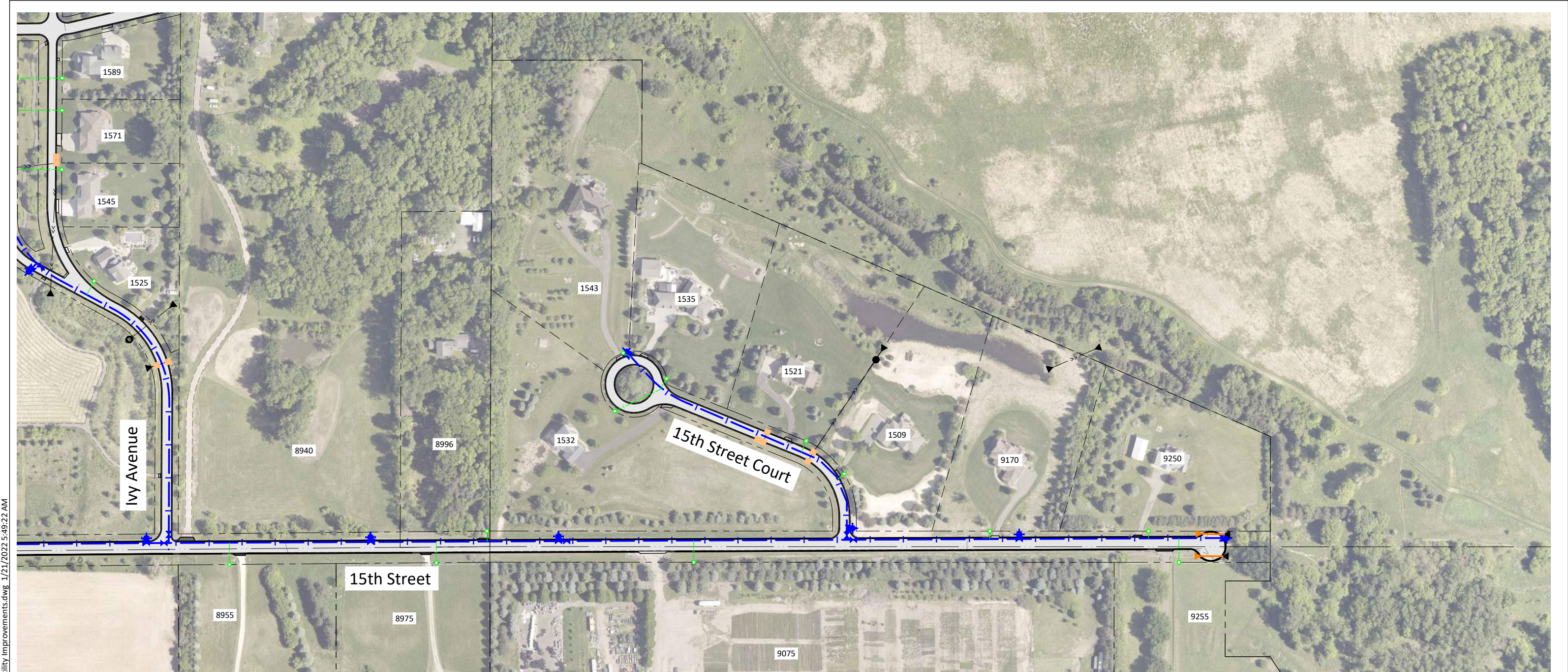
PROPOSED IMPROVEMENTS



LEGEND

- | | | | |
|--|-----------------------------------|--|--|
| | PROPOSED 10" HDPE WATERMAIN (HDD) | | NEW STORM STRUCTURE |
| | PROPOSED WATER SERVICE | | NEW STORM SEWER |
| | PROPOSED HYDRANT | | REMOVE AND REPLACE STORM SEWER CASTING |
| | PROPOSED GATE VALVE | | EXISTING STORM SEWER |
| | EXISTING 16" HDPE WATERMAIN | | RECLAIM STREET AND CONSTRUCT PER TYPICAL SECTION |

PROPOSED IMPROVEMENTS



H:\L\ELM\ON1125134\CAD\C3D\FIGR-125134-Street & Utility Improvements.dwg, 1/21/2022 5:49:22 AM

LEGEND

- PROPOSED 10" HDPE WATERMAIN (HDD)
- PROPOSED WATER SERVICE
- PROPOSED HYDRANT
- PROPOSED GATE VALVE
- EXISTING 16" HDPE WATERMAIN

- PROPOSED 10" HDPE WATERMAIN (HDD)
- PROPOSED WATER SERVICE
- PROPOSED HYDRANT
- PROPOSED GATE VALVE
- EXISTING 16" HDPE WATERMAIN

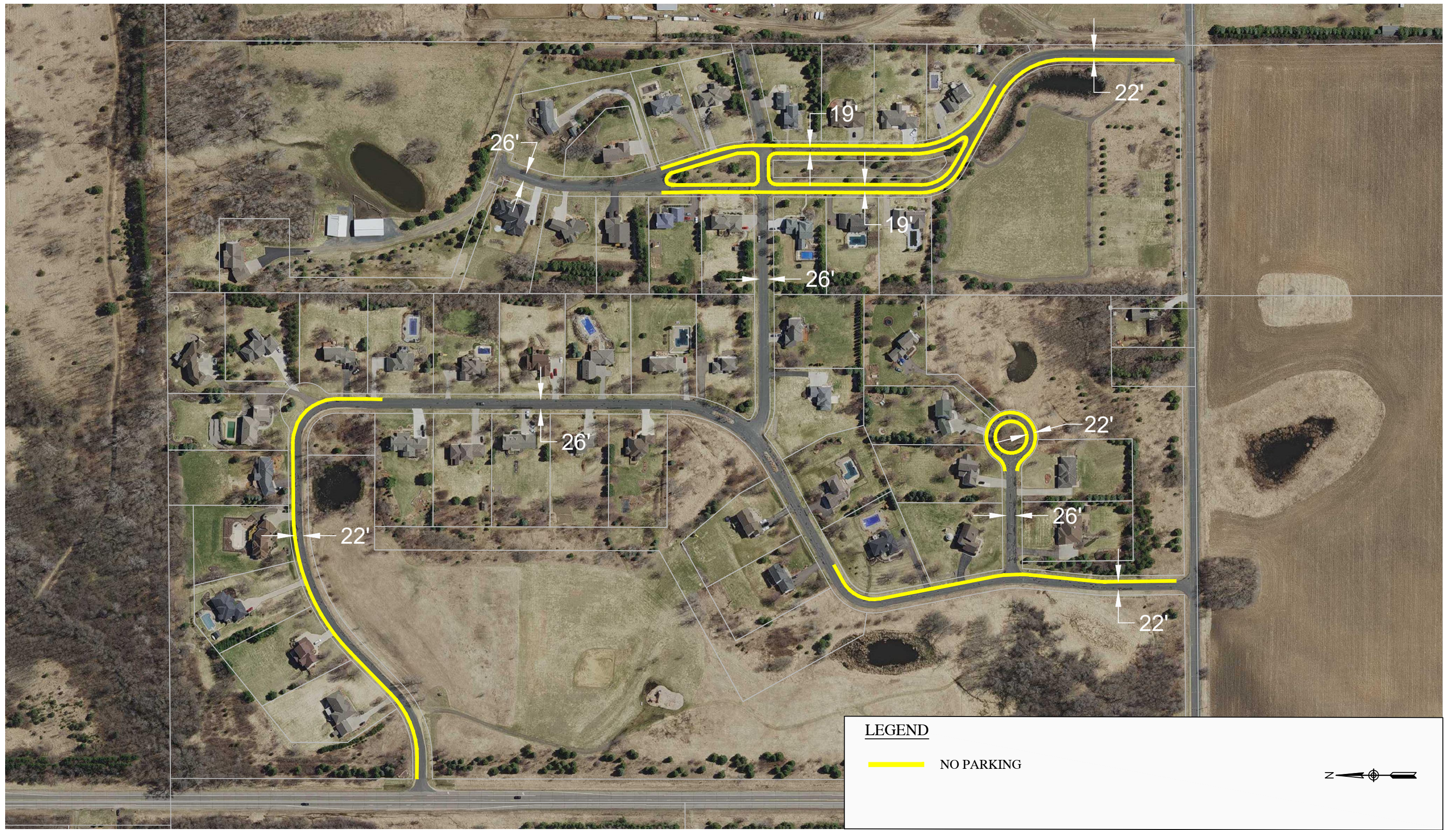
- NEW STORM STRUCTURE
- NEW STORM SEWER
- REMOVE AND REPLACE STORM SEWER CASTING
- EXISTING STORM SEWER

- NEW STORM STRUCTURE
- NEW STORM SEWER
- REMOVE AND REPLACE STORM SEWER CASTING
- EXISTING STORM SEWER



RECLAIM STREET AND CONSTRUCT PER TYPICAL SECTION







PROJECT SCHEDULE
CITY OF LAKE ELMO

FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261
Jack Griffin, P.E. 651.300.4264
Ryan Stempksi, P.E. 651.300.4267
Chad Isakson, P.E. 651.300.4283

PARKVIEW-CARDINAL NEIGHBORHOOD
STREET AND UTILITY IMPROVEMENTS
PROJECT NO. 2020.121

APRIL 6, 2021	Council Approves MPCA Grant Agreement.
JULY 20, 2021	Council orders preparation of Feasibility Report and Design Phase Services.
FEBRUARY 15, 2022	Presentation of Feasibility Report. Council accepts Report and calls for Improvement Hearing. Council approves Plans and Specifications and orders Advertisement for Bids.
MARCH 15, 2022	Public Improvement Hearing. Council Orders the Improvement (4/5th Vote).
MARCH 16, 2022	Project Bid Date: Receive contractor bids.
APRIL 5, 2022	Council accepts Bids and awards Contract.
APRIL/MAY, 2022	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none">• OCTOBER 14, 2022 Substantial Completion.• NOVEMBER 25, 2022 Final Completion.

**Final Assessment Hearing Schedule TBD (2023)*



DATE: February 15, 2022
REGULAR

TO: Mayor and City Council
FROM: Kristina Handt, City Administrator
AGENDA ITEM: Job Classification and Compensation Study

BACKGROUND:

At the January 4, 2022 meeting, Council approved issuing a Request for Proposals for a Job Classification and Compensation Study.

ISSUE BEFORE COUNCIL:

Who should the City contract with for a Job Classification and Compensation Study?

PROPOSAL DETAILS/ANALYSIS:

The City received proposals from four firms.

Firm	Base Cost	Alternate Bid	Timeline	Project Components
Abdo	\$21,400	\$3,200	105 days	Review job descriptions and benefits and provide recs, Hay Method, compensation analysis, system testing final report and presentation (No PAQ involving employees)
Baker Tilly	\$16,010	\$2,100	Complete by July 2022	Pay and benefits, PAQ, job descriptions, SAFE, dept head and employee mtgs, final report and presentation, 2 onsite visits
DDA	\$15,900 \$12,450 (w/o JD)	\$1,200	10-14 weeks	Info collection, employee orientation, review job descriptions, PAQ, job evaluation, predict payroll costs, market analysis, final report, COLA next year (little detail on benefits)
GovHR	\$17,100	\$500 for each up to 4	120 days	Comp cities and survey salary and benefits, employee mtg, JAQ, interview 1 employee from each classification, salary schedules, final report and presentation, one year of support services. (Job description updates at additional cost.)

FISCAL IMPACT:

The 2022 budget included \$15,000 for this purpose. While the bids are slightly over that amount, it is not significant in impacting the overall budget. If Council is concerned about the cost, they may decide to remove the benefits analysis from the Baker Tilly proposal thereby decreasing the cost \$1,750.

OPTIONS:

- 1) Contract with Baker Tilly for a Job Classification and Compensation Study
- 2) Contract with another vendor for a Job Classification and Compensation Study
- 3) Do not contract with any vendor for a Job Classification and Compensation Study

RECOMMENDATION:

Staff would recommend the council select Baker Tilly to complete the study. Staff would not recommend including the alternate of doing four additional job descriptions. The cost for the additional work would add \$2,100 and may not be practical since current position descriptions would be amended at the time the new positions are added to the city.

“Motion to authorize the Mayor and Clerk to execute a contract with Baker Tilly for a Job Classification and Compensation Study.”

ATTACHMENTS:

- Abdo Proposal
- Baker Tilly Proposal
- DDA Proposal
- Gov HR Proposal



Proposal for Position Classification and Compensation Study for
City of Lake Elmo

3800 Laverne Ave N
Lake Elmo, MN 55042

Proposed By:

Leah Davis, CPA
Partner | Abdo
leah.davis@abdosolutions.com
Direct Line 507.524.2347

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727
F 507.388.91399

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261



Kristina Handt, City Administrator
City of Lake Elmo

3800 Laverne Ave N
Lake Elmo, MN 55042

January 26, 2022

Dear Kristina,

Thank you for the opportunity to submit this proposal to the City of Lake Elmo (the City) for a job classification and compensation study. Based on our past experience with government clients of comparable size and complexity, we believe the following scope of services and company investment will provide your City with outstanding and comprehensive program that meets the following project goals:

- Establish and ensure fair and equitable compensation relationships within the City;
- Maintain full MN Pay Equity reporting compliance;
- Ensure wage competitiveness within the external market;
- Promote retention of current employees;
- Project and plan for anticipated future new positions; and
- Provide tools and training to City staff to successfully implement and administer the compensation program into the future.

We are confident that by utilizing our experienced and trained staff we can help the City of Lake Elmo achieve your desired project and organizational outcomes. Our proposal is based on the needs of your organization and the experiences we have had working on similar projects with other government clients of your size.

Investment by the City for services to be provided by Abdo is indicated in the Value section of this proposal as well as the Agreement in Appendix A. Abdo would like to thank the City for this opportunity, and we look forward to exceeding your expectations and developing a long-term partnership.

Sincerely,

Abdo

A handwritten signature in black ink that reads 'Leah Davis'.

Leah Davis, CPA
Partner

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05 What Our Clients Say

06 Project Plan and Timeline

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11 Technology

Appendix A – Hay Methodology

Appendix B – Meet Your Abdo Team

Appendix C – Agreement for Services





Executive Summary

PARTNERSHIP WITH ABDO

Our success has been driven by utilizing staff that are experienced and well trained in human resources management, payroll, market wage analysis, and governmental planning and operations. We understand that attention to detail, project approach, management communication, and quality project deliverables are important factors in your selection process. We are confident in our ability to help the City of Lake Elmo achieve its desired project and organizational outcomes.

Our approach to this project is to engage with City staff to ensure we have an exceptional understanding of the project, each leader's role in the project, overall expectations and desires, as well as exceptions to standard operations. Throughout the project there will be periodic meetings, usually by phone or video conference, with City staff to share information, solicit input, and provide updates. Based on our experience, we will structure each phase of the project to emphasize efficiencies and streamline processes.

Ability to successfully complete all requirements - A component of our mission statement is a philosophy that we will assist clients in reaching their maximum potential through open communication and teamwork. This means we will do the following for you:

- Present to you a clear project plan
- Use technology to share and collaborate
- Provide an environment that solicits and welcomes ideas and strategies from the City team
- Present recommendations in clear, concise, and non-technical terms to all members of the City team
- Collaborate with the City team and Council to ensure alignment with City compensation philosophies and practices
- Return phone calls and emails promptly

YOUR NEEDS:

- ✓ Job Description Review
- ✓ Position Scoring & Classification
- ✓ Market Wage Analysis
- ✓ Compensation Structure Evaluation
- ✓ Pay Equity Compliance Testing
- ✓ Compensation System Tools & Training

What Our Clients Say

CLIENT REFERENCES

We have long-term relationships with many of our clients. The local government clients listed below serve as a sample of references of those that we have successfully partnered with for position classification and compensation analysis engagements. Additional references are available upon request.

City of Vadnais Heights

Kevin Watson
City Administrator
800 E Co Rd East
Vadnais Heights, MN 55127
P 651-204-6010

2021 Engagement
Leah Davis, Project Leader

City of Chisago City

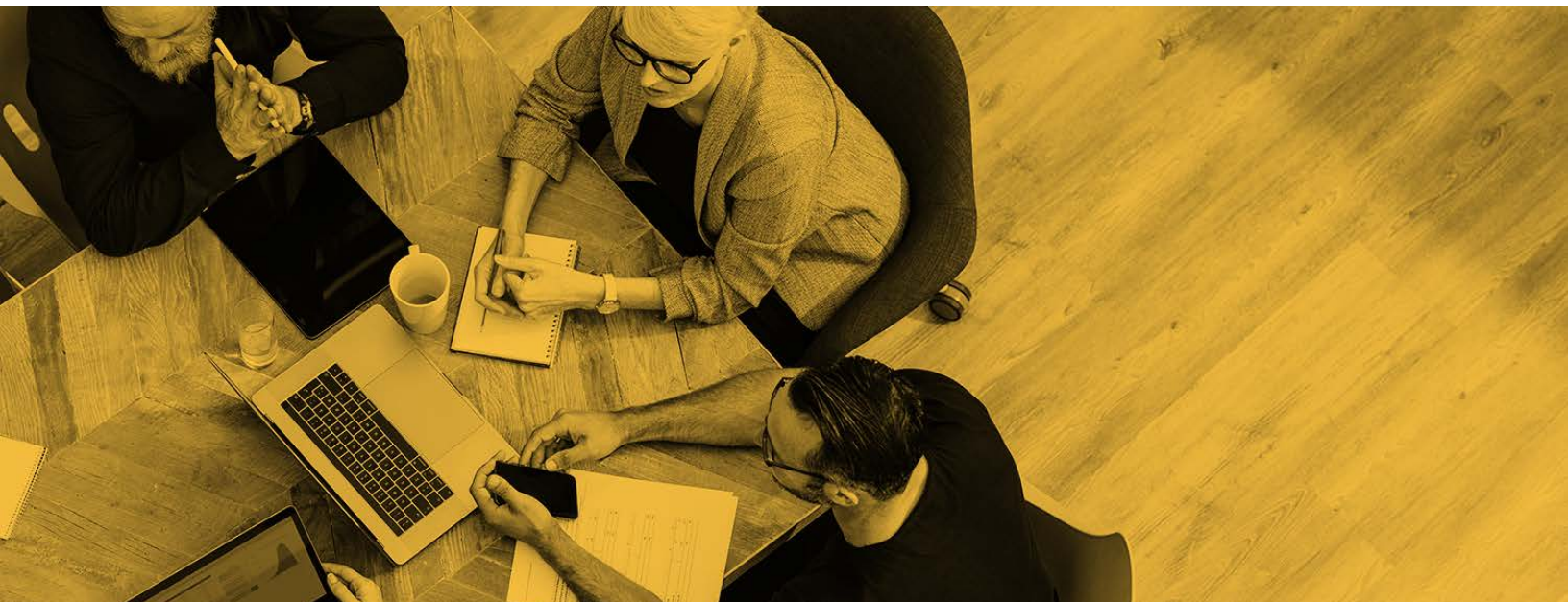
John Pechman
City Administrator
10625 Railroad Ave
Chisago City, MN 55013
P 651-257-7634

2021 Engagement
Leah Davis, Project Leader

City of New Prague

Patty Solheid
Finance Director
118 Central Ave N
New Prague, MN 56071
P 952-758-4401

2020/2021 Engagement
Leah Davis, Project Leader



Project Plan and Timeline

For most organizations it is very important to work with a firm that has a clear implementation process that will provide frequent and consistent progress updates. Abdo has included update meetings with the City Management team proposed in the project plan. These meetings will be designed to provide project updates, solicit comments, review progress, and address any challenges. Abdo utilizes resources available with our entire team to ensure projects are completed within the provided timelines. **The schedule identifies a completion date on or before June 21, 2022.**

PROJECT PHASE	TIMELINE
<p>Introduction and Project Orientation The first step to this project is to review and analyze data provided by the City. This includes the existing job descriptions and current compensation model, and any other data the City has available. After this review, we will meet with the City Management team to discuss overall project expectations, outcomes, and timelines. We believe it is important to hold a kickoff meeting with the City Management team, either virtually or in-person, to discuss the project timelines and process as well as to identify City expectations, identify current compensation challenges, and define strategic project goals. This is also an opportunity for the City Management team to ask for clarification on the project and address any questions they may have.</p>	<p>DAY 1 – 15 <i>Depending on City Availability</i></p>
<p>Comprehensive Job Description Review and Position Analysis We will provide a comprehensive review of the current job descriptions and titles and recommend revisions to ensure compliance with the Fair Labor Standards Act (FLSA) and the Americans with Disabilities Act (ADA) and format to ensure consistency. Findings and recommendations will be presented to City Management and City Council, if applicable, for final review and approval. We will also review the City’s current benefit offerings and provide recommendations based on emerging best practices.</p>	<p>DAY 16 – 35</p>
<p>Position Classification Evaluation Using the updated job descriptions, the Hay Method pointing methodology (see Appendix A for more information on the Hay Methodology), which we have utilized for over 10 years, and in collaboration with City leadership, we will evaluate and assign position point values for each City position and organize positions into hierarchical order, based on point assignment.</p>	<p>DAY 36 – 50</p>

PROJECT PHASE	TIMELINE
<p>Labor Market Employers Criteria and Selection Our team will solicit input from City leadership to develop a list of comparable organizations, based on size, geography, and City services, to be used in the wage analysis.</p> <p>Compensation Analysis Abdo will complete a full wage/compensation market survey, utilizing the Minnesota Local Government Salary and Benefit Survey put out by the League of Minnesota Cities as well as direct wage data surveys and private sector compensation resources, where applicable. This analysis will include recommendations for maintaining marketable wage scales into future years as well as evaluating approaches to longevity recognition.</p>	<p>DAY 41 – 70</p>
<p>Classification & Compensation System and Compliance Testing The overall structure of the compensation study and system structure will be reviewed and updated according to the compensation and performance management philosophies of the City and will include identification of current or potential pay compression, pay equity, and collective bargaining issues. Once the proposed structure is completed, all data will be tested for compliance with Federal and State regulations, including Minnesota Pay Equity reporting for all municipal entities.</p>	<p>DAY 71 – 89</p>
<p>Final Documents and System Presentation All documents will be reviewed with the City Management team in draft format before finalization and distribution. Final reporting will include comprehensive project findings, recommendations, description of overall methodology utilized in the project, data analysis, and estimated implementation costs and process. The City will be provided with all updated job description files, FLSA evaluation documentation, and all tools and resources to administer and maintain the proposed compensation model into the future. Once approved by the City Management team, report findings and recommendations will be presented, in person or virtually, to the City Council for review and discussion.</p>	<p>DAY 90 – 105 <i>Depending on City Availability</i></p>
<p>Implementation and System Administration Training/Support - <i>Optional</i> Our team will develop and lead a customized compensation system implementation and maintenance program for leadership and staff. Training will include suggestions for appropriately awarding step increases and documented plan administration best practices.</p> <p>Develop Position Reclassification and Review Policy We will work with internal leadership to develop a formal position review and reclassification request policy to consistently evaluate future requests for position scoring or compensation changes.</p>	<p><i>Optional and depending on City availability following Council approval of program</i></p>
<p>Post Contract Support Services - <i>Optional</i> On an as needed basis, Abdo will be available to review new or significantly altered job descriptions, including determination of points and salary ranges for the position, as well as provide documentation support for future pay equity reporting to the Minnesota Department of Management.</p>	<p><i>Optional & only as directed by the City</i></p>

Value

Abdo Contract Task	Total not to exceed costs
Comprehensive Job Description Review and Update Recommendations – <i>assumes 23 individual positions</i>	\$2,700.00
Position Classification Evaluation – <i>assumes 23 individual positions</i>	2,800.00
Market Compensation and Benefit Analysis - <i>assumes 23 individual positions</i>	4,900.00
Classification & Compensation System Development and Recommendations	4,100.00
Minnesota Pay Equity Testing – current and proposed pay systems	900.00
Final Documents & Report of Findings and Recommendations – <i>includes in-person presentation to Council and related travel time/mileage</i>	3,100.00
OPTIONAL SERVICES Implementation and System Administration Training/Support	1,400.00
Develop Formal Position Reclassification and Review Policy	1,500.00
4 additional positions (Community Development Director, Senior Planner, Plan Reviewer, Communications Specialist) <ul style="list-style-type: none"> • Preparation of draft job descriptions • Position Classification Evaluation • Market Wage and Benefit Analysis 	3,200.00
TOTAL PROJECT INVESTMENT (Lump sum not to exceed)	<u>\$24,600.00</u>

SECTION IV. QUOTE SHEET

	Consultant Hours	Total Consultant Fees	Cost of Materials, Fees, bonds, taxes, or Surcharges, if any	TOTAL NOT-TO-EXCEED COSTS	Identify any work not included in Total Cost, if any
Compensation Policy	4 - 5	\$ 1,500.00		\$ 1,500.00	
Position Analysis	10 - 12	\$ 2,700.00		\$ 2,700.00	BASED UPON 23 POSITIONS
Position Classification Evaluation	10 - 12	\$ 2,800.00		\$ 2,800.00	BASED UPON 23 POSITIONS
Labor Market Employers Criteria and Selection	2 - 3	\$ 800.00		\$ 800.00	
Compensation Analysis - Salaries	10 - 12	\$ 2,200.00		\$ 2,200.00	BASED UPON 23 POSITIONS
Compensation Analysis - Benefits	6 - 9	\$ 1,900.00		\$ 1,900.00	
Classification & Compensation System & Compliance Testing	13 - 18	\$ 5,000.00		\$ 5,000.00	
System Presentation, Implementation & Training	12 - 15	\$ 4,500.00		\$ 4,500.00	
ALTERNATE 1: To include future jobs (past 2022) in above items	10 - 12	\$ 3,200.00		\$ 3,200.00	BASED UPON 4 POSITIONS

TOTAL NOT TO EXCEED COST: \$ 24,600.00

Proposal Submitted By Leah Davis

Date 01/26/2022

Printed Name Leah Davis, CPA Signature Partner

Company Name Abdo

Value

SERVICE GUARANTEE

Our work is guaranteed to the complete satisfaction of the client. If you are not completely satisfied with the services performed by Abdo, we will, at your discretion, either refund the price or accept a portion of said price that reflects the level of value received. Upon payment of each of your scheduled payments, we will judge you have been satisfied.

PRICE GUARANTEE

Furthermore, if you ever receive an invoice without first authorizing the service, payment terms, and price, you are not obligated to pay for the unauthorized service. Please understand, however, that the price we have quoted considers and relies upon the following:

- The information you agree to provide is on time and complete to the degree indicated in our agreement.
- Your key management, finance, or human resources team members don't change during our service period.
- No undisclosed or newly arising complexities, claims, or significant transactions, occur that impact our service period. This includes emergence of yet unspecified revisions to any prior period work that would need to occur before we can perform our agreed services.
- No new tax, regulatory, or other reporting requirements are introduced between now and the end of our service period.

ADDITIONAL SERVICES

Should you request services in addition to the Contracted Services, we will provide you with proposed fees for the services to be provided. You shall be required to sign a written or electronic confirmation of your request for additional services prior to implementation.

Common Post-Contract Services

Per Position Scoring/Classification Fee	\$325.00/position
Hourly consulting and post contract services	\$195.00 – \$405.00/hour - <i>Depending on staff level required</i>

Technology

At Abdo we maintain an ongoing commitment to our clients and their employees to provide expert HR and payroll solutions that are efficient, proactive, and integrated with all areas of your organization. In doing so, the use of cutting-edge technology and software has been key to our success in helping you save time and meet the needs and expectations of your employees. We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and keep everyone's data more secure.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote HR and payroll services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your organization may use, our team will continue to work through normal procedures, including regular meetings with you during the planning phase to ensure effective collaboration with your team.

Abdo takes the security of our data and our client's data very seriously. A number of systems are in place to ensure the safety of your organization's data with us. We operate in a completely remote hosted environment. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in a secure data warehouse, not on laptops or local servers.

IT ALSO MEANS:

- All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.
- All data is saved on redundant servers so if one server fails, another immediately takes over with no data lost.
- All data is backed up continually which means we always have an extra copy for safe-keeping.
- All incoming emails and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our remote host vendor works exclusively with public accounting firms like ours and their client base includes approximately 300 firms. They maintain a Service Organization Control 2 (SOC 2) report covering their organizational controls over security, processing integrity, etc. This report is available for your review upon request.



Appendix A

HAY METHODOLOGY INFORMATION

Hay Methodology Information

As part of our position analysis and classification, positions will be scored using a plan adapted from the Hay Method. The model assigned each position a score in the following categories (adapted from the State of Minnesota 2009 Hay Manual): Know-How, Problem Solving, Accountability, and Special Conditions. The following information provides a summary of factors and considerations used to apply this classification method.

Know-How represents the knowledge, skills and abilities an employee needs to be successful in a particular job. The Hay evaluation method places the greatest emphasis on Know-How. Know-How is defined as an expert skill, information or body of knowledge that imparts an ability to cause a desired result. The Know-How category is the most heavily weighted category. If a position is more easily learned, the position will point toward the lower end of the scale.

Know-How category is further divided into three parts: Depth and Breadth of Job-Specific Knowledge (aka Technical and Specialized Know-How and Job-Specific Knowledge); Integrating Know-How (aka Managerial Breadth or Know-How); and Human Relation Skills (aka Human Relations Know-How). A number is assigned for total Know-How points by making several separate choices for each of the three elements described and an overall assessment.

Job-Specific Knowledge includes the position's requirements for knowledge and skills related to practices, procedures, specialized techniques and professional disciplines. It also includes basic and job-specific supervisory and managerial KSAs, when appropriate. This aspect of Know-How does not make distinctions among differently-sized managerial jobs nor does it include human relation skills. It is important to remember that this element measures the requirements of the position, not the qualifications of an incumbent.

Integrating Know-How considers the need to integrate and manage progressively more diverse functions and is used to rank managerial breadth and scope, from similar to very different functions. When required, basic and job-specific supervisory and managerial knowledge, skills and abilities are included in the Job-Specific part of a Know-How rating. The overall size of an organization directly influences the number of managerial breadth categories, because the organizational size often reflects requirements for increased managerial complexity and diversity.

Human Relation Skills is the third element of a job's Know-How rating. It is the active, practicing interpersonal skills typically required for productive working relationships to work with, or through, others inside and/or outside of the organization to get work accomplished. It assumes that each job requires a foundation of basic human relations skills. To be effective, an employee must typically be proficient at the highest level of Human Relations Skill regularly required for the position.

Problem Solving is the process of working through details of a problem to reach a solution. Problem solving may include mathematical or systematic operations and can be a gauge of an individual's critical thinking skills. Problem Solving measures the intensity of the mental process that uses Know-How to: (1) identify, (2) define, and (3) resolve problems. It is a percentage of Know-How, reflecting the fact that "you think with what you know." This is true of even the most creative work. Ideas are put together from something already there. The raw material of any thinking is knowledge of facts, principles and means.

Problem Solving – continued

Context includes the influences or environment that limit or guide decision-making such as rules, instructions, procedures, standards, policies, principles from fields of science and academic disciplines. Positions are guided by organizational, departmental or functional goals, policies, objectives and practices circumscribed by procedures and instructions. In general, policies describe the "what" of a subject matter, procedures detail the steps needed to follow through on a policy (i.e., how, where, when, by whom) and instructions outline the specific aspects of how to perform the tasks, such as the operation of a machine or how to select the appropriate letters to use in particular situations.

Thinking Challenge includes the nature of the problems encountered and the mental processes used to resolve the problems. The scale ranges from simple problems to very complex issues, with the premise that simple issues recur regularly in the same form and after a while are resolved by rote or instinct, but very difficult issues require substantial thinking and deliberation. The types of situations encountered and the processes involved in identifying, defining or resolving related problems are considered. Thinking Challenge reflects the degree of difficulty in finding improvements and adapting to changes.

Accountability does not mean being responsible for getting one's own work done. Rather, it reflects responsibility for actions and their consequences and the measured effect of the job on end results for the organization. Accountability includes three factors: Freedom to Act/Empowerment, Magnitude, and Job Impact.

Freedom to Act/Empowerment involves the degree of personal or procedural control or guidance exercised over the position. For example, what constraints are put on an employee in this job? How closely supervised is the position? What kinds of decisions are made higher up in the organization?

Magnitude is the portion of the total organization encompassed by the position's primary purpose. It's most typically indicated by the general dollar size of the area(s) most directly affected by the job, i.e., the resources over which the position has control or influence. A variety of factors are considered such as size of budget the employee is responsible for, what degree of influence is held and is this person a decision maker.

Job Impact is considered to be indirect (indirect or contributory) or direct and measurable (shared or primary). It involves the way in which the position's actions affect end results in the agency. For example, how does the employee influence the business - directly or indirectly? Does the employee provide advisory or interpretive services for others to use in making decisions? Is the job an information-recording one? Does it provide a necessary service with a relatively small effect on the business of the agency? "Contributory" and "primary" are, by far, the most frequently used options."

Special Conditions consider the physical effort, environmental conditions, hazard exposure, and sensory attention demands that an employee is commonly subject to in the position. For example, two positions may be assigned identical points in all other areas but the position that is regularly required to work in extreme outdoor conditions (i.e. heat or extreme cold) would receive additional points for these factors.

Appendix B

ABDO WORKFORCE SOLUTIONS TEAM



TEAM MEMBER BIO:

Leah Davis

CPA

Partner, Abdo HR and Payroll Services
leah.davis@abdosolutions.com
Direct Line 507.524.2347

Leah joined the firm as President of AEM Workforce Solutions in 2016 and spends her time helping employers find creative ways to overcome their HR and payroll challenges. As an active CPA and after owning and operating an outsourced HR and payroll consulting business for nearly a decade, Leah has worked with employers across all industries and has several years of experience in public accounting, focusing on business tax and financial institutions. This variety of experiences equip Leah with a unique perspective on the complex HR, financial, and strategic planning issues that employers face every day.

EDUCATION

- Bachelor of Science in Accounting and Business Administration, Minnesota State University, Mankato
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants (MNCPA)
- Society for Human Resource Management (SHRM)

QUALIFICATIONS

- Human Resources Management, Consulting, and Compliance, including a focus on leveraging technology to maximize employee experience and streamline administrative HR workflows
- HR and Leadership Team Coaching and Training, focused on building technical and practical skills to improve overall performance and operational effectiveness
- Employee Benefit Plan Administration and Analysis, including Affordable Care Act (ACA) compliance, benefit workflow optimization, and evaluation of benefit plan design options to evaluate costs and maximize employee value recognition
- Employee Incentive and Compensation Plan Development, including position classification and compensation plan design and total compensation analysis
- Complex State and Federal employment tax and regulatory compliance consulting, including wage and hour analysis and tax agency amendments and negotiations

Mankato Office

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5201 Eden Avenue, Ste 250
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F 952.835.3261

TEAM MEMBER BIO:



Julie Flaten

Senior Manager
julie.flaten@abdofs.com
Direct Line 952.715.3050

Julie joined the Firm in 2021 as a Senior Manager in the Financial Solutions group. Julie has over 20+ years of experience working in local government at the State, County, and City levels. Prior to joining AEMFS, Julie spent fourteen years working for a Minnesota City. In this role, she served as interim City Administrator, Administrative Services Director/Human Resources Director for seven years and held the role of Assistant Finance Director for six years. This combination of administration, finance and human resource experiences equip Julie with a unique skill set to assist local governments.

EDUCATION

- Bachelor of Science, Business Administration, University of Wisconsin - Stout
- Associates Degree, Accounting, Northwest Wisconsin Technical College

PROFESSIONAL MEMBERSHIPS

- Minnesota Public Employer Labor Relations Association
- National Public Employer Labor Relations Association

AFFILIATIONS

- Serves on the League of Minnesota Cities Human Resource Policy Committee

QUALIFICATIONS

- 20+ years of experience working in local governments
- Experience in Human Resources management, including hiring, benefits management, FMLA, COBRA, Worker's Compensation, classification and compensation, employee investigation and negotiation of union contracts
- Experience in various financial and payroll functions, annual budget development and audit
- Experience in City Administration, policy development, and data compliance
- Experience overseeing budget compliance, analysis, and monitoring fiscal performance,
- Knowledge of Microsoft Office Suite, Neogov (for hiring purpose), and Tyler Technologies

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TEAM MEMBER BIO:

Brittany Bauer

Senior HR Associate
Brittany.bauer@abdosolutions.com
Direct Line 507.304.6836

Brittany Bauer joined AEM Workforce Solutions in 2017 as a Human Resources Specialist after spending many years in the staffing and recruiting industry as well as providing HR, payroll, and operational support for an agribusiness software development company. Brittany has over 10 years of both HR and payroll experience working with clients from a broad range of industries including agriculture, non-profit and government. She has a passion for leveraging technology to streamline processes, manage compliance, and improve the overall employee experience.

Brittany enjoys spending time with her family and friends, camping, visiting State parks and listening to music. She also enjoys watching Twins baseball with her husband. Brittany has two busy children and resides in Southern MN.

EDUCATION

- Greater Mankato Growth Young Professionals
- Southern Minnesota Human Resource Association (SMAHRA)

QUALIFICATIONS

- Payroll processing and compliance, HRIS/payroll software implementation support, maximizing HRIS/payroll system utilization, timeclock, HR, and payroll database integrations
- HR and payroll process review, improvement, and training
- Development of effective recruiting, hiring, employee onboarding, engagement and retention programs and policies
- HR/payroll compliance, employee management and communication, unemployment claim management, and employee off-boarding support
- Worker's compensation administration, including Carrier Communications, employee claim management, OSHA reporting/filing, and annual policy audit reporting
- Employee benefits administration, including plan compliance, COBRA, benefit program analysis, employee enrollment/terminations, and plan renewals

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Appendix C

Agreement for Services

Agreement for Services

THIS AGREEMENT, is made and entered into on January 26, 2022, by and between City of Lake Elmo (hereinafter referred to as the "Client"), and Abdo (hereinafter referred to as "Abdo" or the "Contractor").

Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees related to its own operations and arising out of the Contractor's activities;
2. The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold itself out as such;
3. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.
4. The Contractor shall not accrue any continuing contract rights for the services performed under this contract.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

ARTICLE I

INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at its expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide the Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and will remain in effect until the completion of the consulting engagement unless earlier terminated as provided in Subsections 2 and 3.

Section 2 Client's Termination Rights: The Client may terminate this Agreement upon sixty (60) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate upon ten (10) days written notice of the Contractor fails to perform its obligations under this Agreement.

ARTICLE III--CONTINUED

DURATION OF THE AGREEMENT--CONTINUED

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to the Client in the event the Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by the Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with sixty (60) days written notice.

ARTICLE IV

RENEWAL OF THE AGREEMENT

Section 1 Renewal Period: Not less than ninety (90) days prior to the expiration of the term of this Agreement, the Client may provide written notice of its intent to renew this Agreement for an additional term of up to three years upon terms and conditions agreed upon by both parties to the Agreement. If no such renewal agreement is executed by the parties, the Agreement terminates without further action of either party on the one year anniversary date, or the completion of the consulting engagement, whichever is longer.

ARTICLE V

GENERAL

Section 1 Authorized Client Agent: The Client's authorized agent for the purpose of administration of this Agreement is the Client Operations Manager. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are not assignable or transferable, but the Client's rights and obligations may be assigned to any successor entity upon ten (10) days notice.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement conditioned upon Client's payment of all fees and expenses due to Contractor pursuant to this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

ARTICLE V--CONTINUED

GENERAL--CONTINUED

Section 5 Entire Agreement: This Agreement is the entire agreement between the Client and the Contractor and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 7 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the Client with timely and accurate human resources recommendations and information that allows the Client the ability to make final human resources decisions. Contractor will provide final human resources recommendations, but Contractor is not responsible for the final decisions made regarding human resources matters and Client shall indemnify and hold Contractor harmless from the same.

Section 8 Client Employment of Contractor's Employees; Should the Client desire to employ the Contractor's employee that is assigned to the Client during the term of this Agreement, it must have the written consent of the Contractor to enter into a Client employee contract with the Contractor's employee. Should the Contractor agree to such arrangement, the agreement will include a payment equal to 50% of the annual contracted cost, in addition to the annual contracted cost already paid to the Contractor. This restriction on employment applies only during the term of this Agreement and for a period of six (6) months thereafter.

Section 9 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, based on the fees indicated in the proposed client investment schedule and under the attached scope of services. Additional fees will not be incurred without prior approval of the Client.

Section 10 Additional Services: Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the additional services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 11 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill its obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

LIMITATION OF LIABILITY

Section 1 Disputes: If any dispute arises between Abdo and the Client under this Agreement, the dispute shall first be submitted to mediation. The costs of mediation shall be shared equally by the parties. All disputes between Abdo and the Client arising out of this Agreement which cannot be settled directly or through mediation shall be resolved through binding arbitration in Mankato, Minnesota in accordance with the rules for resolution of commercial disputes then in effect of the American Arbitration Association, and judgment upon the award may be entered in any court having jurisdiction thereof. It is further agreed that the arbitrator may, in its sole discretion, award attorneys' fees and costs to the prevailing party.

ARTICLE V--CONTINUED

LIMITATION OF LIABILITY--CONTINUED

Section 2 Limitation of Liability: Abdo' entire liability, and the Client's exclusive remedy, for Abdo' performance or non-performance under this Agreement shall be for Abdo to reimburse the Client the total charges for related services provided during the previous twelve months. Abdo WILL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OR FOR LOST PROFITS, SAVINGS OR REVENUES WHICH THE CLIENT MAY INCUR AS A RESULT OF Abdo' FAILURE TO PERFORM ANY TERM OR CONDITION OF THIS AGREEMENT (EVEN IF IT HAS BEEN SPECIFICALLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES). The Client shall indemnify Abdo against, and hold each of them harmless from, any and all liabilities, claims, costs, expenses and damages of any nature (including reasonable attorney's fees and costs) in any way arising out of or relating to disputes or legal actions with Client's employees or any third parties concerning the provision of the services under this Agreement. The Client's obligations under the preceding sentence shall survive termination of this Agreement.

Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of Lake Elmo
3800 Laverne Ave N
Lake Elmo, MN 56042

Name _____

Title _____

Date _____

Abdo
100 Warren Street, Suite 600
Mankato, MN 56001



Name _____

Title Partner

Date 01/26/2022



City of Lake Elmo, Minnesota

Proposal to provide a job classification and compensation study

January 26, 2022

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General requirements

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225 South Sixth Street, Suite 2300
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bakertilly.com

a) Letter of transmittal

January 26, 2022

Ms. Kristina Handt, City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Dear Ms. Handt:

Please allow me to begin by thanking you for the opportunity to submit this proposal for the City of Lake Elmo's (the City) review. Baker Tilly US, LLP (Baker Tilly) is one of the largest independent public sector advisory firms in the United States. For more than 60 years we have collaborated with entities large and small on a variety of initiatives including classification and compensation studies, community surveys, organizational improvement projects, strategic planning sessions and performance evaluation systems.

Benefits of working with Baker Tilly include:

National, local leader in human resources consulting

Your proposed Baker Tilly consulting team has extensive expertise providing human capital advisory services to organizations similar in size and complexity to the City. We have completed nearly 250 compensation-related projects since 2016.

Public sector focus

In the past five years, Baker Tilly has completed 200 classification and compensation studies for public sector organizations. Therefore, your proposed project team has an in depth understanding of current market trends and practices and will leverage this knowledge to help guide the City in its engagement. We will move beyond the traditional role of a "consultant" and instead become a Value Architect™ to your organization, its leadership and employees.

Deep experience that benefits the City

Baker Tilly is one of the foremost providers of classification and compensation services, working with state and local governments across the county. We will leverage this deep experience as we work with the City.

Our team would be pleased to be counted among the firms you feel could effectively provide your job classification and compensation study and would welcome the opportunity to discuss our qualifications and recommended approach in greater detail.

Sincerely,



Kate Crowley, Principal
Baker Tilly US, LLP

+1 (608) 240 6718 | kate.crowley@bakertilly.com



Ann Antonsen, Director
Baker Tilly US, LLP

+1 (651) 223 3057 | ann.antonset@bakertilly.com

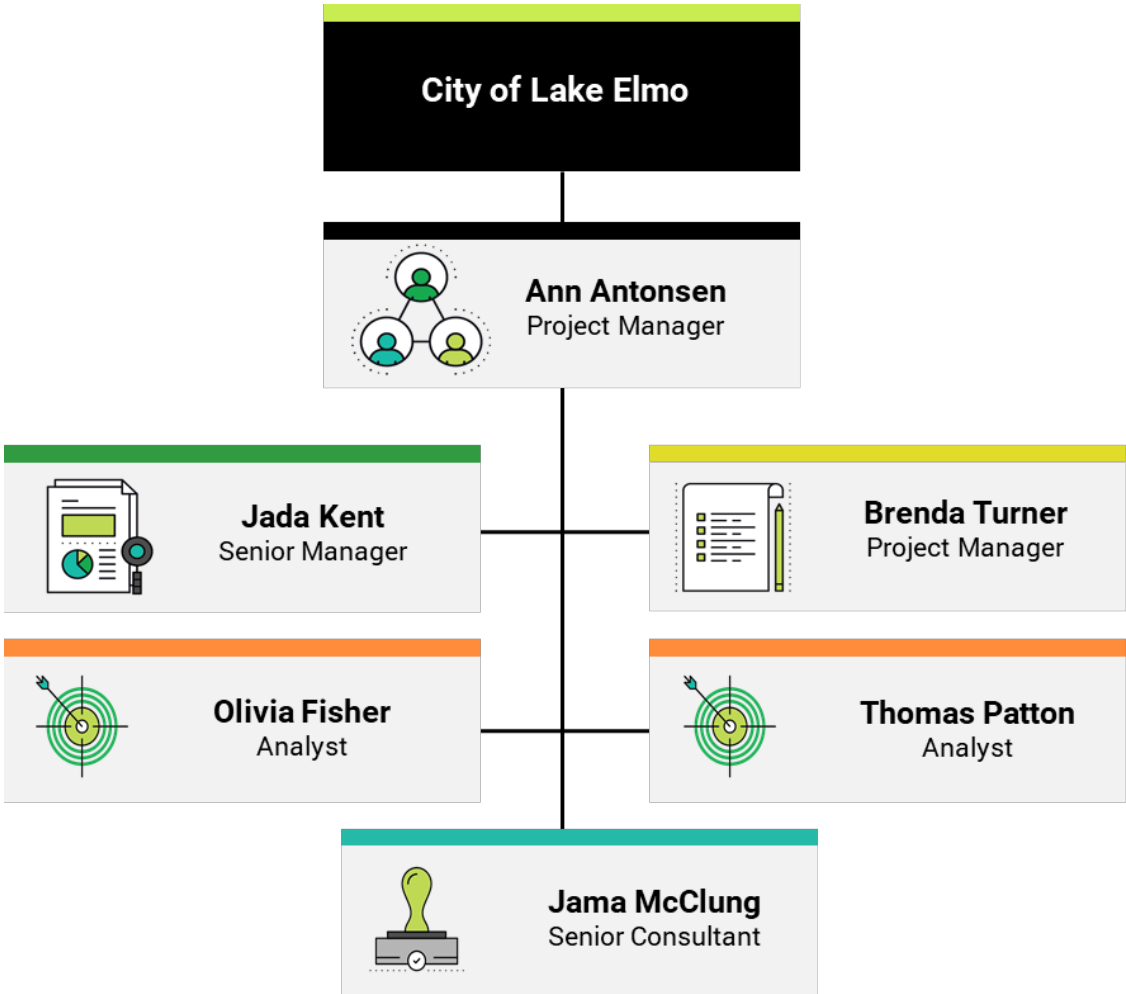
b) Project manager

Baker Tilly's project team is designed specifically for Lake Elmo.

Your proposed project team represents experienced professionals who will be working on your job classification and compensation study. The project team:

- Represents the staff who will be directly responsible for your project
- Provides a range of expertise to cover the range of service requirements
- Provides a national perspective of experience and institutional knowledge to achieve your objectives
- Represents the commitment to take personal and professional responsibility

Organizational chart



Project team bios

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR LAKE ELMO



Ann Antonsen, Director – Project manager

225 South Sixth Street, Suite 2300, Minneapolis MN 55402
T: +1 (651) 223 3057; E: ann.antonsen@bakertilly.com

Ann is a consultant with a strong background in organizational management and human resources that she uses effectively in developing position analyses, classification and compensation studies, performance management and evaluation system development and staff training and in conducting executive search efforts for the public sector. She also specializes in performing organizational studies, revising and developing personnel policies and manuals and in conducting organizational management training sessions and providing general human resources assistance. Ann has been with the firm since 2005 and earned a Bachelor of Arts in Psychology from the University of Minnesota.



Jada Kent, CCP, Senior Manage

2500 Dallas Parkway, Suite 300, Plano, TX 75093
T: +1 (972) 748 0514; E: jada.kent@bakertilly.com

Jada is a senior manager with a background in human capital consulting, including classification & compensation, organization management and executive recruitment. Jada has earned a master’s degree in Public Administration (MPA) from the University of Texas at Dallas, is a member of the North Texas Compensation Association (NTCA), is a Certified Compensation Professional (CCP), and in the process of completing a SHRM Certified Professional designation.



Brenda Turner, CCP, Project Manager

2500 Dallas Parkway, Suite 300, Plano, TX 75093
T: +1 (972) 748 0522; E: brenda.turner@bakertilly.com

Brenda is a human capital senior associate with a background serving in compensation and human resources. Prior to joining Baker Tilly, Brenda served most recently as the senior director of global compensation for a global technology company. She has also served in varying compensation, finance and accounting roles in the hospitality, travel and technology industries. Brenda is a Certified Compensation Professional (CCP) through World at Work and is also a member of the Society for Human Resources Development (SHRM). She earned a Master of Business Administration from the University of Texas.



Jama McClung, Senior Consultant

8219 Leesburg Pike, Suite 800, Tysons, VA 22182
T: +1 (804) 622 6991; E: jama.mcclung@bakertilly.com

Jama joined the human capital advisors practice supporting Mid-Atlantic executive recruitment work. Her specialty focus is classification and compensation studies, performance evaluations and benefits review. Jama has performed prior consulting support work as a capital project assistant for healthcare IT financial system conversions and IT infrastructure upgrades and has served as a public finance assistant supporting senior living and healthcare public finance bankers. She attended Glenville State College and is currently completing course work towards a bachelor’s degree in Business Administration.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR LAKE ELMO



Olivia Fisher, SHRM-CP, Analyst

8365 Keystone Crossing, Suite 300, Indianapolis, IN 46240
T: +1 (317) 465 1644, E: olivia.fisher@bakertilly.com

Olivia is a consultant with a strong background in human resources, non-profit, and hospitality work that she uses effectively in coordinating projects, collecting data and developing job descriptions. She assists in position analyses, classification and compensation studies. Olivia is committed in using her abilities and continued training to assist governmental agencies. Olivia earned a Bachelor of Arts in International Studies and Spanish from the Indiana University – Bloomington.



Thomas Patton, Analyst

225 South Sixth Street, Suite 2300, Minneapolis MN 55402
T: +1 (651) 223 3033; E: thomas.patton@bakertilly.com

Thomas is an analyst with a background in Human Resources Management and Human Resources Development. He assists the team with data collection and job description writing. His focus is coordinating the data collection process and ensuring the team gathers quality information for the success of the project. In addition, he assists the team by crafting high quality job descriptions that accurately reflect the essence of the position being analyzed. Prior to Thomas’s current role, he supported the team as an Administrative Assistant. Thomas earned a Bachelor of Science in Human Resources Development from the University of Minnesota – Twin Cities.

LAKE ELMO WILL RECEIVE TANGIBLE RESULTS WITH BAKER TILLY

All engagement team members are committed to Lake Elmo’s success. Their industry experience and service expertise translates into tangible results for Lake Elmo.

Full project team resumes can be found in **Appendix I**.

c) Qualifications and references

Firm introduction

Baker Tilly has a long history of service to clients located throughout the country – and internationally. As a member of Baker Tilly International, the world’s 10th largest accountancy and business advisory network, we are able to extend our reach through trusted relationships with firms located across the country and throughout the world.

Baker Tilly was founded in 1931 with one central objective: to use our industry specialization to help our clients improve their businesses. For 90 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with Lake Elmo as we seek to become your **Value Architect™**.

Key facts about Baker Tilly:

						
9th	6,000+	500	3,100+	\$1B	60+	250+
largest accounting and advisory firm in the U.S.	team members	partners	public sector clients	firm revenue in fiscal year 2021	office locations across the U.S.	workplace and culture awards

Baker Tilly has provided high quality, independent financial and management advisory services to public and not-for-profit organizations for more than 60 years. Baker Tilly's staff has been advising their clients in organizational development for more than 30 years. Baker Tilly's human capital practice group is comprised of a knowledgeable, experienced staff with direct experience in managing and leading local city and county governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities.

Our human capital consulting team is focused on position classification, compensation and performance evaluation. Our work is competitive, current, court tested and copyrighted to deliver pragmatic outcomes. Our human capital focus ranges from human resource consulting, executive recruitment, group facilitation, strategic planning, budget analysis, resource sharing and building collaborations to organizational improvement and efficiency studies.

Public entities are under a great amount of pressure to deliver high quality services in a fiscally constrained environment. Traditional methods and means do not necessarily work anymore and this scenario is not likely to change any time in the future. To that end, elected officials and public administrators are under pressure to employ new and innovative solutions that require progressive leadership, creative collaboration, cautious risk taking and an investment in their personnel and organizational foundation. Success in the public sector is hard to define, but those public entities that enhance and enrich the lives of their people, their processes and their systems are more likely to deliver more value by maximizing the use of public resources, thus achieving more success in the marketplace of public opinion.

Since our firm's beginning, we have emerged as a leader in human capital consulting. It is our more than 30 years of consulting experience, coupled with our unique approach and personal touch, which drive our internal standard for delivering outstanding services and leading-edge products.

Why Baker Tilly is ideally suited to serve Lake Elmo

- **Your team has successfully performed hundreds of similar studies nationwide, having been successfully implemented in governments large and small.** Having performed compensation and classification studies for more than 30 years, we have successfully implemented hundreds of studies in public sector organizations across the country. We focus our skills on the public sector and our personnel have demonstrated their expertise in public sector pay and classification.
- **With Baker Tilly, you do not just get a study, you get a customized system.** We train you in the system and leave you prepared to utilize it, as needed, as your workforce needs evolve. When we have completed your project, you have a completed study AND a pay and classification system to use in the future. We train your staff to use our *Systematic Analysis* and *Factor Evaluation* (SAFE®) system fairly and appropriately as new positions are created or job conditions change to fit these new conditions into the existing system.
- **Our SAFE® classification system is solid, tested and proven as a methodology for fairly and appropriately distinguishing classifications between public employees.** In today’s environment, organization’s need to know that their methods are proven and sound. SAFE® gives you a tested methodology that works to properly differentiate between job classes in your organization.
- **We know that good studies rest on quality data.** Towards this end, we carefully identify benchmark positions for use in your study process and ensure that we collect data on a comparative basis. When the project is completed, we support our work with regression analysis to document your proposed payline to your benchmarked competition.

Overall, we pride ourselves in providing high-quality work that is defensible, transparent and fair to both your organization and your employees, as we realize that a job classification and compensation study is critical to your ability to maintain and grow the quality of workforce that you need to perform at the level expected by your citizenry. We proudly stand by our work and will defend and support it through adoption.

We are always happy to provide references because it is important for you to talk with the organizations we serve. Our similar client base equals experience-derived insights for the City.

Demonstrating successful relationships with similar clients

We encourage you to connect with the clients below to learn more about the value of their relationship with Baker Tilly. Each client will offer a different perspective as you consider your own needs.

CITY OF CRYSTAL, MINNESOTA			
Name	Kim Therres	Title	Assistant City Manager/HR Manager
Phone	+1 (763) 531 1132	Email	kim.therres@crystalmn.gov
Address	4141 Douglas Drive North, Crystal, MN 55422		
Services	Compensation study; classification study; compensation plan update; preparation / submission of pay equity reports		

SHERBURNE COUNTY, MINNESOTA			
Name	Tammy Bigelow	Title	Human Resources Director
Phone	+1 (763) 765 3008	Email	Tamara.bigelow@co.sherburne.mn.us
Address	13880 Business Center Drive NW, Elk River, MN 55331		
Services	Comprehensive classification and compensation study; on-going support; market study and administrative support classification study		

CITY OF WAITE PARK, MINNESOTA			
Name	Shaunna Johnson	Title	City Administrator
Phone	+1 (320) 252 6822	Email	shaunna.johnson@ci.waitepark.mn.us
Address	19 13 th Avenue North, Waite Park, MN 56340		
Services	Comprehensive classification and compensation study; market survey; on-going support; and compensation plan update		

PROVIDING VALUABLE PERSPECTIVES FROM CURRENT CLIENTS

At Baker Tilly, relationships matter. Our Value Architects™ have a record of successfully enhancing and protecting similar clients' value – resulting in experience-based insights for the City.

There are a number of factors that set Baker Tilly apart from other consulting firms performing studies such as the proposed job classification and compensation study for the City of Lake Elmo.

Demonstrating experience with similar clients

- **Our SAFE® job evaluation system is a fair, consistent, defensible, objective and court tested methodology for comparing position characteristics.** In today's environment, organizations need to know that their methods are proven and sound. SAFE® gives you a tested methodology that distinguishes the value of your positions using nine compensable factors.
- **With us, you do not just get a study, you get a customized system.** When we perform a study for our clients, we train them to utilize and maintain it going forward. When we leave, you will have a completed study AND a classification system to grow with you into the future. As positions evolve, new positions are created, market conditions change, etc. your human resources staff will be able to make the appropriate adjustments using the SAFE® job evaluation system.
- **We know that a good study rest on quality data.** In working with public sector organizations, we know that the work we provide to you becomes public record. Which means, our reputation stands on the quality of that work. Therefore, we have quality assurance protocols in place that guide the way we collect data, analyze data and calculate data to provide you with results you can rely on.
- **We will assign Certified Compensation Professionals to analyze your market data and build your new pay structures.** Our team understands that compensation analysis is both an art and science. We have a strong cadre of trained, experienced professionals working together to ensure appropriate and competitive pay structures are presented for consideration.

200+

Our engagement team has completed nearly 200 successful compensation projects since 2017

GENERAL REQUIREMENTS

Following is a list of organizations for whom Baker Tilly has provided classification and compensation services to over the last few years. We realize the list is lengthy, but so is our experience in working with organizations very similar and very different to yours. We hope you will trust that our length and depth of experience means we've seen and solved our share of challenges and can assist you and your organization through this study and any challenges you may also be facing.

List of Relevant Projects: 2017 – Present

Year	Client	State	Project	Pop.
Current	Apex	NC	Comp, Class & Org Study	51,370
Current	Baxter	MN	Class & Comp Study	8,202
Current	Bellingham	WA	E-Team Class & Comp Study	89,045
Current	Bluffton	IN	Comp & Class Study	9,919
Current	Chesapeake Bay Bridge Tunnel	VA	Class & Comp Update	
Current	Chisago County	MN	Class & Comp Study	53,916
Current	Cibolo	TX	Class & Comp Study	28,920
Current	Cumberland County	VA	Pay & Class Study	9,824
Current	Duplin County	NC	Comp Study	58,967
Current	Eastern Shore of Virginia E911	VA	Market Study	
Current	Essex County School System	VA	Comp & Class Study	Current
Current	Evansville	WI	Comp Study	5,378
Current	Fluvanna County	VA	Class & Comp Study	27,270
Current	Goshen	IN	Comp Study & Benefits Analysis	31,408
Current	Horicon	WI	Class & Comp Study	3,595
Current	Hutchinson	MN	Comp Study	13,914
Current	Isanti County	MN	Class & Comp Study	40,596
Current	Lake Elmo	MS	Comp Study	164,422
Current	Maplewood	MN	Class & Comp Study	40,545
Current	Monroe	NC	Comp & Class Study	35,105
Current	Pope County	MN	Pay Plan Update	11,048
Current	Port Arthur	TX	Class & Comp Study	55,109
Current	Rosemount	MN	Class & Comp Study	24,292
Current	Roswell	NM	Pay & Class Study	47,941
Current	Scott County CDA	MN	Market Study	
Current	Sherburne County	MN	Compensation Study	97,238
Current	Spring Lake Park	MN	Class & Comp Study	6,535
Current	Trempealeau	WI	Treasurer/Deputy Clerk Review	1,775
Current	Vigo County	IN	Class & Comp Study	107,038
Current	Virgin Islands Water & Power Auth	USVI	Class, Comp Study & Org Study	
Current	West Point	VA	Comp & Class Study	3,292
Current	Western Prairie Human Services	MN	Class & Comp Study	
2021	Amelia County	VA	Class & Comp Study	13,145
2021	Auburn	IN	Comp & Class Study	13,056

GENERAL REQUIREMENTS

List of Relevant Projects: 2017 – Present

Year	Client	State	Project	Pop.
2021	Basehor	KS	Class & Comp Study	5,951
2021	Bedford Regional Water Authority	VA	Class & Comp Study	
2021	Bellingham/Whatcom Co Housing Auth	WA	Pay Equity Study	
2021	Farragut	TN	Class & Comp Study	22,729
2021	Fertile	MN	Class & Comp Study	833
2021	Harrisonville	MO	Comp & Job Analysis	10,043
2021	Horizon Public Health	MN	Pay Plan Update	
2021	Ligonier	IN	Comp & Class Study	4,654
2021	Nisswa	MN	Comp Study	1,817
2021	Potomac/Rappahannock Trans Comm	VA	Class & Comp Study	
2021	Richmond	IN	Comp Study	35,353
2021	Salem	VA	Electric Power Division Pay Structure	25,317
2021	Stevens Point	WI	Comp Study	26,229
2020	Blackstone	VA	Class & Comp Study	3,391
2020	Crystal	MN	Comp Study	22,463
2020	Elko New Market	MN	Pay Plan Update	4,760
2020	Fosston	MN	Class & Comp Study	1,481
2020	Independent School District No. 0625	MN	Principal Wage Study	
2020	Jordan	MN	Class & Comp Study	6,225
2020	Leland	NC	Class & Comp Update	20,294
2020	Middleton	WI	Class & Comp Study	19,660
2020	Onalaska	WI	Class & Comp Study	18,712
2020	Otsego	MN	Comp Study	17,357
2020	Rappahannock County	VA	Comp & Class Study	7,321
2020	Sauk Rapids	MN	Class & Comp Study	13,703
2020	Traverse County	MN	Class & Comp Study	3,308
2020	Vienna	VA	Class & Comp Study	16,489
2020	Waite Park	MN	Comp Study	7,718
2020	Windsor	VA	Class & Comp Study	2,626
2019	Adams County	WI	Class & Comp Study	19,973
2019	AppalCART	NC	Class & Comp Study	
2019	Bellingham	WA	Comp Market Study	89,045
2019	Brooklyn Center	MN	Comp Study	30,712
2019	Capital Region Water	PA	Class & Comp Study	
2019	Circle Pines	MN	Comp & Class Study	4,978
2019	Council Bluffs	IA	Class & Comp Study	62,316
2019	Dallas Housing Authority	TX	Comp Study	
2019	Fillmore Soil & Water Conservation District	MN	Class & Comp Study	
2019	Gastonia	NC	Class & Comp Study	75,536

GENERAL REQUIREMENTS

List of Relevant Projects: 2017 – Present

Year	Client	State	Project	Pop.
2019	Gatesville	TX	Class & Comp Study	12,387
2019	Independent School District No. 2769	MN	Job Desc/Pay Equity Review	
2019	Intermediate District 0287	MN	Pay and Class	
2019	Iowa League of Cities, Des Moines	IA	Comp Study	3,146,000
2019	King County Housing Authority	WA	HR Management Consulting	
2019	Local Government Information Systems	MN	Comp & Benefit Study	
2019	McFarland	WI	Market Survey	8,108
2019	Montgomery	MN	Class & Comp Study	2,907
2019	Morehead City	NC	Class & Comp Study - Maintenance	9,203
2019	North Central Regional Library	WA	Comp & Benefits Study	
2019	Payson	AZ	Class & Comp Study	15,476
2019	Pittsylvania County	VA	Comp Study	62,426
2019	Pottawattamie County	IA	Class & Comp Study	93,386
2019	River Falls	WI	Class & Comp Study	15,510
2019	Rocky Mount	VA	Comp Study	4,798
2019	Saginaw County	MI	Class & Comp Phase II	195,012
2019	Saginaw County	MI	Class & Comp Phase III	195,012
2019	Salem	VA	Class & Comp	25,483
2019	Sartell	MN	Class & Comp Study	13,917
2019	Scandia	MN	Class & Comp Study	4,120
2019	Shaker Heights	OH	Class & Comp Study	27,387
2019	St. Charles City-County Library District	MO	Market Study	
2019	Stutsman County	ND	Comp Study	20,704
2019	Tyler	TX	Class & Comp Study	104,991
2019	Wheaton	IL	Market Survey	53,373
2019	Wright County	MN	Class & Comp Study	131,311
2019	Zimmerman	MN	Comp Study	5,499
2018	Battle Creek	MI	Comp Study	51,833
2018	Bemidji	MN	Comp Study	14,435
2018	Blue Springs	MO	Pay Plan Design	53,294
2018	Bonner Springs	KS	Comp and Class Study	7,665
2018	Broad River Water Authority	NC	Class and Comp Study	
2018	Burnsville	MN	Class and Comp Study	61,290
2018	Carver	MN	Comp Study	4,628
2018	Cleveland County	NC	SAFE Database	97,047
2018	Cloquet	MN	Comp Plan Update	12,050
2018	Craven County Schools	NC	Comp Study	
2018	Craven County Schools	NC	PAQ, Data, Job Descr Database Svcs	
2018	Dallas Area Rapid Transit Authority	TX	Comp Study	

GENERAL REQUIREMENTS

List of Relevant Projects: 2017 – Present

Year	Client	State	Project	Pop.
2018	Dayton	VA	Class and Comp Study	1,609
2018	DeSoto	TX	Class and Comp Study	52,599
2018	Dinwiddie County Schools	VA	Review of Compensation Study	
2018	Elko New Market	MN	Pay Equity Report	4,513
2018	Eudora	KS	Class and Comp Study	6,211
2018	Grain Valley	MO	Class, Comp & Benes Study	13,125
2018	Harris County Housing Authority	TX	Salary/Wage Comparability Study	
2018	Housing Authority of Durham	NC	Salary Comparability Study	263,016
2018	Ingleside	TX	Class & Comp Study	10,488
2018	Intermediate School District No. 917	MN	Job Description Updates/Training	
2018	Johnson County	IA	Comp and Class Study	144,251
2018	Lakeville	MN	Class & Comp Study	58,562
2018	Laurinburg	NC	Class & Comp Study	15,774
2018	Leavenworth	KS	Comp Study	35,891
2018	Mansfield	CT	Class & Comp Study	25,959
2018	Minnehaha Creek Watershed District	MN	Class and Comp Study	
2018	Minnehaha Creek Watershed District	MN	Pay Equity Report	1,124,000
2018	Minnetonka	MN	Class & Comp Study	51,638
2018	Northwest Regional Library	NC	Class & Comp Study	
2018	Person County	NC	Phase III C&C Implementation Svcs	39,276
2018	Rappahannock Regional Jail	VA	Comp Study	
2018	Scott County CDA	MN	Pay Equity Report	137,232
2018	Thibodaux	LA	Market Study	14,566
2018	Verona	WI	Market Survey	10,632
2018	Wabasha Soil and Water Conserv District	MN	Class Study	
2018	Willmar	MN	Comp Study	19,680
2018	Winston Salem	NC	Class & Comp Study-Phase II	236,441
2018	Wright Soil & Water Conservation District	MN	Class and Comp Study	
2017	Aitkin	MN	Class & Comp Study	2,087
2017	Appalachian Regional Library	NC	Class & Comp	
2017	Association Co Commissioners of Georgia	GA	Class & Comp	10,100,000
2017	Bath County Public Schools	VA	Pay & Class	
2017	Baudette	MN	Market Survey	1,073
2017	Baxter	MN	Comp Study	7,781
2017	Cabarrus County	NC	Class & Comp Study	187,226
2017	Cabarrus Health Alliance	NC	Comp Benefit Study	
2017	Caroline County	VA	Pay & Class Study	29,298
2017	Chapel Hill	NC	Comp Study & FLSA Rev	59,635
2017	Chincoteague	VA	Comp Study	2,929

GENERAL REQUIREMENTS

List of Relevant Projects: 2017 – Present

Year	Client	State	Project	Pop.
2017	Cleveland County	NC	Comp & Benes Study	97,047
2017	Craven County	NC	Comp Study	103,451
2017	Dunn County	WI	Market Survey	44,122
2017	Florida Municipal Power Agency	FL	Comp Study	
2017	Fort Wayne City Utilities	IN	Class and Comp	
2017	Harnett County	NC	Comp Study	124,987
2017	Harrisburg	PA	Class & Comp Study	49,188
2017	Hopewell	VA	Class & Comp Consult	22,163
2017	Independent School District No. 0013	MN	Job Desc/Pointing Agree	19,674
2017	Le Sueur County	MN	Market Survey	27,810
2017	Lee's Summit	MO	Comp & Benefit Study	93,184
2017	Lufkin	TX	Comp Study	36,085
2017	Meeker McLeod Sibley Comm Health Svcs	MN	Class & Comp Study	
2017	Mendota Heights	MN	Class & Comp Study	11,222
2017	Middlesex County	VA	Comp & Class Study	10,762
2017	New Brighton	MN	Market Survey	21,867
2017	New Hope	MN	Market Survey	20,877
2017	North Mankato	MN	Anal of Comp Syst Structure	13,439
2017	Osseo	MN	Class & Comp Study	2,476
2017	Person County	NC	Phase II Implementation	39,276
2017	Pine Island	MN	Class & Comp Study	3,318
2017	Piqua	OH	Comp Study	20,906
2017	Pleasant Hill	IA	Class & Comp Study	9,082
2017	Polk County	MN	Market Survey	31,569
2017	Pulaski	VA	Class & Comp Plan	8,948
2017	RC Hospital and Clinics	MN	Class & Comp Study	
2017	Richland	WA	Class & Comp Study	53,019
2017	Roanoke County	VA	Benefits Survey	93,524
2017	Robbinsdale	MN	Comp Study	14,302
2017	Saginaw County	MI	Class & Comp	195,012
2017	Salem	VA	Class & Comp	25,483
2017	Sammamish	WA	Class & Comp Study	50,169
2017	Santa Fe	NM	Class & Comp Study	83,875
2017	Shelby	NC	Class & Comp Study	20,325
2017	Stacy	MN	Comp Plan	1,426
2017	Story County	IA	Class & Comp Study	92,406
2017	Topeka and Shawnee Co Public Library	KS	Comp Study	
2017	Upper Trinity Regional Water District	TX	Comp & Class Study	
2017	Vienna	VA	Class & Comp Study	16,370

List of Relevant Projects: 2017 – Present

Year	Client	State	Project	Pop.
2017	Watauga County	NC	Class & Comp Study	52,372
2017	West Point Public Schools	VA	Class & Comp Study	
2017	Wyoming	MN	Market Survey	7,750
2017	Yellow Medicine County	MN	Market Survey	9,875

d) Outline of proposal

Baker Tilly is uniquely positioned to assist the City of Lake Elmo to ensure an equitable, competitive classification/compensation system is in place that supports your mission of competent, expeditious, courteous and cost-effective services.

Our understanding of Lake Elmo’s needs

The City recognizes the need to periodically review, analyze and update its job descriptions, classifications and compensation systems, and to periodically analyze its pay equity compliance. The City’s last classification and compensation study was completed in 2017.

The City is seeking the assistance of a qualified consultant or firm to review and provide recommendations for improvement to its classification and compensation system for 25 full-time and seven part-time employees, including nine public works operators which are represented by the Local 49ers Operating Engineers, and is experienced in the development of a job evaluation system. This includes providing professional services with integrative support services to develop a City compensation policy, update the City’s existing job classification system, analyze the City’s salary ranges to ensure continuing consistency with the market and make a recommendation, if necessary, for implementation of any recommended changes.

Proposed solution to meet Lake Elmo’s needs

Baker Tilly possesses the requisite knowledge, skills and experience to provide the City with a tailored solution that will meet your organization’s classification and compensation goals.

WHAT WE HEARD YOU SEEK	HOW WE WILL DELIVER
1. Internal equity	<ul style="list-style-type: none"> – We will review all positions to ensure position titles adequately reflect the nature and level of work performed and provide recommendations for adjustments as necessary. – We will conduct SAFE® job evaluations which measure all jobs against nine compensable factors and results in a hierarchy reflective of your organizations internal equity.
2. External competitiveness	<ul style="list-style-type: none"> – We will partner with your organization to identify competitive and comparative peer organizations.

WHAT WE HEARD YOU SEEK	HOW WE WILL DELIVER
	<ul style="list-style-type: none"> - We will distribute a custom market survey to collect base pay information for benchmark positions. This includes comparative data collection on fringe benefit programs. - After conducting quality control assessments on the data, we will present the results to the project team to discuss the organizations desired position within the market.
<p>3. Job descriptions</p>	<ul style="list-style-type: none"> - We will establish new position descriptions using employee submitted information about their position using our Position Analysis Questionnaire (PAQ). - New descriptions will reflect results of the study to include title adjustments, minimum qualifications, FLSA status, etc. - We will provide drafts to your organization for review and incorporate feedback as necessary or appropriate into the final drafts.
<p>4. Pay plan</p>	<ul style="list-style-type: none"> - We will build a new pay structure that meets the organization’s compensation philosophy and business goals. - We will assign positions to the new pay structure with consideration to internal equity and external competitiveness. The relationship will be tested with a regression analysis to identify outliers. - We will calculate the cost of 3 different scenarios for implementing the new class and comp system to provide the organization with multiple options for adoption.
<p>5. Executive summary</p>	<ul style="list-style-type: none"> - A final report will document the project methodology, the findings and our recommendations based on those findings. - We will provide a formal presentation of the results to executive staff as well as an informal presentation for employees to learn about the results of the study.

In summary, extensive expertise, human capital consulting experience and a collaborative approach positions Baker Tilly as an exceptional firm to serve your human capital needs.

We are confident that you will find our assertions substantiated by the information presented in this proposal and the comments provided by our references. We look forward to a successful and lasting relationship.

Scope of services

Baker Tilly will conduct a comprehensive study and analysis of the current compensation system, evaluating internal equity and recommendations for improvements to the existing system or development of a new system which meets the goals established by the City of Lake Elmo. The proposed system will be understandable and explainable to administration, elected officials, employees and citizens and can be maintained by the City. The system will allow the City of Lake Elmo to recruit and retain quality, qualified employees and will be competitive with comparable organizations.

The system Baker Tilly will develop will:

- Establish fair and equitable compensation relationships between positions within the City
- Reflect relevant market conditions outside the organization
- Apply to all City positions professionally, consistently and objectively
- Include employee input and participation as an integral part of the study process
- Provide a strategic plan for implementation and ongoing maintenance in accordance with best practices

Proposed solution to meet Lake Elmo's needs

Baker Tilly would value the opportunity to assist the City with its compensation study. Our experience working with other comparable government entities in Minnesota and throughout the Country gives us a thorough understanding of the scope of the study that the City is seeking.

THE SERVICES TO BE PROVIDED BY BAKER TILLY INCLUDE:

- Meetings conducted with administration, department heads and other relevant staff to gain an understanding of the needs and expectations of the City and to collect information on the City and department structure, operations and staffing
- Conduct employee orientation meetings; employees and supervisors complete Position Analysis Questionnaires (PAQs)
- Analyze and develop/update job descriptions
- Evaluate positions to determine internal comparability of City positions
- Review FLSA status of City positions
- Develop and conduct a comprehensive salary and benefits survey of comparable organizations selected in conjunction with the City. Survey information is requested directly from the selected participants. Baker Tilly does not rely on published survey information for public sector participants; this information is used to supplement information collected directly from the selected survey participants. We use a variety of resources to collect relevant private sector information. Summaries of City positions are included in the survey instrument to ensure comparability of positions.
- Provide recommendations for revisions to the City's current compensation plan, including options for implementation based on the City's financial resources that will enable the City to recruit and retain qualified employees, is competitive in the established market, eliminates compression and ensures fair and equitable internal compensation of City positions
- Provide a manual and training of key City employees on maintaining the compensation plan, how to place new positions within the classification, evaluation and compensation system and how to ensure the system remains internally equitable and competitive with the City's established market
- Presentation of study findings and final report to the City

The manner in which we approach a project takes into consideration two key variables: *process credibility* and *outcome credibility*. Process credibility is the realization to all involved, in particular City staff, that the methodology used is credible, reasonable and fair to all concerned. In addition, the

information and communication must be transparent, honest and timely. Outcome credibility is the realization that the information and data used to develop the findings and conclusions is comprehensive, complete and applied consistently and appropriately without bias or preference to any particular person, persons or individual agenda. If these two objectives are realized, the recommendations, outcomes and future implementation are based on a strong foundation. This distinction is unique in our business and is a contributing factor to the benefits and strengths of the Baker Tilly team.

In summary, extensive expertise, human capital consulting experience and a collaborative approach positions Baker Tilly as the most logical choice to serve the City of Lake Elmo's needs.

We are confident that you will find our assertions substantiated by the information presented in this proposal and the comments provided by our references. We look forward to a successful and lasting relationship.

As described in this proposal and outlined below, Baker Tilly is an ideal candidate for meeting your needs. Choose Baker Tilly and you will be joining forces with a strategic ally with vast experience in collaboration with clients. We offer the requisite depth of experience, knowledge and skills to effectively meet your needs. Lake Elmo will receive a solution tailored to your needs and objectives from our collaborative process.

The proposed project approach and study methodology are outlined below. The scope of services, tasks and staffing necessary to successfully complete this project are discussed in subsequent sections of this proposal. The project approach was developed to include employee and management involvement and communication as requested by the City of Lake Elmo. Baker Tilly is willing to adjust any aspect of this study to respond to the City's needs.

Project initiation & data collection

Baker Tilly's project director will meet with the City's project team to establish working relationships, finalize a workplan and help ascertain major issues your organization seeks to address in classification and compensation study.

At these meetings we will request that the designated project manager provide us with the background materials necessary to conduct this study, including current job descriptions, classification and compensation documents, the City's personnel policies, fringe benefit information and other relevant data. This information will be evaluated to determine the status of existing human resource management programs and to identify apparent issues and opportunities.

The purpose of the meeting(s) is to:

- Introduce the Project Director and the consulting team
- Discuss the background and experience of Baker Tilly and the consulting team
- Discuss, in detail, the methodology to be used in conducting the study, the role of the consulting team, management and the employees, and the amount and type of employee participation
- Ascertain the major issues the City wants the study to address
- Review the project schedule and determine significant milestones
- Determine the frequency and content of status reports
- Discuss methods of communicating the status of the study to employees

Baker Tilly will also meet with department heads as a group and request department heads to complete a questionnaire to become familiar with department structure and service levels, hiring and retention issues, any concerns with the current compensation plan and any other issues that may need to be addressed during the study.

Data collection

Success in a classification and compensation review requires meaningful employee involvement and transparency, employees play a major role in providing the data needed for this study. Therefore, it is imperative that employees receive information about your study and why it is being conducted, be given opportunities for employee involvement throughout the process, learn the expected outcomes, as well as have the opportunity to ask questions and express concerns.

Baker Tilly will conduct employee informational meetings to introduce your study, explain study procedures and answer any questions employees may have about the process. These meetings will be scheduled and conducted to ensure that all employees have an opportunity to attend and so as not to disrupt City operations.

Baker Tilly will introduce the Position Analysis Questionnaire (PAQ) at this time. The questionnaire provides an opportunity for each employee to provide input on essential job functions, education, training, certifications, licenses and experience requirements of their position and provide input on the various job factors which apply to their position. Employees will also identify the specific physical requirements and working conditions of their position to assist Baker Tilly with the review for compliance with the Americans with Disabilities Act (ADA). Baker Tilly will spend time at the meeting reviewing the PAQ and responding to employee questions. The information gathered from the PAQs will provide information to analyze/update/develop the City's current job descriptions, during the job evaluation process, and to assist in the collection and analysis of wage data from comparable organizations.

During the informational meeting(s), we will also explain the supervisors' roles in completing and signing off on the PAQs. The questionnaire is designed to allow supervisors to comment on employee responses without altering employee responses. This allows the consultant to review complete, unedited responses from employees and supervisors. In instances where the employee and supervisor view the position requirements differently, Baker Tilly will conduct job audits (as necessary) to obtain more information. Audits will be scheduled to minimize disruption to City operations. If necessary, meetings can be scheduled at the beginning or end of a shift to facilitate employee attendance.

Based on the information collected through your PAQs and any job audits, a consistent program of job classification will be developed. This will include well-defined class descriptions for each position. It will also include the assignment of each employee to the appropriate class with respect to duties and responsibilities, skills and abilities and minimum education and experience requirements.

The new class descriptions will include a position title, general definition of work, essential functions, examples of typical tasks, necessary minimum knowledge, skills and abilities, education and experience requirements and special qualifications, if any. Special attention will be given to ensuring that bona fide occupational qualifications, licensing, certification and special training, if dictated by standards of practice and/or job requirements, are included as minimum qualifications of classes.

Your consulting team will consolidate specific job titles and descriptions, where appropriate, in order to significantly reduce the number of job titles and job descriptions. Consolidating job titles and descriptions will facilitate efficient administration of your classification plan.

A sample PAQ is provided in **Appendix II**.

Review of classifications and class descriptions

Over time, position titles may become inconsistent, inaccurate or even inflated. An appropriate job title should reflect the nature and level of work performed in that job. Baker Tilly will review the City's position titles and provide recommendations for adjustments, consolidations, and/or reclassifications as necessary. Standardizing formatting, spelling and use of abbreviations can significantly impact the administration of a classification system. These relatively minor adjustments can lend to easier recruiting/hiring as it takes the guessing out of searching through job postings. Additionally, standardizing job titles can help employees better understand their role within the organization as they come to better understand adjacent roles they interact with.

The Baker Tilly project team will prepare a preliminary list of employee classifications, develop draft class descriptions and submit them, in Microsoft Word format, to the City's human resources department to disseminate to employees and department leaders for review, changes and comments. Our pricing level assumes that City administrative staff will make edits and adjustments to the job descriptions based upon employee and department leader feedback before submitting the second draft version of class descriptions for our review. The consulting team will review the comments and consider adjustments based upon the comments received. After all suggested changes have been evaluated, final classification decisions will be made, and the class descriptions finalized.

FLSA analysis

Baker Tilly will conduct a review of FLSA designation to assist the City with application of exempt and non-exempt status. Our review will be based on existing documentation describing each position as well as new documentation (PAQs) to ensure a complete picture of the work performed is taken into consideration. If our recommendations depart from existing exempt/non-exempt status, we will provide rationale for our recommendation as it applies to the Department of Labor guidance for exemption tests.

Market survey

In order to determine appropriate salary levels of positions in the workforce and address the issue of comparable compensation, Baker Tilly will conduct an extensive salary and benefits survey to compare City positions with analogous positions in other comparable agencies in the area labor market. By gathering and analyzing information on wages, wage equivalents and benefits, a comparison of total compensation can be reviewed in comparison to the City's established market area. External market comparisons for positions will be based on similar organizational structure, population, geographic location, job responsibilities, scope of authority, financial, socio-economic, growth and other relevant factors. The study team will consult with the City management and designated staff in identifying the appropriate sources of survey data, which will include public and private sector organizations. Baker Tilly will develop the salary survey in conjunction with the City.

It is recommended that potential survey data pertain to organizations comparable to the City, relate to those organizations with which the City is competing for employees and represent the appropriate labor market.

There are different labor markets for positions. Some positions are recruited from the local area, while others are recruited regionally and/or nationally. The consulting team will work closely with City staff in determining the appropriate labor market for positions.

Benefits comparison

In addition to base pay, Baker Tilly's custom market survey will collect data on peer pay plans, pay policies/practices and fringe benefit offerings, such as health insurance, retirement and paid time off programs, supplemental pay, stipends and benefits programs (i.e., tuition assistance, bonus programs, flexible work schedules, etc.) and total compensation costs at the organizational level.

Benefits results will be compiled and compared to your organization's fringe benefit offerings will be included in final report.

Job evaluation and development of pay plan

While salary survey data will assist the City in establishing its position in the competitive market, job evaluation is the mechanism that ensures that internal relationships are equitable. Baker Tilly has developed and copyrighted a job evaluation system known as *Systematic Analysis and Factor Evaluation* (SAFE®) system. The SAFE® system is a unique job evaluation method designed to measure job factors which apply specifically to local government. This system has been successfully used for many years throughout the country and has been reviewed by the United States District Court in conjunction with an Equal Employment Opportunity (EEO) suit and found acceptable to the Court.

The system rates and ranks jobs based on various skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating positions to the compensation plan. The system facilitates proper and equitable comparisons between and among positions and minimizes the appearance of favoritism in evaluating, rating and ranking jobs.

The elements considered in determining the relative value of classifications are:

- Training and ability
- Level of work
- Physical demands
- Independence of actions
- Supervision exercised
- Experience required
- Human relations skills
- Working conditions/hazards
- Impact on end results

This system can be maintained by the City. Baker Tilly provides training to individuals assigned by the City to this task on utilizing the SAFE® system to evaluate newly created positions and re-evaluate revised positions.

Furthermore, SAFE® has been tested in district court and found to be an acceptable means for measuring jobs consistent with federal and state legislation related to the Equal Pay Act. Therefore, the City can trust that our tools are capable and legally recognized as an appropriate vehicle for ensuring positions are internally equitable in your organization.

Based on the wage and benefits data analysis and the job evaluation system, Baker Tilly will develop a recommended compensation plan. The plan will be developed in accordance with information obtained from the City regarding its pay philosophy as well as goals and objectives established for its compensation program, including the option for a performance based component. In the development of the proposed compensation plan, Baker Tilly will attempt to equal the market rate for all positions and identify any deviations from the market rate in writing in the Final Report prepared for the City. Baker Tilly will review options with the City to address compensation plan structure, the spread for pay ranges, the relationship between ranges and adjustments needed to ensure that the City remains competitive with the labor market.

Review of the City of the Lake Elmo's compensation philosophy

A pay philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long-term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and retain skilled employees (in other words, eliminate higher pay as the reason employees leave the organization) with the organization's financial resources. Internal equity expresses an organization's desire to provide comparable pay to positions with comparable duties and responsibilities.

A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. Therefore, we emphasize references to performance in the pay philosophy discussion.

As part of your study, it is recommended that the City consider these concepts in the adoption of a formal pay philosophy:

- Providing fair and equitable rates of pay to employees
- Defining your market area
- Developing a system that establishes a "market rate" for each position and states the minimum wage and maximum rates that the City will pay individuals within a position
- Establishing rates of pay that allows the City to compete successfully for new employees within your market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for existing employees are based on individual performance that meets or exceeds your expectations and reflects changing economic conditions

- Developing a compensation system that allows employees to progress through the pay range as long as their performance consistently meets your expectations
- Developing pay administration policies and procedures that ensure their consistent application between departments
- Ensuring that the compensation program is understandable to employees, supervisors, managers, City officials and the public

Employee communications

Baker Tilly will develop a communication strategy to inform employees of job evaluation and pay grade assignments. Employee communication will be developed, explaining the study methodology, employee input opportunities, study recommendations and the process used for reviewing requests for reconsideration by employees who do not agree with the assigned classification. The consultant will participate in the review of employee requests for reconsideration.

Implementation strategy

At the conclusion of your study, Baker Tilly will work with the staff in developing a plan for implementing the study recommendations. The plan will coincide with the needs of the City and the employees while maintaining the City's financial integrity. An estimate of the cost of implementation will be provided.

Staff training

At the conclusion of the study, Baker Tilly will train members of the staff in the methodology used to develop, maintain and update all aspects of your classification and compensation plan and how to determine the validity of requests for reclassification. The training program will include the rating, ranking and salary grade assignments of positions. Instruction manuals pertaining to the job evaluation system will be prepared and presented. The Baker Tilly team will remain available to the staff for additional consultation after your study has been completed.

On-going maintenance

While the City's team will be fully trained and able to maintain its new classification and compensation system, Baker Tilly often provides ongoing maintenance to clients after the completion of a study. Post-contract advisory and/or maintenance services include:

- pay structure updates (research and/or application)
- reclassification requests
- FLSA status review
- addition of new or revised positions
- consolidation of existing positions
- new job descriptions
- formal appeals process

This is not included in the scope of this project but is recommended if the City might foresee a need to address any of the above listed tasks through an unaffiliated third party and/or if the human resources staff may not have capacity to handle these requests internally.

Final report

The final report will contain the following:

- Detailed study methodology
- Discussion of your consulting team’s findings, conclusions and recommendations regarding employee classification, salary structure, compensation philosophy, fringe benefits, compensation plan, estimated cost and implementation plan
- List of positions and the assignment of each to the compensation plan
- FLSA Status recommendations for all positions
- Salary and benefits survey results
- Job evaluation factor analysis for each position

Remote vs. in-person work



For Baker Tilly, the safety of our people is paramount. We are committed to playing our part in containing COVID-19 by practicing responsible social distancing. As of this writing, our firm continues to allow all professionals to work remotely.

We are prepared to deliver an exceptional study entirely remotely if so desired. The City’s engagement team has various tools enabling them to assist you from any location. Baker Tilly professionals each receive their own laptop and remote access credentials to connect to our internal network from outside the office. When Baker Tilly and the City are not able to meet in person, we utilize Microsoft Teams to quickly set up online meetings.

Technology plays a central role in maintaining open, clear lines of communication. Our client portal, **Huddle**, offers an easy way to access your documents, transfer data and exchange information with us on a 24/7 basis, when it’s convenient for you. This secure online collaborative workspace allows you to share content at any time.



However, should the City desire in-person meetings, we are equally prepared to do so. Prior to the pandemic, we often scheduled 3 to 4 onsite visits throughout the duration of a project. Because of the complexity of information that is being delivered to and digested by your project team, here are the suggested milestone meetings that may benefit from being conducted in person:

Baker Tilly takes pride in meeting its time commitments.

Project timeline

Baker Tilly is prepared to initiate your job classification and compensation study within two weeks after receiving the official notice to proceed. A detailed project schedule will be provided at the commencement of your study.

There are factors that impact the project schedule which are beyond the consulting team’s control. The proposed schedule provided below is contingent upon the timely receipt of necessary data (from the client, from employees, and from peer organizations included in the market study) as well as the City’s availability to schedule meetings and review preliminary information which can greatly impact the advancement of the project.

CITY OF LAKE ELMO, MINNESOTA JOB CLASSIFICATION AND COMPENSATION STUDY		
Activity	Dependency	Target dates
Project initiation: project planning meetings, data collection, leadership and employee communication sessions, PAQs collected	Authorization to proceed	Feb. 2022 – March 2022
Market assessment: custom market survey prepared and distributed, collected data compiled and analyzed, results reviewed	Peers identified, job summaries and draft survey approved, market review scheduled and attended, feedback on desired market position provided	March 2022 – April 2022
Position review, job evaluation: title review and approval, initial job evaluation, SAFE® training, job evaluation scores finalized	Feedback on title recommendations; schedule and attend SAFE® training, provide feedback on SAFE® designations	April 2022 – May 2022
Pay plan development: draft pay plan(s) developed, grade assignments established and reviewed, implementation options calculated	Schedule and attend review of draft pay plan, provides updated employee census, approve implementation scenarios	May 2022 – June 2022
Job description development: draft job descriptions are developed from employee completed PAQs; reviewed and finalized	Facilitate internal review, provide feedback on drafts	June 2022 – July 2022
Project completion: draft final report prepared and approved, final presentations scheduled and conducted, staff training scheduled and conducted	Review and provide feedback on final report, schedule final presentations, schedule and attend training	July 2022

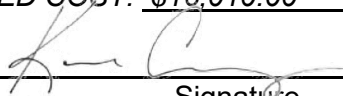


Time-cost section

SECTION IV. QUOTE SHEET

	Consultant Hours	Total Consultant Fees	Cost of Materials, Fees, bonds, taxes, or Surcharges, if any	TOTAL NOT-TO-EXCEED COSTS	Identify any work not included in Total Cost, if any
Compensation Policy	4.5	\$1215.00	0	\$1215.00	
Position Analysis	12.5	\$2750.00	0	\$2750.00	
Position Classification Evaluation	8	\$1760.00	0	\$1760.00	
Labor Market Employers Criteria and Selection	3.5	\$945.00	0	\$945.00	
Compensation Analysis - Salaries	12	\$3000.00	0	\$3000.00	
Compensation Analysis - Benefits	7	\$1750.00	0	\$1750.00	
Classification & Compensation System & Compliance Testing	11	\$2970.00	0	\$2970.00	
System Presentation, Implementation & Training	6	\$1620.00	0	\$1620.00	
ALTERNATE 1: To include future jobs (past 2022) in above items					

TOTAL NOT TO EXCEED COST: \$16,010.00

Proposal Submitted By 
 Signature

Date 01/24/2022

Printed Name Kate Crowley, Principal

Company Name Baker Tilly US, LLP

Our proposed fee allows for thorough and insightful advice from experienced professionals, providing a high value for fees

Professional fee

Baker Tilly will perform all the tasks as described in the City of Lake Elmo’s proposal for a fixed professional fee of **\$16,010**. This fee is based upon conducting a comprehensive classification and compensation review of approximately 23 positions. This proposal includes a maximum of two on-site visits by the project manager subject to the City and/or Baker Tilly precautionary travel and personal contact measures in place due to COVID-19, for the safety of all employees. Baker Tilly maintains systems to facilitate virtual meetings for all study phases.

INCLUDED IN COSTING

Compensation and classification study:

- Distribution and collection of employees completed PAQs which will be used to review position titles, FLSA designations, conduct job evaluation, verify market matches and develop new job descriptions.
- Custom market survey including wages, benefits, stipends and additional information
- Development of new pay structure(s) and grade assignments with consideration to internal and external information verified through a regression analysis.
- Costing analysis for up to three implementation scenarios.
- Final report and delivery of communication plan which includes one formal presentation to executive staff and/or elected officials and one informal presentation to employees or designated staff.
- Client training with human resources staff to administer the new classification and compensation system

Baker Tilly would invoice the City for work completed based on the following schedule:

TIME OF INVOICE	PERCENTAGE INVOICED	CUMULATIVE PERCENTAGE
Completion of data collection	10%	10%
Completion of job evaluation	20%	30%
Delivery of market results	40%	70%
Delivery of draft pay structure(s)	20%	90%
Delivery of draft final report	10%	100%

Out-of-pocket expenses

Baker Tilly would charge the City at cost for actual out-of-pocket expenses. Out-of-pocket expenses include, but are not limited to, travel and sustenance, overnight or messenger deliveries, conference calling beyond our internal capabilities, photocopying and mailing costs. Direct out-of-pocket expenses are not expected to exceed **\$500** for the project.

Additional work

Should Lake Elmo request and authorize additional work, we would invoice the City at an agreed upon fee or our standard hourly fees.

STANDARD HOURLY RATES	
Staff level	Hourly rates
Principal, Partner, Managing Director	\$320
Director, Senior Manager	\$270
Manager	\$225
Senior Staff	\$195
Staff	\$165

BAKER TILLY'S STANDARD HOURLY RATES

We will base additional services on our standard hourly rates. We will always tell you if the assistance you need is out of scope and never perform additional work without approval.

Additional work would include work outside the scope of services as agreed to including, but not limited to:

- Additional peer organizations
- Additional benchmark positions
- Additional pay structures
- Additional implementation scenarios
- Additional position descriptions
- Additional job audits
- Additional on-site meetings
- Additional reports
- Appeals process
- Work related to a special request

Best and final offer

Our experience has shown that the greatest risk in a study of this nature is the City's ability to conduct an "apples to apples" comparison of the services recommended by different vendors. From various approaches to measuring internal equity, to quality control standards of market data, and even perceived best practices in the design and implementation of a pay structure – then, how those aspects are priced by responding firms. Baker Tilly's staff understands the impact these differences can have on project deliverables including the overall ability to adopt the results. We would welcome the opportunity to discuss the advantages and disadvantages of our approach to assist your organization making an informed decision about its study.

If Baker Tilly is identified as a provider of choice but our professional fees or timeline exceed those of other submittals, we would be pleased to review the competing scope of services and prepare a best and final offer relative to those modified deliverable expectation.

Negotiations

If selected, we will provide the City of Lake Elmo with our standard engagement terms. Should the City wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.



Appendix I: Resumes

*The City's handpicked engagement team members
are well-versed and experienced specialists.*

DIRECTOR

Ann Antonsen

Ann Antonsen, a director with Baker Tilly, has been with the firm since 2005.



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Education

Bachelor of Arts in psychology
University of Minnesota-
Minneapolis

Ann is a consultant with a strong background in organizational management and human resources which she uses effectively in developing position analyses, classification and compensation studies, performance management, evaluation system development and staff training for the public sector. She is dedicated to using her well-honed abilities to assist governmental agencies in developing and growing meaningful legacies.

Specific experience

- Performs organizational assessments and studies, revises and develops personnel policies and manuals and conducts organizational management training and provides general human resources assistance
- Strong background in organizational management and human resources
- Experience serving government organizations
- Provides human resources management services for large suburban communities and regional centers
- Human resources experience in both public associations and private corporations

Industry involvement

- International Public Management Association in Human Resources (IPMA)

SENIOR MANAGER

Jada Kent, CCP

Jada Kent, a manager at Baker Tilly, has been with the firm since 2015.



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Education

Master of Public Administration
(MPA)
University of Texas – Dallas

Bachelor of Arts, U.S. history
University of North Texas
(Denton, TX)

Jada is a senior manager in the Plano, TX office, experienced in providing comprehensive classification and compensation services to public sector organizations. Prior to this role, she provided other Management Consulting Services within Baker Tilly, such as Organization Management and Executive Recruitment. Before joining Baker Tilly, Jada served in the United States Army and the Texas Air National Guard, respectively, as a Public Affairs Specialist.

Specific experience

- Base pay structure design
- Compensation philosophy design
- FLSA review; job classification/job architecture
- Job description development
- Job evaluation (Point Factor)
- Market survey and analysis
- Pay compression analysis
- Pay equity analysis
- Pay plan/project implementation
- Pay policy development
- Supervisor/management training
- Compensation consulting experience in Arizona, Connecticut, Florida, Indiana, Iowa, Louisiana, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Mexico, North Carolina, Ohio, Oregon, Pennsylvania, Tennessee, Texas, Virginia, Washington, Wisconsin
- Compensation consulting experience with: Cities, Counties, State Legislatures, Judicial Branch, Libraries, Housing Authorities, Municipal Associations, Power Agencies, Transportation Authorities, Utilities, and Water/Wastewater Authorities

Industry involvement

- North Texas Compensation Association (NTCA)
- International Public Management Association for Human Resources (IPMA-HR)
- National Forum for Black Public Administrators (NFBPA), North Texas Chapter

SENIOR MANAGER

Jada Kent, CCP

Page 2

Continuing professional education

- Certified Compensation Professional (CCP)

Industry/Community Involvement

- North Texas Compensation Association (NTCA)
- NTCA Compensation Career Exploration Program Committee
- World at Work, Total Rewards Association
- International Public Management Association for Human Resources (IPMA-HR)
- North Texas Chapter, National Forum for Black Public Administrators (NFBPA)

Thought Leadership

- “Your organization’s compensation philosophy: what is it, what should it contain and why is it important?” Accelerated Indiana Municipalities Ideas Summit 2021
- “Implementing a successful Classification and Compensation Study,” Wisconsin GFOA Human Resources Conference, September 2021
- “In a World Competing for Hard-to-find Talent, Skill-Based Pay can be your Secret Weapon,” Illinois County/County Management Association Newsletter September 2021
- “Salary benchmarking: selecting peer organizations for comparison,” bakertilly.com 2021
- Panelist on “Talent management in a post-pandemic world”, Resiliency on the Rise: Baker Tilly Public Sector Virtual Summit, June 2021
- “Don’t be a (title) creep,” bakertilly.com 2021
- “Keeping classification and compensation up-to-date during COVID-19,” CommuniTIES: A Baker Tilly public sector podcast, October 2020
- Panelist on “How to attract and retain talent in organizations,” University of Texas at Dallas, Public & Nonprofit Management Program 2020

PROJECT MANAGER

Brenda Turner, CCP

Brenda Turner, a project manager with Baker Tilly, joined the firm in 2020.



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Education

Master of Business
Administration
University of Texas (Dallas, Texas)

Bachelor of Business Administration
Dallas Baptist University

Brenda is a project manager in Baker Tilly's human capital practice. She is experienced in providing compensation design, implementation and program management services in a variety of industries. Before joining Baker Tilly, Brenda served in compensation leadership and analyst roles in the airline and technology industries. She has also served in finance and accounting roles in the hospitality and technology industries.

Specific experience

- Compensation structure design and implementation, including market-based and point factor approaches
- FLSA and internal pay equity analysis and implementation
- Job documentation and job description development and publication
- Base salary, short term and long term incentive design and program management
- Executive compensation VP to C-Suite to CEO program design and management
- Organization transactions (M&A, IPO, Private Equity)
- Compensation management technology design, implementation and administration

Industry involvement

- World at Work (WAW)
- Society for Human Resource Management (SHRM)

Continuing professional education

- Certified Compensation Professional (CCP)

SENIOR CONSULTANT

Jama McClung

Jama McClung, a senior consultant with Baker Tilly, has been with the firm since 2010.



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T: +1 (804) 622 6991
jama.mcclung@bakertilly.com

bakertilly.com

Education

Coursework completed
Glenville State College
(Glenville, West Virginia)

Currently completing coursework
toward a bachelor's degree in
Business Administration

Jama joined Baker Tilly as part of the executive recruitment team. She now works as a consultant with the human capital team specializing in classification and compensation studies, performance evaluations and benefits review.

Specific experience

- Specialty focus is classification and compensation studies, performance evaluations and benefits review
- Performed prior consulting support work as a capital project assistant for healthcare IT financial system conversions and IT infrastructure upgrades
- Served as a public finance assistant supporting senior living and healthcare public finance bankers

ANALYST

Olivia Fisher, SHRM-CP

Olivia Fisher, an analyst with Baker Tilly, has been with the firm since 2019.



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8365 Keystone Crossing
Suite 300
Indianapolis, IN 46240
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T: +1 (317) 465 1644
olivia.fischer@bakertilly.com

bakertilly.com

Education

Bachelor of Arts, international studies and Spanish
Indiana University – City of Bloomington

Olivia is an analyst with a strong background in human resources, non-profit and hospitality work that she uses effectively in coordinating projects, collecting data and developing job descriptions. She assists in position analyses, classification and compensation studies. Olivia is committed in using her abilities and continued training to assist governmental agencies.

Specific experience

- Specialty focus in classification and compensation studies, performance evaluations and benefits review
- Performs research and analysis work on various projects; gathers related project data and participates in the execution of various research and evaluation studies; assists in the preparation and development of recommendations based on findings; prepares related reports
- Experience in creating training and development plans in relation to an organization's strategies and objectives
- Experience in consultation, guidance and coaching, and project management
- Experience assisting organizations with the interpretation, application and resolution of employment topics and issues in various HR areas such as hiring, onboarding, training, employee handbooks and policies, performance management, demotions/promotions, conflict resolution, termination procedures, state/federal employment law, etc.
- Experience in non-profit work coordinating and directing multiple events and staff

ANALYST

Thomas Patton

Thomas Patton, an analyst with Baker Tilly, has been with the firm since 2019.



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225 South Sixth Street
Suite 2300
Minneapolis, MN 55402
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Education

Bachelor of Science, human
resources development
University of Minnesota – Twin
Cities

Thomas is an analyst for the human capital practice, focusing on data collection and analysis, as well as job description formulation and writing. He contributes to the team's endeavors by securing quality data to facilitate successful compensation and benefits studies. Thomas also supports the team by drafting job descriptions for positions being studied within a project. His expertise assists the team through the coordination of projects and ensures smooth transitions between each phase. He brings an abundance of knowledge from working with governmental entities from states such as Arizona, Indiana, Kansas, Minnesota, Virginia, Washington and Wisconsin.

Specific experience

- Assisting with compensation and benefit project coordination
- Collecting and submitting employee positional analysis questionnaires
- Coordinating compensation and benefit surveys
- Performing data entry and analysis
- Providing client support services



Appendix II: Sample materials

Sample materials from recent projects are provided to assist in the City's decision-making process.



Baker Tilly US, LLP
225 South Sixth Street, Suite 300
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Instructions for Completing Your Position Analysis Questionnaire

Please read these instructions before completing your Position Analysis Questionnaire (PAQ). This form is used to obtain information about your position and will be used to develop a class description. The questionnaire consists of multiple-choice and fill-in-the-blank questions; please be clear, accurate and complete. For multiple-choice questions, please check only the appropriate box on the left-hand side of the document; the right-hand box is for your supervisor or department/division head to complete; **check only one box per question, except for question 20 and the American with Disabilities Act section. Please complete and return the PAQ to your supervisor.**

Tips for Completing Your PAQ

- Spell out acronyms – acronyms may be exclusive to your department and mean something else nationally or to another part of the organization
- Minimum Requirements – Answer the questions based on the minimum requirements needed to perform the duties of the position - you may have 10 years of experience, but would a new hire need that to do the job?
- Priority/Description of Duties – Question number nine (9) is the most important question, which requests the priority and description of your duties. This question provides you the opportunity to explain your day-to-day duties in your words.
 - Give this question extra thought and provide your response as clearly and completely as possible, so that someone who has never met you or performed your duties may understand what your job entails.
 - Think about your day, week, month and even year on the job; some major duties are performed annually.
 - Begin with your most important duty and continue on down to the least important duty.
 - Try to keep the description to one-line or short phrases; begin each statement with a verb. Avoid paragraphs.
 - As a percentage, indicate the amount of time that it takes for you to complete each of the described tasks. Please keep in mind that the most important duty may not take the highest percentage of time.
 - Percentages should total 100%; it is strongly recommended that these percentages should be no smaller than 5%.

TO: Supervisors and/or Division/Department Heads

SUBJECT: **Instructions for Completing Position Analysis Questionnaire**

After the employee or group of employees under your day-to-day supervision has completed a PAQ, they should return them to you for your review and verification. You will want to check the appropriate boxes on the right-hand side of every page, either agreeing or disagreeing with the boxes the employee has checked on the left-hand side. There is a section on Page 5 where you can comment on the accuracy and completeness of the employee's response. Please note any comments in this section and **do not make any changes to employee responses.**

Position Analysis Questionnaire

11. Current Title

Do you think your current position title appropriately reflects the work?

- Yes No

If No, please provide the title that would be more appropriate:

Supervisor Comments to Current Title

12. Education and Experience

Please indicate the minimum education and minimum experience level required to complete the normal, day-to-day tasks of this position:

Employee (check one)

Supervisor (check one)

- | | |
|---|--------------------------|
| <input type="checkbox"/> Less than High School Diploma or GED | <input type="checkbox"/> |
| <input type="checkbox"/> High School Diploma or GED | <input type="checkbox"/> |
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> |
| <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> |
| <input type="checkbox"/> Master's Degree | <input type="checkbox"/> |
| <input type="checkbox"/> PhD..... | <input type="checkbox"/> |
| <input type="checkbox"/> Other | <input type="checkbox"/> |

Required Degree Major or Coursework: _____

Years of Experience

- | | |
|---|--------------------------|
| <input type="checkbox"/> No experience | <input type="checkbox"/> |
| <input type="checkbox"/> Less than one year (minimal) | <input type="checkbox"/> |
| <input type="checkbox"/> One to three years (moderate) | <input type="checkbox"/> |
| <input type="checkbox"/> Three through five years (considerable)..... | <input type="checkbox"/> |
| <input type="checkbox"/> Six or more years (extensive)..... | <input type="checkbox"/> |

Specific Type of Experience Required: _____

13. Licenses, Certificates and Registrations

Please indicate if there are any licenses, certificates and/or registrations required to perform your job (e.g. driver's license). Spell out acronyms and abbreviations. (*Supervisor's comments regarding this information may be provided in the Supervisor's Comments section*)

Are these required: Upon Hire Within 6 months Within 1 year Within 2 years

If requirement is specific to the license, certification, or registration, please indicate timeframe by each one individually.

14. Special Training

Please indicate if there is any special training required to perform your job. (*Supervisor's comments regarding this information may be provided in the Supervisor's Comments section*)

Are these required: Upon Hire Within 6 months Within 1 year Within 2 years

If requirement is specific to the training, please indicate timeframe by each one individually.

15. Work Complexity

Complexity and difficulty level associated with the tasks necessary to complete your work. Consider the level of judgment, analytical ability and creativity required and whether there are standards, policies and procedures that guide your actions.

- Regular and repetitive tasks, processes or operations requiring the selection and execution of actions based on defined procedures
- Fairly standard procedures and tasks where basic analytical ability is required, such as comparison of numbers and facts to select the correct actions. Detailed guidelines and procedures are generally used to make decisions or determine actions.
- Requires the application of a variety of procedures, policies and/or precedents and moderate analytic ability in adapting standard methods to fit facts and conditions.....

Position Analysis Questionnaire

- Considerable analytical ability is needed to select, evaluate, and interpret data from several sources; interpretation of guidelines, policies and procedures is required.....
- Widely varied and involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures, and methods to fit unusual and complex situations.

16. Work Level

Level of work required to complete your normal, day-to-day duties satisfactorily.

- Handles every day, reoccurring basic assignments and problems
- Handles a variety of typical assignments and problems independently.....
- Senior or supervisory level; handles all assignments and problems except those requiring policy or procedural change
- Managerial in nature; directs all assignments and deals with all problems

17. Interpersonal Skills and Communication Skills

Skills required during your day-to-day duties:

- Little or no contact required except with immediate associates and direct supervisor.
- Regular contact within the department and periodic contacts with other departments, outside agencies and the general public.
- Regular contact within the department and other departments, outside agencies and general public (supplying or seeking information) on specialized matters.
- Outside and inside contacts to carry out organization programs or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, or work requiring enforcement of laws, ordinances, policies, and procedures.
- Regular contact with persons of importance and influence involving considerable tact, discretion, and persuasion.
- Continuing contact involving difficult negotiations calling for well-developed sense of timing and strategy; representing department or organization in policy settings

Please list people or groups with whom you must interact and/or communicate in the performance of your job.
(e.g.: citizens, customers, clients, elected officials, supervisors, subordinates, consultants, engineers, etc.)

18. Working Conditions

Conditions you are subjected to during your day-to-day duties:

- Absence of disagreeable conditions.....
- Involves occasional exposure to some disagreeable elements (*dust, heat, fumes, cold, noise, vibration or wetness*) and accidents are improbable other than minor injuries.
- One or more elements above; involves frequent exposure to hazards where lost-time accidents are definitely possible
- Several elements above are occasionally present to the extent of being objectionable or regular exposure to work situations that could result in incapacitating accidents or, on occasion, loss of life.
- One or more of the above elements are regularly present and objectionable, or continuing exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness or loss of life
- Continuous exposure to work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures.

19. Mental Stress and/or Effort

Conditions you are subjected to during your day-to-day duties:

- Limited mental effort and/or stress
- Some mental effort and stress involved resulting in inconvenience and frustration.
- Considerable mental effort and stress.....
- Serious mental stress involved that could, over a period of time, result in temporary nervous disorder and severe mental anguish.
- Severe mental stress involved that could result in permanent nervous disorder/mental instability

20. Level of Responsibility

How much freedom or independence is required or allowed in the performance of your normal day-to-day duties:

- Close supervision, or tasks are so routine and standardized that they do not require supervision.
- Moderate supervision within standard operating procedures; supervisor or senior workers are generally nearby to answer questions, make "judgment calls" and/or prioritize work.....
- Limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals, and objectives
- General direction, based on broad goals and policies

Position Analysis Questionnaire

Involves setting policies and goals for the department or organization operation

21. Organizational Impact and Consequences

How your day-to-day duties impact the organization and the consequences of those duties:

- Supportive, informational, recording, or other services to assist others in producing correct and effective results; minor consequences ...
- Assisting and supporting others or individually providing data or facilitating services for use by others; minor to moderate consequences
- Daily actions or services affect individual clients/citizens; activity has moderate impact on specific cases in service area.
- Participating with others (within and/or outside of community/agency) in program development, service delivery and supervision of subordinate staff; moderate to serious impact.
- Major individual impact on and accountability for end results affecting organizational unit or total community/agency.....

22. Supervision and/or Oversight

The scope and type of responsibility that you exercise as a supervisor or lead worker of other employees.

(Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)

Do you supervise or have oversight of other positions: Yes, continue in this box No, continue to next section

Please check all that apply:

- N/A Work Group/Team Unit/Section Division Department Organization

List the positions by title, along with number of individuals within the position, that you have responsibility for:

For the positions listed above, do you effectively recommend or take action on the following:

Effectively Recommend	Take Action		Effectively Recommend	Take Action	
<input type="checkbox"/>	<input type="checkbox"/>	Hire	<input type="checkbox"/>	<input type="checkbox"/>	Suspend
<input type="checkbox"/>	<input type="checkbox"/>	Assign Work	<input type="checkbox"/>	<input type="checkbox"/>	Terminate
<input type="checkbox"/>	<input type="checkbox"/>	Direct Work	<input type="checkbox"/>	<input type="checkbox"/>	Discipline (Oral Reprimand)
<input type="checkbox"/>	<input type="checkbox"/>	Reward	<input type="checkbox"/>	<input type="checkbox"/>	Discipline (Written Reprimand)
<input type="checkbox"/>	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate Performance
<input type="checkbox"/>	<input type="checkbox"/>	Promote	<input type="checkbox"/>	<input type="checkbox"/>	Demote
<input type="checkbox"/>	<input type="checkbox"/>	Adjust Grievances	<input type="checkbox"/>	<input type="checkbox"/>	Coach and/or Counsel
<input type="checkbox"/>	<input type="checkbox"/>	Train	<input type="checkbox"/>	<input type="checkbox"/>	Develop Staff Schedules
<input type="checkbox"/>	<input type="checkbox"/>	Inspect Work	<input type="checkbox"/>	<input type="checkbox"/>	Other

**** Note, this section *does not* measure oversight of "programs" "projects" or 3rd party vendors/contractor. This section is asking what level of supervision to you have over other employees within your organization and how many employees.**

Americans with Disabilities Act Supplemental Information Form

In order to assist in developing class descriptions which recognize and accommodate the requirements of the Act, each employee is requested to complete the attached ADA supplemental information form. Please check only those physical requirements or activities and sensory requirements that are **absolutely necessary** to perform the essential functions of your job and those environmental conditions which apply. **If options provided are not applicable, please do not check the corresponding box.**

The employee should check the appropriate box on the left side of the form. Supervisors should review information provided by the employee and verify the requirements of the position by checking the appropriate box on the right side of the form.

1. The physical requirements of this position.

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Up to 10 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In excess of 100 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is being lifted: _____

2. The physical activity of this position.

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speak or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push or pull	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Motions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee (check all that apply)

Supervisor (verify job requirement)

3. The sensory requirements of the position are:

Visual Acuity

- Standard vision requirements.....
- Close vision.....
- Distance vision.....
- Ability to adjust focus.....
- Depth perception.....
- Color perception.....
- Night vision.....

Employee (check all that apply)

Supervisor (verify job requirement)

Peripheral vision.....

Vocal Communication

Expressing or exchanging ideas by means of the spoken word.....

Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly, or quickly.....

Hearing Perception

Ability to recognize information at normal spoken word levels.....

Ability to receive detailed information through oral communications and/or to make fine distinctions in sound.....

Sensory Utilization

Preparing and analyzing written or computer data.....

Visual inspection involving small defects and/or small parts.....

Use of measuring devices.....

Assembly or fabrication of parts within arm's length.....

Operating machines, including office equipment.....

Operating motor vehicles or equipment.....

Observing general surroundings and activities.....

4. The environmental conditions the worker will be subject to in this position.

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Wet, humid conditions (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breathing apparatus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to blood borne pathogens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Typical Noise Level

Employee (check only one)

Supervisor (verify job requirement)

Very Quiet (e.g. park trail, storage, or file room).....

Quiet (e.g. library, private offices).....

Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic).....

Loud Noise (e.g. heavy traffic, large earth-moving equipment).....

Very Loud Noise (e.g. jack hammer work, garbage recycle plant).....



CITY OF LAKE ELMO

Classification and Compensation Services Proposal
Submitted by DDA Human Resources, Inc.

January 7, 2022

Kristina Handt, City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

RE: Proposal for Job Classification and Compensation Study

Dear Ms. Handt:

We are pleased to be invited to submit a proposal to complete a classification and compensation study for the Lake Elmo. In the pages that follow, we have briefly provided information about DDA Human Resources, our staff credentials and experience, a detailed description of services to be provided and various levels of project scope. We have included cost for each option for 23 positions as follows:

Option to include 23 Jobs

Full Classification and Compensation Study: \$15,900

Classification and Compensation Study without re-writing job descriptions: \$12,450

Ongoing Maintenance: \$5,400 annually

****Alternative Option: to include 4 additional positions: \$1,200**

Three major factors distinguish DDA Human Resources from other providers:

- All our employees come with years of public sector experience. We specialize in government and we know first-hand the challenges of managing public sector compensation. This helps us deliver practical, workable solutions.
- We believe that classification and compensation can and should be managed as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We will help you design a compensation system that is technically solid and one you understand. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**.
- We think a compensation should be actively managed as an ongoing program – not neglected and then fixed with a major compensation study like this. With proper on-going maintenance support, major disruptive and expensive compensation studies are unnecessary. We are pioneers in providing ongoing maintenance solutions.

Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We hope to work with you again.

Sincerely,
Dr. Tessia Melvin, Management Consultant

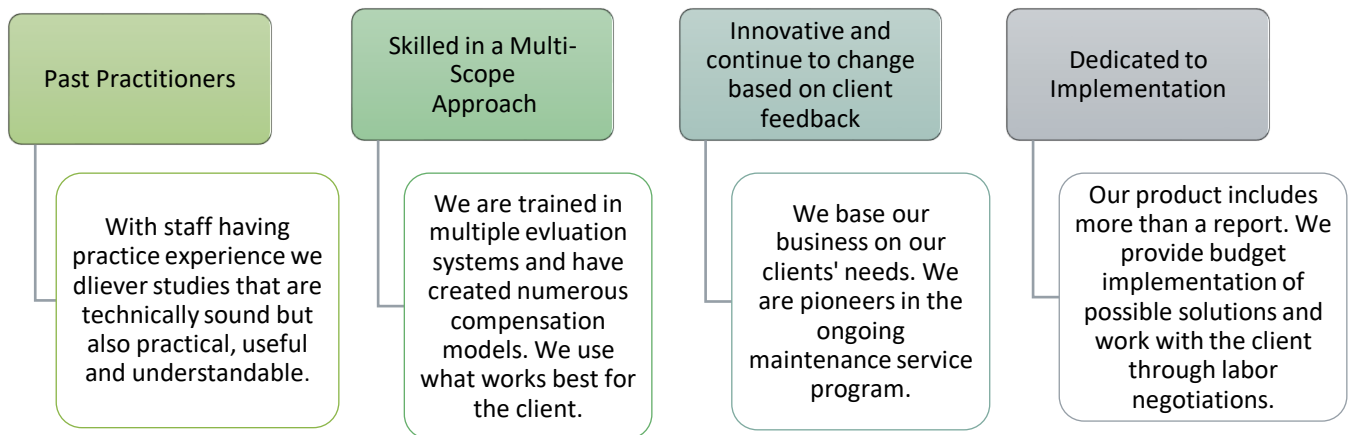
Tessia Melvin

CONTENTS OF THIS PROPOSAL

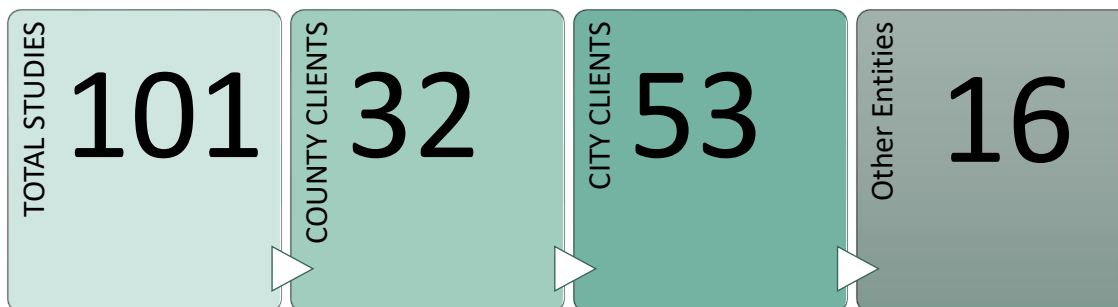
- Our Firm and Qualifications
- Our Service Team
- References
- Our Philosophy for Classification Studies
- Proposed Services
- Fees
- Timeline
- Our clients

OUR FIRM & QUALIFICATIONS

Our parent company, David Drown Associates, Inc. has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA staff has gotten to know government well and we continually strive to keep our services practical, useful, and up to date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner. We are not your ordinary consultant, we are:



DDA Human Resources, Inc. was formed in 2013 to provide human resource support services exclusively to governmental clients in Minnesota. We currently offer services for executive recruitment, organizational design, and staff an HR Technical Assistance Program for the Association of MN Counties which provides technical advice and assistance to the HR staff of all the State's 87 counties. Since activating our compensation section in 2016, we have worked with clients as small as 4 employees to as large as 1,500 employees. Our completed studies include:



OUR SERVICE TEAM

DDAHR maintains a staff of 10 individuals. We also maintain relationships with several independent consultants in key specialty areas. Here is the Team we have assembled for your project:

Dr. Tessia Melvin –Department Head and Project Lead for Lake Elmo

Tessia heads the compensation and classification (C&C) services area of DDAHR. Over the past six years, Tessia has served as lead analyst on over 65 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government. As a City Administrator in Maple Plain, Minnesota, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. Working in Dakota County, Minnesota, Tessia provided leadership training, managed their performance management system, and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration.



Mark Goldberg, MA-HRR – Principal Consultant and Co-Project Lead

Mark Goldberg is a Principal Consultant with the firm. Mark's experience is broad and deep. He has held a variety of compensation leadership positions in media, high tech, manufacturing, local government organizations and the University of Minnesota. In addition, Mr. Goldberg has over 6 years of experience consulting with major public sector organizations around the country with a focus on project in Minnesota such as Koochiching County, the city of Red Wing and the City of Aitkin. He has a Master's Degree in Industrial and Labor Relations from Cornell University and a Bachelor's Degree in Human Resource Administration from Muhlenberg College.



David Drown – Technical Support

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He also holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties across the State.

Kelly Jones – Technical Support and Data Analysis

Kelly received his Bachelor of Arts degree in Psychology and his Master of Science degree in Industrial and Organizational Psychology from Saint Cloud State University in Saint Cloud, Minnesota. Prior to entering the field of compensation, he served as a project coordinator and talent management specialist for Sleep Number and Robert Half. Kelly has spent the last 3 years as a technical analyst and compensation consultant, while assisting dozens of Cities and Counties across the United States with their compensation and classification needs. His work will be primarily focused on data collection and analysis, while also assisting the DDA team with any ongoing project needs.

Elizabeth Blakesley – Clerical Support

Elizabeth has worked at DDA for over 20 years. She will provide technical and clerical assistance to

participation) and 5 “spotlight communities”, evaluated two alternative salary plans with pay ranges calibrated at 100% of benchmark averages, and provided an implementation plan with employee-by-employee grade/step assignments and a calculation of budget impact. Victoria says they plan to enroll in DDA’s ongoing service program.

Reference #2: City of Fridley, MN

Contact: Becca Hellegers, Employee Resources Manager, 763-572-3507, Becca.Hellegers@FridleyMN.gov

Contract Dated: February 2020 – December 2020, they have entered an ongoing maintenance contract with us

Scope of Services: *DDA was originally engaged to complete a market study only of wages paid to 97 position descriptions. The work plan was expanded to have us perform a full classification and compensation study for all positions, classifying all jobs and designing a new pay plan for the City.*

Reference #3: City of Golden Valley, MN

Contact: Kirsten Santelices, HR Director
763-593-3989
ksantelices@goldenvalleymn.gov

Contract Dated: January 2020 – completed December 2020, we continue to provide ongoing maintenance

Scope of Services: *All job titles were reclassified using the JET evaluation system, and several employee challenges were reviewed and resolved. Market wage study revealed that the current pay plan wages averaged about 5% below the benchmark average. We developed a new pay plan with expanded steps, reviewed several approaches for implementation, and ultimately arrived at a plan that worked within the City’s limited budget.*

Reference #4: Rochester, MN

Contact: Linda Hillenbrand, HR Director
507-328-2561
lhillenbrand@rochestermn.gov

Contract Dated: October 2021 for ongoing maintenance

Scope of Services: *This is an example of a client engagement with a scope of services looking to maintain their current classification system. We learned a new classification system, their job positions and are able to maintain their pay philosophy, job descriptions and maintain competitive pay without having to complete an entire study.*

OUR PHILOSOPHY FOR COMPENSATION STUDIES

Government is in the service delivery business, and quality service requires quality employees. An effective compensation system will help you attract and keep talented employees. Likewise, an out-of-date or ill-conceived compensation system will produce turnover and hamper efforts to recruit quality replacements.

In the real world of limited resources, government is increasingly expected to do more with less. Accordingly, a community's pay philosophy must strike a reasonable balance between a desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. Designing a pay system is not easy, every community is different, and a "one size fits all" approach seldom produces a good result. As we work with you to build the best compensation system for your community, we keep four very practical objectives in mind:

Compensation and Benefits	Internal Equity	Positive and Transparent	Customized
<ul style="list-style-type: none">• Competitive to hire, retain, and motivate qualified employees	<ul style="list-style-type: none">• Satisfy MN Pay Equity Requirements	<ul style="list-style-type: none">• Be open and fair to employees, managers and unions	<ul style="list-style-type: none">• Establish a pay philosophy based on your organization

We approach compensation study work as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We collect information, analyze it, and communicate our findings in simple understandable ways. Our honest goal is to help you design a compensation system that is technically solid, is one you actually understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**. We do this through customizing your competitive pay philosophy.

WE CUSTOMIZE YOUR COMPETITIVE PAY BY:

- Approved benchmarks
 - We will help create a list that matches your demographics, service level, tax capacity, employee numbers and other factors that fit your organization
- Market results that illustrate where you are to the market
- Determine a pay philosophy of where you want to be in relation to the market
- Adjusting your pay structure
- Ongoing maintenance

Proposed Services

Introduction and Project Orientation (Included in all options)

- **Project Initiation Meeting:** Facilitated by DDA HR with applicable stakeholders as appropriate (1) to address current issues related to compensation, pay structure, policies, philosophies, and strategies, (2) to discuss the strengths and weaknesses of the current compensation system and (3) to identify possible barriers to implementing and maintaining change.
- **Information Collection:** Organization & salary material collected, including an employee roster, detailing key information (salary, job title, pay grade, etc.).
- **Project Administration:** Meeting with Project Team to develop and confirm detailed project schedule and review system history/materials.
- **Define Communication Strategy:** Partner with the County to design a communication strategy that combines best practices in the industry with practical applications and tools.
- **Employee Orientation Sessions (optional):** Conducted virtually, with one session recorded so any employee who is unable to attend can see the information presented.
- **Job Description Review:** We will undertake a general review of your existing job descriptions and recommend changes to assure compliance with ADA and other State and Federal Requirements. We can rewrite any job descriptions for an additional cost.

Rewrite Job Descriptions (included with full Classification and Compensation Study and Ongoing Maintenance, but can do jobs as needed for \$150)

- **Review of Current System:** DDA HR will review current job descriptions and provide any comments on any recommended changes.
- **Position Analysis Questionnaire (PAQ)-** DDA will work with you to design a PAQ that reflects your needs. This document is critical to the process as DDA will use it to create the job descriptions and to evaluate all positions.
- **We will distribute a position analysis questionnaire (PAQ)** to all employees and their supervisors, asking them to outline all the important requirements for and duties of the job.
- **Based upon the information on the PAQs,** the job description for each position will be updated or rewritten in standardized format developed with and approved by the Project Team.
- **Employees and supervisors will be asked to review the new job descriptions,** and we will guide a controlled process for employees to appeal the content of descriptions before they are finalized.
- **Addition job descriptions may be added to provide for internal promotional opportunities,** or jobs may be consolidated to make administration easier.
- **Final job descriptions will be submitted for final approval by department heads,** the

Project Team and governing board.

- **Job Description Appeal Process:** Once jobs descriptions are completed, employees and supervisors will review. If changes are needed, they will complete a Job Description Appeal form.
- **DDA will review appeals and work with Project Team and employees to create consistent results.**

Job Evaluation (Included in all options)

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency, or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization.

- **Review of Current System:** DDA HR will review current job descriptions and provide any comments on any recommended changes.
- **Job Evaluation:** DDA HR will use the existing system to evaluate all jobs using the information gathered from the PDQs.
- **Appeal of Assigned Grade:** DDA HR will partner with the County to design a structure that aligns internally. However, we strongly recommend an appeal process should an employee feel that their position was assigned an incorrect grade. We will provide forms and a process for the County to use for these appeals with all appeal decisions reviewed by Council.
- **Recommend Changes to Current System:** DDA HR will conduct analysis of existing classifications and provide recommendations on any changes to current classification plan, to include recommendation of standard classification and titling conventions.
- **Review Fair Labor Standards Act (FLSA) Designations:** DDA HR will review exempt and non-exempt designations to ensure they are appropriate for classifications and make recommended changes, where appropriate.

Market Analysis (included in all options)

- **MN Data:** DDA HR, in collaboration with the Project Team, will (1) confirm the labor market, (2) identify comparable organizations and gather data from various sources including the League of MN Cities, the Association of MN Counties and our roster of data from previous clients. We will work with the Project Team to select a group of benchmarks who you compete for talent, organizations that are similar to your services, and organizations that have similar factors including population, tax capacity, budget, number of employees and others as directed by the Project Team.
- **We will collect detailed wage information on *all jobs* that you have in common with these communities – not just a selected list. We plan to utilize the wage survey data that is annually collected in the LMC/AMC wage data base, supplemented by other sources as needed to provide a meaningful set of comparison data. We will organize the results of this analysis using a series of graphs and charts that are designed to clearly show how your current pay ranges and wages compare to those of benchmark entities.**

This is the information needed to develop of a pay structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.

Pay Grid Calibration (included in all options)

- **Data Analysis: DDA HR will perform the following activities on all data: (1) perform a competitive analysis, (2) conduct a diagnostic review of the current salary structures to identify opportunities for simplification and reduction in pay compression and (3) recommend updates to the existing pay structures or develop pay structures.**
- **We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation philosophy.**
- **We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.**
- **We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.**

Predict Payroll Cost Implementation (included in all options)

- **We will outline transition options and next steps/costs.**
- **We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider your current budget constraints. The objective of this work is to provide you with meaningful, employee-by-employee level information that is useful for your detailed budgeting use.**
- **We will prepare final documents for the plan, including presentation, policy, guidelines, and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate or requested.**

Final Report (included in all options)

- **Draft Report and Communications Plan: DDA HR develops draft report and communications plan and discusses report elements with the Project Team**
- **Quality Assurance: DDA HR conducts quality assurance reviews and provides the draft report to the County for review and feedback.**
- **Final Report: DDA HR discusses consolidated feedback from the County and finalizes the report and communications plan.**
- **Guidelines and Policies: DDA HR provides the Project Team with compensation administrative guidelines and policies aligned with the updated/new system for review.**
- **Final Presentation: DDA HR presents study findings and recommendations to officials.**

Ongoing Maintenance

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation plan perpetually current. We find that over half of larger communities who have completed a compensation study with DDAHR have opted to convert to th management approach. Our ongoing maintenance scope generally includes a three-year commitment and includes the following services:

- We review, update and reclassify as necessary 1/3 of job descriptions annually.
- We annually update a market analysis of wages with benchmark communities and suggestion changes to pay plan as necessary to remain in tune with the market.
- For any new jobs or changed jobs, we will write and classify the position for placement in the compensation system.
- We will complete and submit a pay equity report every three years or when otherwise required.
- If desired, we will handle data input of wage data into the LMC/AMC salary system

We will provide budget support by:

- Recommending an adjustment to your Pay Plan for the coming year based upon COLA and market factors.
- Preparing up to two (2) analysis of budget impacts of alternatives for wage adjustments.
- Making an annual presentation to the staff and/or selected group on the status of your compensation system.

PROPOSED FEE FOR SERVICES

PROPOSAL COST SHEET

	CONSULTANT HOURS	TOTAL CONSULTANT FEES	COST OF MATERIALS, FEES, BONDS, TAXES OR SURCHARGES	TOTAL NOT TO EXCEED COSTS	IDENTIFY ANY WORK NOT INCLUDED IN TOTAL COST, IF ANY
COMPENSATION POLICY	We will provide templates and suggestions as needed with no additional cost. We will work to complete the project.	Included in our project orientation: \$1,150	None	\$1,150	This would not include entire employee handbook policy review, just items related to classification and compensation
POSITION ANALYSIS	We will review job descriptions and provide	Included in the full classification and	None	Full Study included for:	This would be included in full-

	a Position Review Form, if desired.	compensation study for all jobs, otherwise \$150 per job position to re-write	\$2500 Otherwise as needed for \$150	study or added on per position in partial study.
POSITION CLASSIFICATION EVALUATION	8 hours	\$3,450	\$3,750	None
LABOR MARKET EMPLOYERS' CRITERIA AND SLECTION	We will work with City Council to provide suggested list or use benchmark list already established.	\$5,000	\$5,000	None
COMPENSATION ANALYSIS AND BENEFITS	We will work with project team to identify what benefits to analyze and how we will measure data.	\$2,000	\$2,000	None
CLASSIFICATION AND COMPENSATION SYSTEM AND COMPLIANCE TESTING		Included in all our work, no additional charge	\$750	None
SYSTEM PRESENTATION, TRAINING AND IMPLEMENTATION		Included in all our work, no additional charge	\$1,500	Council could enter an ongoing maintenance agreement at the end of our work, for a reduced cost.

Total not to exceed cost: \$15,900 for entire study, for partial classification study without job description writing \$11,950 and ongoing maintenance with 3-year commitment of \$5,400 annually.

Proposal Submitted by: Dr. Tessia Melvin, Project Lead for Lake Elmo

Date: January 25, 2022

Company Name: DDA Human Resources

1. We have met all insurance needs and can provide, if selected.
2. We will set a concrete schedule for project after our Project Team meeting.
3. We have included our itemized fee schedule below. We work with the client to determine payment schedule. Some clients pay at the end, some pay in increments.

FULL CLASSIFICATION STUDY FOR ALL 23 POSITIONS	TOTAL: \$15,900
<ul style="list-style-type: none"> • GENERAL SETUP AND ADMINISTRATION: \$1,150 • EMPLOYEE SURVEY OR POSITION REVIEW FORM AND REWRITE JOB DESCRIPTIONS: \$3,450 	(EVERYTHING INCLUDED)

<ul style="list-style-type: none"> • JOB EVALUATION: \$3,750 • MARKET AND BENEFIT ANALYSIS: \$4,050 • PLAN DESIGN OR UPDATE: \$2,000 • FINAL REPORT, TRAINING AND PRESENTATION: \$1,500 	
PARTIAL CLASSIFICATION STUDY (WITHOUT JOB DESCRIPTION WRITING) <ul style="list-style-type: none"> • GENERAL SETUP AND ADMINISTRATION: \$1,150 • JOB EVALUATION: \$3,750 • MARKET AND BENEFIT ANALYSIS: \$4,050 • PLAN DESIGN OR UPDATE: \$2,000 • FINAL REPORT, TRAINING AND PRESENTATION: \$1,500 	Total: \$12,450 (all included, but writing of job descriptions)
ONGOING MAINTENANCE	\$5,400 annually
ALTERNATIVE 1: TO INCLUDE FUTURE JOBS	\$1,200 to re-write, complete market analysis and evaluate 4 additional positions

For clients who prefer to receive maintenance support in a less rigorous manner, we offer a full range of support services with standard pricing:

- Write and classify a new or revised job description \$300 per position
- Classify a job description provided by client \$150 per position
- Market Wage Analysis \$100 base fee plus \$150 per position

Hourly rates:

- Professional \$250 per hour
- Technical Support \$150 per hour
- Clerical \$100 per hour

TIMELINE

ITEM	TASK	COMPLETION DATE
City Council to determine Project Scope		Set Begin date
Information gathering	<ul style="list-style-type: none"> • Gather all pertinent background information • Gather salary information and review job description • Meet with staff, stakeholders, and Board 	Week 2
Job description review	<ul style="list-style-type: none"> • Review of Current System: DDA HR will review current job descriptions and provide any comments on any recommended changes. 	Week 2

Re-write job positions	<ul style="list-style-type: none"> Review of Current System: DDA HR will review current job descriptions and provide any comments on any recommended changes. Job Evaluation: DDA HR will use the existing system to evaluate all jobs using the information gathered from the PDQs. We include a Description Appeal Form and process. 	Week 6
Classify positions	<ul style="list-style-type: none"> Review of Current System: DDA HR will review current job descriptions and provide any comments on any recommended changes. Position Analysis Questionnaire (PAQ)- DDA will work with you to design a PAQ that reflects your needs. This document is critical to the process as DDA will use it to create the job descriptions and to evaluate all positions. We will distribute a position analysis questionnaire (PAQ) to all employees and their supervisors, asking them to outline all the important requirements for and duties of the job. We include a Job Classification Appeal form and process. 	Week 7
Market Analysis of Wages and Benefits	<ul style="list-style-type: none"> DDA HR, in collaboration with the Project Team, will confirm the labor market and identify comparable organizations and gather data from various sources 	Begin Week 4
Pay Plan Design and Adjustment	<ul style="list-style-type: none"> Data Analysis: DDA HR will perform the following activities on all data: (1) perform a competitive analysis, (2) conduct a diagnostic review of the current salary structures to identify opportunities for simplification and reduction in pay compression and (3) recommend updates to the existing pay structures or develop pay structures. We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation philosophy. 	Week 6-10
Final report	<ul style="list-style-type: none"> Draft Report and Communications Plan Quality Assurance: DDA HR conducts quality assurance reviews and provides the draft report to the Project for review and feedback. Final Report: DDA HR discusses consolidated feedback from the County and finalizes the report and communications plan. Guidelines and Policies: DDA HR provides the Project Team with compensation administrative guidelines and policies aligned with the updated/new system for review. 	Week 10-14
Estimated timeline total *Note this will be determined by client and ability to get documents back to consultant.		10-14 weeks

OUR CLIENTS

53 City Classification and Compensation Study Clients

Aitkin	Glyndon	Mayer	St. Paul Park
Audubon	Golden Valley	Medford	Staples
Brainerd	Granite Falls	Medina	Thief River Falls
Breezy Point	Harmony	Minneota	Victoria
Caledonia	Hawley	New Ulm	Warroad
Cannon Falls	Howard Lake	North St. Paul	Watertown
Clarks Grove	Kasson	Olivia	Waverly
Crosby	Lake Elmo	Pequot Lakes	Zumbrota
Detroit Lakes	Lake Park	Pierz	
Dundas	Lakefield	Pillager	
East Grand Forks	Lanesboro	Preston	
Eyota	Little Canada	Rochester	
Fairfax	Mahnomen	Rockville	
Fridley	Mantorville	Royalton	
Gaylord	Mankato	St. Augusta	

32 County Classification and Compensation Study Clients

Benton County	Le Sueur County
Big Stone County	Mahnomen County
Brown County	Morrison County
Clay County	Mower County
Cook County	Murray County
Chippewa County	Olmsted County
Dodge County	Polk County
Douglas County	Rice County
Fillmore County	Rock County
Freeborn County	St. Louis County
Goodhue County	Swift County
Houston County	Wadena County
Hubbard County	Waseca County
Jackson County	Wilkin County
Koochiching County	Yellow Medicine County

16 Other Government Classification and Compensation Study Clients

Brainerd Utilities	Murray County Hospital
Counties Providing Technology	New Ulm Utilities
Detroit Lakes Utilities	Rice and Steele 911 Center

East Regional Development
Commission
Headwaters Regional
Development Commission
MN Prairie County Alliance
MN Multi Housing Authority
Mower County Soil and Water
Conservation District

Southlake Minnetonka Police
Department
Tri-Cap
Tri-County Community
Corrections
Upper Valley Regional
Development Center
Washington County
Conservation District



CITY OF LAKE ELMO, MINNESOTA
Proposal for a Classification and Compensation Study
January 17, 2022

GovHR USA, LLC (“GovHR”) is pleased to provide the City of Lake Elmo with this Proposal for a comprehensive Classification and Compensation Study, including a review of benefits, for employees in 23 positions in the organization. The Study will include an evaluation of the City’s overall employee compensation and pay structure to assure both internal and external (marketplace) equity, and a job audit for each position to determine appropriate classification. The Study conducted by GovHR will ensure that an equitable compensation system is in place that is both fair and competitive, enabling the City to recruit and retain qualified employees. The system will also be fairly easy to administer in an organized and consistent fashion, as well as sustainable for years to come.

FIRM QUALIFICATIONS

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Our headquarters offices are in Northbrook, Illinois. GovHR is a limited liability company and is a certified Female Business Enterprise in the State of Illinois, working exclusively in the public sector. The company was formed as Voorhees Associates in February of 2009, and changed its name to GovHR USA in 2013.

GovHR provides service to jurisdictions and agencies in a variety of contemporary issues, including management, financial, and human resources assistance. GovHR has conducted more than 75 classification and compensation studies within the past 9 years. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client. A list of the firm’s studies and a complete list of GovHR’s clients is located on our website at www.govhrusa.com.

Ms. Cademartori will serve as the Project Manager for Lake Elmo’s Classification and Compensation Study. Ms. Cademartori’s contact information is:

Joellen Cademartori, Chief Executive Officer
GovHR USA, LLC
630 Dundee Road, Suite 225
Northbrook, IL 60062
jcademartori@govhrusa.com
Telephone 847-380-3238

Ms. Cademartori will be assisted by GovHR Senior Vice Presidents Rachel Skaggs and Charlene Stevens and Human Resources Generalist Mysi Hall in study preparation, data gathering and employee interviews. Biographies for the Consultant Team are attached to this Proposal, and their client lists are available on our website at www.govhrusa.com.

630 Dundee Road, Suite 225, Northbrook, IL 60062
Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT INTERIM STAFFING MANAGEMENT AND HUMAN RESOURCE CONSULTING

REFERENCES

City of Stillwater, Minnesota

Compensation and Benefits Study (2021/22) – 58 positions

Donna Robole

HR Manager

216 North Fourth Street

Stillwater, MN 55082

DRobole@ci.stillwater.mn.us

Telephone: 651-430-8800

Project Manager: Rachel Skaggs

City of Woodbury, Minnesota

Classification and Compensation Study (2018) – 88 positions

Contact: Jody Brown, HR Manager

8301 Valley Creek Road

Woodbury, MN 55125

Jody.brown@woodburymn.gov

Telephone: 651-714-3500

Project Manager: Joellen Cademartori

Village of Lisle, Illinois

Classification and Compensation Study (2021/22) – 33 Positions

Patti Anderson, Human Resources Manager

925 Burlington Ave

Lisle, Illinois 60532

630-271-4146

panderson@villageoflisle.org

Project Manager: Joellen Cademartori

GovHR is currently working on several classification and compensation studies for clients in Illinois, Massachusetts, Michigan, Vermont and West Virginia, and we just completed a study in Stillwater, Minnesota. These studies are in varying stages of completion, and the Consultant Team has the time required to complete this Study for the City of Lake Elmo. We are happy to provide contact information for additional clients upon request.

PROJECT APPROACH AND METHODOLOGY

The City of Lake Elmo would like a comprehensive review and update of its current classification and compensation system for its employees in approximately 23 positions in the organization. One of the purposes of the Study is an evaluation of the labor market, and the Study data will allow the City to better understand its competitive pay position and to determine its strengths and weakness relative to the comparable labor market.

To accomplish these objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified those areas where we will need the City's input/assistance.

Meetings, Salary and Benefits Survey, Job Analysis.**DELIVERABLE:** Start Up Documents**DELIVERABLE:** Job Analysis Questionnaire Form

- **Study preparation and project meeting (via telephone or video conference call).** Meet with City representatives to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, and review the scope and schedule of work and the data and assistance GovHR will need from the City to accomplish this task. Prior to the meeting, GovHR will require copies of the organization charts for each department, all pay plans, the current personnel manual and any other relevant information related to salaries to make for a more productive initial meeting.

- **Establishing comparables**

DELIVERABLE: Group of Comparable Communities

Working with City staff and using our broad-based cohort methodology, we will determine a logical survey sample of “like” municipalities that impact the compensation market for the City. In selecting public employers, we normally use criteria such as number of employees, population served, EAV, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to Lake Elmo.

- **Employee Kickoff Meeting (Project Manager)**

Shortly after the initial project meeting with the City representatives, the Consultant will meet with employees virtually to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, they can view a video presentation of the meeting. Employees will then be allowed two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee’s supervisor and returned to GovHR within three (3) weeks of distribution.

- **Prepare and send out salary and benefits surveys.**

GovHR will design and send out the salary and benefits surveys (under City letterhead) to gather salary and benefits data for each of the classifications in the comparable communities. In addition to job titles, brief position descriptions are included in the survey to make sure we are receiving salary and benefits data for “like” positions in the comparable communities.

Note: While GovHR will prepare all the materials to be sent out for the salary surveys, we have found that sending out the survey under the client’s letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the City *may* be asked to make one follow up contact to those municipalities that do not initially respond to the survey request.

- **Job evaluation analysis and establishment of job classification system (Consultant Team).** Upon return of the JAQs by the City, GovHR will perform the following:
 - Read each JAQ and corresponding Job Description (up to 23), in their entirety.

➤ Personally interview at least one (1) employee (via Zoom) from each job classification to further understand the scope of their job.

➤ Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring that the job title and related recommended pay range matches what the employee is actually doing.

Note: A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is GovHR's practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA), it is illegal to discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

➤ Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

Note: Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

➤ Review the results of the job evaluation exercise with City representatives and revise as necessary.

➤ GovHR will also review the City's current FLSA designations and make appropriate recommendations regarding exempt/nonexempt status.

II. Salary and Benefits Survey Analysis.

DELIVERABLE: Salary Survey Data

DELIVERABLE: Benefits Survey Data

DELIVERABLE: New Salary Schedules

The following steps will be included in this component of the Study:

- Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the City's salaries for the surveyed positions with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each jurisdiction on each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the City's present pay for each class and the survey data.

The Consultants will work with the City at the initial meeting to determine its policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the

Consultants will use the salary survey data to develop and recommend new salary schedules for the City's 23 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades. Note: GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the City's report.

- Tabulate, summarize, and analyze comparative benefit information obtained through the survey. GovHR will make suggestions and recommendations where the City's benefits are inconsistent with the survey group. (Note: Regarding health benefits, GovHR typically requests respondents to provide information regarding employee and employer contribution amounts and for a copy of their health summary, which is provided to the Client. If a more detailed analysis is desired, GovHR can provide this for an additional cost at our hourly rate.)

III. Progress Reports (via email and video/conference calls)

GovHR prides itself on our attention to and communication with our clients as the project proceeds. As such, GovHR will strive to maintain regular contact with the City's representative and to be available to address the Client's questions, concerns and needs.

GovHR will make regular progress reports to the City as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with the City representative and other key staff such as department heads to participate in a question-and-answer session and to review the results of the job evaluation exercise and the proposed new salary schedules.

IV. Draft and Final Report Preparation

DELIVERABLE: Draft and Final Report

A draft report will be prepared by the Consultants and sent electronically to the City that includes:

- an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report;
- a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
- pay range options that are consistent with the City's pay policy, outlining the pros and cons of each option;
- assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations;
- recommendations on keeping the plan current, equitable and up to date over the next ten years;
- an implementation plan and cost estimates of implementing the Study's findings and recommendations.
- recommendations regarding FLSA exempt/nonexempt status for all positions.

- Once the City representatives return review comments, a final report (one hard copy and one electronic copy for reproduction) will be prepared and sent to the City.

V. Presentation of Findings (Project Manager)

The Project Manager will make a presentation of findings to the City Council and other City Management detailing the final results of the Study. The final report will include a procedure manual and appropriate forms for Human Resources staff and/or supervisors to maintain the recommended classification and pay plan(s).

VI. Training

GovHR will provide the City with a manual on the use of the system and will train designated staff on the maintenance and upkeep of the classification and compensation plan.

VII. Appeals Process

GovHR will provide recommendations for a process for evaluating requests for reclassifications and/or compensation changes, and will assist with employee appeals presented within the first 30 days after presentation of the final report, if desired, for an additional fee (see optional services).

PROPOSED PROJECT TIMELINE

GovHR is available to start this project within three weeks of acceptance of its proposal. A Study of this size would normally take approximately 90 - 120 days. We can work with the City on a shorter timeframe, if needed. This timetable below is contingent upon the timely response from the comparable governmental entities supplying the salary data, as well as the timely response of the City employees in returning the JAQs.

Following is a detailed breakdown of the work schedule:

- Week 1: Meet with City representatives to discuss Study methodology and expectations.
- Week 2: Prepare and distribute salary and benefits surveys to comparable public entities.
- Week 3: Meet with employees to hand out JAQs and explain the purpose of the Study and the process.
- Week 4 to 6: Return of JAQs and salary and benefits surveys.
- Week 7: Reading of JAQs and job descriptions; interview employees.
- Week 8 and 9: Analyze data; prepare new classification and compensation plans.
- Week 10: Send draft findings to the City.
- Week 11: Meet with key City representatives to review preliminary findings.
- Week 12: Prepare Draft Report and send to the City.
- Week 13: Get return comments from the City.
- Week 14: Prepare Final Report.
- Week 15: Present Report to the City Council and City Management.

GovHR is mindful of the Client's desire to have a finished quality product within a reasonable time after initiating a Study of this kind, and we pride ourselves in adhering to this timeframe. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled for conducting the proposed study for the City of Lake Elmo is of the highest caliber and qualifications.

GovHR appreciates your consideration of this proposal and looks forward to the opportunity to work with the City on this important project.

GovHR USA

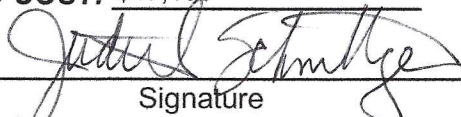


Judith Schmittgens
Corporate Secretary and Compliance Manager

SECTION IV. QUOTE SHEET - Please see attached.

	Consultant Hours	Total Consultant Fees	Cost of Materials, Fees, bonds, taxes, or Surcharges, if any	TOTAL NOT-TO-EXCEED COSTS	Identify any work not included in Total Cost, if any
Compensation Policy					
Position Analysis					
Position Classification Evaluation					
Labor Market Employers Criteria and Selection					
Compensation Analysis - Salaries					
Compensation Analysis - Benefits					
Classification & Compensation System & Compliance Testing					
System Presentation, Implementation & Training					
ALTERNATE 1: To include future jobs (past 2022) in above items					

TOTAL NOT TO EXCEED COST: \$17,100

Proposal Submitted By 
 Signature

Date 1/17/22

Printed Name Judith Schmittgens

Company Name GovHR USA



COST PROPOSAL

We have proposed that the entire Study be conducted virtually due to the pandemic; however, if the City requests any in-person meetings and CDC and state guidelines indicate that it is safe and permissible to travel, GovHR will provide the Client with an additional estimate for travel and related expenses. GovHR has conducted several virtual studies since the start of the pandemic, resulting in significant cost savings to our clients.

We estimate the fee for the entire study to be **\$17,100** and will agree to complete the study for this **fixed fee of \$17,100**. Payment will be due as follows: 50% of the professional fees (\$8,550) will be due after the initial project meeting and the balance of fees will be billed after the Study is completed. Invoices will be sent to Lake Elmo and are payable within 30 days of receipt, after which a 2% monthly interest charge will accrue.

<u>Study Phase Breakdown</u>	<u>Hour Breakdown</u>	<u>Cost</u>
I. Meetings, Salary and Benefit Survey, Job Analysis		
Study preparation and project meeting (via video conference call)	2 hours	\$300
Establishing comparables	10 hours	\$1,500
Employee kickoff meetings (Project Manager)	2 hours	\$300
Prepare and send out salary and benefits surveys	14 hours	\$2,100
Job evaluation analysis and establishment of job classification system		
➤ reading of JAQs /23 JDs	4 hours	\$600
➤ employee interviews (Consultant Team)	14 hours	\$2,100
➤ analyzing data and establishing classes	8 hours	\$1,200
➤ assigning of skill levels	4 hours	\$600
➤ review and evaluation of preliminary analysis with Lake Elmo representatives (via email and conference calls)	4 hours	\$600
➤ FLSA review and recommendations	2 hours	\$300
II. Salary and Benefits Survey Analysis		
Analyzing salary and benefits survey data	18 hours	\$2,700
Establishing new salary schedules	10 hours	\$1,500
III. Meet with Lake Elmo representatives and Department Heads to Review Data and Job Classifications (via video conference calls)	4 hours	\$600



IV. Draft and Final Report Preparation		
Writing draft report	10 hours	\$1,500
Final report	4 hours	\$600
V. Presentation of Findings to City Council	2 hours	\$300
VI. Training on Use and Maintenance of System	2 hours	\$300
PROJECT HOUR AND COST TOTAL	114 Hours	\$17,100
Alternate 1: To Include Future Jobs (Past 2022) In This Study – Up To 4 Additional Positions		\$500 Each Additional Position (Up to 4)

NOTE: If Lake Elmo accepts our proposal for this project, GovHR will for one (1) year from the date of the signature of this agreement, provide support services at no additional cost. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

OPTIONAL SERVICES/EXPENSES:

Progress Reports – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.

Site Visits – If the City chooses to have the Consultants make any on-site visits (and CDC and State guidelines say it is safe to travel) for meetings, employee interviews and/or presentation of findings, there would be additional costs for consultant travel and related expenses.

Job Descriptions – Updates to existing job descriptions cost \$200.00 each; new job descriptions, if needed, cost \$300.00 each. The job descriptions are done after the rest of the Study is complete and are billed separately.

Additional Services – any additional services not covered in this Proposal and requested by the City, including assistance with employee appeals, will be billed at the rate of \$150 an hour plus expenses.



Joellen Cademartori



Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector as a municipal leader, and in human resources and management consulting. Joellen’s exceptional communication style has enabled her to develop and maintain strong relationships with her peers, elected and appointed officials, and related local government partners.

The public sector human resources and management projects Joellen has worked on have earned her respect in local governments across the country. Due to her commitment and dedication to local government, she is known an industry leader in executive recruiting, interim staffing, in addition to human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state and national committees. A personal and professional highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from the Northeast Region. Joellen regularly speaks in front of groups, and writes about a variety of local government topics, which include organizational analysis, generational diversity, succession planning, performance management, resume development and interviewing skills and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in local government.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northeastern University, Boston, MA
- Bachelor of Economics, Worcester State College, MA
- Senior Executive institute, Leading, Education & Developing (LEAD) Program, University of Virginia, Weldon Cooper Center for Public Service

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Executive Recruiter Panel – Investing in the Next Generation of Leaders, NFBPA – Emerge 2020
- Re-Evaluating Your Employee Evaluation, MMA 2020
- Succession Planning for the Public Sector Webinar, NPELRA 2020
- What Does it Take – Landing Leadership Positions, ICMA 2019
- Achieving Your Leadership Potential Thinking Strategically About the Next Steps in Your Career, NFBPA 2019
- Succession Planning tips to Achieve Unity Through Diversity, MMA 2019
- Putting Your Best Foot Forward – Interview Skills for Women, including Posture, Presence and Bias, WCMA Women’s Leadership Seminar 2018
- Tips for a Successful Recruitment Process – MMA 2018
- Hire Hard, Manage Easy – Tips for Getting the Best Employees, IPELRA 2018
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career, LGHN 2018

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA), Member
- ICMA – Task Force on Deputy/Assistant Managers 2017-2018, Current Member
- Illinois City and County Management Association (ILCMA), Current Member
- ICMA - Task Force on Women in the Profession 2012 – 2014, Member
- ICMA - Conference Planning Committee 2010 – 2011, Chair

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Evanston, IL
 - Director of Administrative Services 2009-2011
 - Director of Human Resources 2007-2009
- Catawba County, NC
 - Assistant County Manager 2004-2007
- Barnstable, MA
 - Assistant Town Manager 2000-2003
- Yarmouth, MA
 - Assistant Town Administrator 1993-2000
- Northborough, MA
 - Assistant Town Administrator 1992-1993
 - Acting Town Administrator 1991
 - Administrative Asst. to the Town Admin 1988-1990
- Holden, MA
 - Intern 1987

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RACHEL SKAGGS



Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

Rachel Skaggs has over 10 years of experience in local government management in Illinois, including the Village of Montgomery, Village of Schaumburg and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled all human resources tasks.

Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master’s Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, and a city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel’s tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity inclusion and volunteerism. Rachel has co-authored two articles that focus on women in government and the history behind the low number of women in executive level positions in local government. Throughout her tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase community engagement and volunteerism. Rachel believes that cities and towns all over can succeed with community interaction, citizen involvement, diversity inclusion and trust.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Arts - English and Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Presentation on Females in Local Government, ICMA Conference, Phoenix, Arizona (2012)
The Legacy Project
ILCMA
- Public Management Magazine article “Women Leading Government” co-authored with Heidi Voorhees
- Public Voices XIII No. 2. article “Advancing Women in Local Government: The Case in Illinois” co-authored with Dr. Kimberly Nelson

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- The Legacy Project
- Princeton Rotary Club

PROFESSIONAL BACKGROUND

- City Manager, Princeton, IL 2015 - 2019
- Management Analyst, Village of Schaumburg, IL 2012 - 2015
- Management Analyst/HR Manager, Village of Montgomery, IL 2009 - 2012





CHARLENE STEVENS



Ms. Stevens has over twenty years of experience in municipal management. Ms. Stevens has worked in both county and city government and her career covers work in urban, suburban and rural communities. Her career has spanned three states: Minnesota, Kansas and Pennsylvania.

Ms. Stevens has expertise in community and civic engagement, having started her career in neighborhood services and led community wide visioning and strategic planning efforts for two different communities. Ms. Stevens' strength is her ability to develop strong partnerships with multiple and diverse stakeholders. Through those partnerships, Ms. Stevens helps communities develop consensus and achievable plans.

Ms. Stevens' results-oriented management has included projects that have expanded parks and preserved greenspace in rapidly developing communities, developed a workforce training center for a large urban county, led downtown development plans for two communities and created mentoring and training programs for city staff. Ms. Stevens has appreciated the opportunity to mentor many young professionals, including helping to establish women's mentoring groups in three different communities.

PROFESSIONAL EDUCATION

- Master of Public Administration, University of Kansas, Lawrence, Kansas
- Bachelor of Arts, International Relations, Pomona College, Claremont, California
- Leadership Wichita Graduate

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program
- Instructor, ICMA Mid-Career Institute

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA) – Current Member
- ICMA Task Force on Welcoming New Members - Chair, 2009 - 2015
- ICMA Task Force on Women in the Profession - Member 2012-2014
- ICMA Regional Vice President - ICMA Executive Board Member, 2003 - 2006
- ICMA Committee of Professional Conduct - Chair, 2006
- ICMA Conference Host Committee - Co Chair, 2002
- ICMA Conference Planning Committee - Member, 2001 and 2002

- ICMA Task Force on Small Communities - Member, 1999-2001
- League of Minnesota Cities (LMC) - Board Member, 2013 - 2015
- Coalition of Greater Minnesota Cities (CGMC) - Board Member, 2011 - 2015
- Minnesota City and County Management Association (MCMA) - Current Member
- MCMA Task Force on Women in the Profession - Current Member
- YMCA of Woodbury Community Board - Current Member and Board Vice Chair
- KUCIMAT President - University of Kansas, 2013 - 2014
- Willmar Area Rotary, 2011 - 2015
- Kansas Association of City and County Managers (KACM) - Member, 2006 - 2011
- Association of Pennsylvania Municipal Managers (APMM) - Member, 1997 - 2006

PROFESSIONAL BACKGROUND

Over 20 Years of Local Government Leadership and Management Experience

- City Administrator, Cottage Grove, MN 2015-2018
- City Administrator, Willmar, MN 2011-2015
- Assistant County Manager, Sedgwick County, KS 2006-2011
- Assistant Township Manager, Lower Gwynedd, PA 1999-2006
- Assistant Township Manager, Buckingham, PA 1997-1999
- Neighborhood Assistant, City of Wichita, KS 1995-1996





Mysi Hall



Mysi Hall, MPA, PHR is the Communications and Human Resources Generalist of GovHR USA. She joined in 2013 and has served a key role in internal human resources policies and procedures, benefits administration, risk management, payroll processing, interim staff placement and on-boarding, development of social media outreach, utilization of web-based tools, website maintenance, administrative assistance, event management, research and reporting.

Through her government and non-profit administration career, Mysi has acquired varied experience in coordination of public efforts, public policy, marketing, grant writing, fundraising, event planning, research, program evaluation and community development. She has extensive technical skills and knowledge in web based programs, database administration, html, desktop publishing, and reporting.

Mysi received her Bachelor's in Psychology with double minors in Urban Studies and Management from Wittenberg University (2003) and Master's in Public Administration (2005) from Northern Illinois University. As a graduate student, she served as an Administrative Intern for the Evanston City Management Office and as the Finance Graduate Intern for the City of Aurora, Illinois.

After graduation, Mysi accepted a position with the Village of Huntley as a Management Assistant, where she worked in Public Information, Planning and Transportation, Project Management, and Special Events. After leaving the Village of Huntley in early 2007, Mysi served as a Development Associate for Family Alliance, Inc., a non-profit day center for seniors. From 2008-2011, Mysi served as the Continuing Medical Education Manager for the AADEP, a non-profit professional association for disability evaluating physicians. In 2011, Mysi co-founded CitySquare Solutions, a public administration and technology consulting services firm. Additionally, Mysi achieved Professional Human Resources (PHR) Certification in April 2017.

PROFESSIONAL EDUCATION

- Master's degree in Public Administration, Northern Illinois University, IL
- Bachelor of Arts degree in Psychology with double minor in Urban Studies and Management, Wittenberg University, OH
- Professional Human Resources (PHR) Certification

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Succession Planning, Panelist – IAMMA, 2017
- Recruiting in the Digital Age, HR Association of Oakbrook, 2017
- Girl Power: Empowering Women in Leadership, Panelist - IAPD, 2019

MEMBERSHIPS AND AFFILIATIONS

- Legacy Project, Board Member (2018-2020)
- Legacy Project, Communications Committee Chair (2015-Present)
- Illinois Search and Staffing Association, Member
- SHRM, Member

- Former, IAMMA Member
- Former, ILCMA Member

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Public Admin and Technology Consultant, Founder CitySquare Solutions, 2011-2016
- Education Manager, American Academy of Disability Evaluating Physicians 2008-2010
- Development Associate, Family Alliance, Inc, Senior Services Center, 2007-2008
- Management Assistant, Village of Huntley, IL 2006-2007
- Graduate Finance Intern, City of Aurora, IL 2004-2005
- Manager's Office Intern, City of Evanston, IL 2003-2004
- Manager's Office Intern, City of Springfield, OH 2000-2003

[Click here to view full biography at GovHRusa.com](http://www.govhrusa.com)

