

City of East Bethel
City Council Agenda
City Council Work Meeting – 6:00 PM
Date: July 27, 2016



	<u>Item</u>	
6:00 PM	1.0	Call to Order
6:01 PM	2.0	Adopt Agenda
6:02 PM	3.0	Interview Consultant Proposals for Comp Plan
p. 4-34		1. Community Design Group – 6:05 PM
p. 35-66		2. Houston Engineering, Inc. – 6:45 PM
p. 67-91		3. Northwest Associated Consultants – 7:25 PM
p. 92-110		4. WSB -8:05 PM
8:55 PM	4.0	Adjourn



City of East Bethel City Council Meeting Agenda Information

Date:

July 27, 2016

Agenda Item Number:

Item 3.0

Agenda Item:

Comp Plan Consultant Interviews

Requested Action:

Conduct Comp Plan Consultant Interviews

Background Information:

The schedule for the interviews is as follows:

- 6:05 PM, Community Design Group
- 6:45 PM, Houston Engineering, Inc.
- 7:25 PM, Northwest Associated Consultants
- 8:05 PM, WSB

The interview will be conducted with the following format:

- Firm Background and Qualifications – 5 minutes
- Comp Plan Proposal – 10 minutes
- Questions from Council – 25 Minutes

Each Interviewee will be asked a set of basic questions and Council will add any follow up subjects they deem relevant for the Comp Plan Consultant selection.

Attachments:

Comp Plan Update Proposals

Fiscal Impact:

Recommendation(s):

There will be no action on the selection of the Consultant at this meeting.

Based on the results of this meeting, the following options can be considered for the August 3, 2016 City Council Meeting:

- Approve a consultant and commence negotiation of the terms and responsibilities of a contract, or
- Request follow up interviews if additional discussion or information is required.
or
- Schedule further discussion of the selection for the August 3, 2016 City Council Meeting or a Work Meeting at a date to be determined.

City Council Action:

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____



City of East Bethel **COMPREHENSIVE PLAN**

Proposal

June 29, 2016

Prepared by:

Community Design Group (CDG)
212 3rd Avenue North, Suite 515
Minneapolis, MN 55401
612-354-2901
www.c-d-g.org



TABLE OF CONTENTS

To facilitate evaluation of our submission we have structured our proposal to match the order of the proposal format as described in the RFP:

1. GENERAL INFORMATION
2. PROJECT UNDERSTANDING AND APPROACH
3. PERSONNEL QUALIFICATIONS - RESUMES
4. REFERENCES
5. SCHEDULE & ADDITIONAL INFORMATION
6. COMPENSATION/FEE SCHEDULE
7. SUPPLEMENTAL INFORMATION



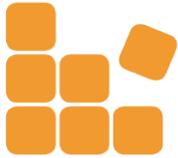
Taking engagement activities to the places where people gather increases participation

PROPOSING FIRM COMMUNITY DESIGN GROUP (CDG)

212 3rd Avenue North, Suite 515
Minneapolis, MN 55401
www.c-d-g.org

PRIMARY CONTACT ANTONIO M. ROSELL, P.E., AICP

Director, Community Design Group
Office: 612-354-2901
Mobile: 612-234-7078
Email: arosell@c-d-g.org



community design group

a people-centered, asset-based approach to urban planning, policy and design

Community Design Group (CDG) | 212 3rd Avenue North, Suite 515, Minneapolis, MN 55401 | 612-354-2901 | www.c-d-g.org

June 29, 2016

Colleen Winter, Community Development Director
City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

RE: East Bethel Comprehensive Plan

Dear Ms. Winter:

Community Design Group (CDG) is pleased to present this proposal to lead a creative and inclusive process to update the Comprehensive Plan and zoning ordinance updates for the City of East Bethel. We are well-qualified to meet the needs of this exciting project and bring it to a successful and best-of-class conclusion.

We offer a demonstrated trajectory of innovation in community visioning and comprehensive planning services, with a portfolio that includes development of several well-received and community-supported comprehensive and small area plans for urban, suburban and rural communities and settings.

We integrate long-range goals of community livability and prosperity with robust community collaboration and broad and deep technical data analysis skills to help transform visions for the future into concrete and tangible community-driven improvements.

We recognize the importance of engaging community residents and agency partners for plan success and implementation and have pioneered innovative approaches, both online and in-person, that we will deploy to increase community participation, guidance and ownership in development of your City's Comprehensive Plan.

We are excited to offer the participation of Bill Weber, Principal of Weber Community Planning, whose 35 years of experience in land use, comprehensive planning, and neighborhood planning will contribute to the development of a realistic, action-oriented plan that meets the needs of the East Bethel community.

Thank you for the opportunity to submit this response. Please feel free to contact me if you have any questions or if you would like any additional information for evaluation of our submittal.

Sincerely,

Antonio M. Rosell, P.E., AICP
Director, Community Design Group (CDG)
212 3rd Avenue North, Suite 515, Minneapolis, MN 55401
Email: arosell@c-d-g.org | Office: 612-354-2901 | Mobile: 612-234-7078 | Web: www.c-d-g.org

CONSULTANT TEAM



Community Design Group (CDG) will serve as the Prime Consultant for the project.



Weber Community Planning will participate as Subconsultant to CDG.

ABOUT COMMUNITY DESIGN GROUP

Community Design Group (CDG) is a Minneapolis consulting firm specializing in community visioning and engagement, placemaking and comprehensive planning, and sustainable transportation planning.

Active since 2001, CDG is recognized for its people-centered, asset-based approach that infuses a community health and Active Living perspective throughout all of its work. CDG's productive, community-centered approach engages clients, residents and stakeholders in meaningful consultation and develops consensus toward solutions and implementation. The firm's tools and methods expand resident participation in planning and design initiatives, and enrich solutions that improve our communities' built environment.

CDG's work will be led by Director and **2015 Minnesota APA Planner of the Year** Antonio Rosell, who will provide overall project management, communication, and coordination for all project tasks, ensuring the highest quality of project products and services.

FIRM SERVICES

- Community visioning
- Community engagement and stakeholder collaboration
- Data synthesis and trend analysis
- GIS mapping and analysis
- Comprehensive planning
- Policy recommendations
- Implementation strategies
- Document and graphics production

ABOUT WEBER COMMUNITY PLANNING

Led by Bill Weber, Weber Community Planning brings thirty-five years of experience in land use and transportation planning, zoning, comprehensive and strategic planning, commercial and industrial revitalization, neighborhood revitalization, park systems and environmental analysis.

Weber Community Planning specializes in coordinating and leading teams of city planners, landscape architects, transportation planners, engineers and economic development professionals. William Weber has successfully led teams and communities toward consensus, even in situations that were initially controversial.

William Weber is a Certified Planner (AICP) and a Professional Transportation Planner (PTP). Before founding Weber Community Planning in 2010, Bill served as director of community planning for several major consulting firms, including BRW, Inc., URS Corporation, SRF Consulting Group and McCombs Frank Roos Associates (MFRA).

FIRM SERVICES

- Stakeholder collaboration
- Municipal zoning administration and application review
- City road system plans
- Commercial, residential and mixed-use district redevelopment plans
- Natural resource protection plans
- Rural county land use plans bordering cities

PROJECT UNDERSTANDING AND APPROACH

The City of East Bethel is seeking a consultant to complete several sections of their 2040 Comprehensive Plan and accompanying zoning ordinance updates to support the Plan.

Comprehensive planning is to be consistent with Metropolitan Council requirements and structured to include near-term, short-term, and long-term timeframes for implementation. The consultant is expected to work closely with City staff and the City Council in developing a draft Plan.

The consultant is responsible for completing analysis, developing materials, documents and recommendations for the three comprehensive plan elements below, while managing public engagement and leading zoning ordinance updates:

Land Use: Working closely with City staff developing other Plan elements, the consultant will analyze existing land uses, review Council-approved plans, policies and projections, and work to allocate future land uses by type and density (if residential) to accommodate expected growth.

Housing: Development of this element will begin with an in-depth analysis of existing housing conditions. Special attention will be given during community and staff engagement to explore opportunities for the community's affordable housing and life-cycle housing allocation. In coordination with City staff and Council, this element will include the presentation of available tools and funding opportunities for addressing housing needs of the community.

Implementation: An implementation matrix will be developed that provides a plan of action including concise strategies that the City and its community partners will use to achieve the goals and objectives established in the Land Use Plan.

Public participation is a vital component of creating a land use plan that is reflective of community needs and that has strong support for achieving Plan goals. We propose to engage members of the public at several stages throughout the planning process.

Zoning Ordinance updates will focus on the area of East Bethel designated as a regional Rural Center. The Rural Center is expected to accommodate expected population, employment and housing growth but to develop in an attractive and appealing manner.

CONCEPT AND APPROACH

Our concept and approach will lead to an implementable, action-oriented Comprehensive Plan that lives up to community aspirations.

Collaboration and engagement is key

Successful, implementable plans are developed through a process that builds and distributes plan ownership throughout a community's diversity of residents, advocates, and stakeholders. Our project team will:

- Conduct community engagement that brings together community members, City staff, the Planning Commission, and City Council
- Collaborate with City staff and departments responsible for other Plan sections throughout the project for guidance on prioritization, local context and policies

Easily understandable planning processes, concepts, and materials

Community members are sometimes less likely to be involved in long-term goal-setting planning processes such as comprehensive planning and community visioning because the impacts of such plans on their daily lives and their ability to influence the plan is not well-communicated. To connect the planning process to the interests and issues that community members face and care about, our project team will:

- Develop clear, understandable, graphically appealing and approachable materials that are oriented to community members
- Develop in-person and online tools that use fun and creative hands-on activities and exercises to gather public input

Highlight and celebrate the semi-rural character of East Bethel

We employ an approach to comprehensive planning that emphasizes the desires of the community while balancing regional goals. East Bethel's low-density and natural characteristics will be prominently considered throughout the planning process.

PHASE 1: PROJECT INITIATION AND DATA GATHERING

In preparation for the 2016 Comprehensive Plan, we will review previous and current visions, plans, policies, and initiatives for East Bethel. We will collect and analyze data from the City and engage community members to establish and vet Plan goals and objectives.

Task 1.1: Project kick-off

- Meet with City staff, review and finalize plan scope, overall schedule, and discuss communication and file-sharing methods
- Form a Steering Committee composed of staff, Planning Commission members and other members appointed by the City Council to provide guidance and oversight
- Coordinate with City staff to establish roles and expectations for various stakeholders, including the project Steering Committee, City departments, Boards and Commissions, community groups, among others.

Task 1.2: Assessment of conditions and issues

- Obtain and review copies of existing plans, maps, and documents that are relevant to the project, including (but not limited to) City and County plans, current and historical land use maps, aerial photography, and census data, among others
- Obtain all relevant public input gathered in earlier planning projects to incorporate into a larger understanding of community needs prior to kicking off engagement activities
- Synthesize and conduct analysis on:
 - Existing Data and Plans
 - Base maps of streets and parcels
 - 2008 East Bethel Comprehensive Plan

PHASE 1: DELIVERABLES

- Finalized Work Program and Schedule
- Summary of Previous Plans and Existing Conditions

PHASE 2: DELIVERABLES

- Engagement and Communications Plan (ECP)
- Community Engagement Reports

PHASE 2: PUBLIC PARTICIPATION

In this Phase we research and gather information on potential engagement partners and stakeholders to establish the information sharing and communication infrastructure that will invite both wide and focused participation throughout the development of the Comprehensive Plan. We will engage community members to establish and vet Plan goals and objectives. We will also summarize information from engagement to help in prioritization and goal setting.

Task 2.1: Engagement and Communications Plan (ECP)

- Develop an Engagement and Communications Plan (ECP) with guidance from the Planning Commission, City staff, and community members. The ECP defines engagement goals, outlines roles of involved parties, provides details on planned engagement activities, and describes methods and relative timing of communications with stakeholders and members of the public.
- Engagement strategies will be inclusive and activities developed to gather Plan input will be fun, interactive, and productive.

Task 2.2: Community Engagement

Types of engagement activities that we propose to use include:

In-person community engagement

- Pop-Up workshops
- Walk/bike tours
- Community design workshops
- Open Houses and presentations

Online community engagement

- Project website devoted to the Community Vision and Comprehensive Plan
- Social media communication and marketing
- Press releases for print and online versions of local news sources
- Preference and priority surveys for growth and development

Engagement activities that best fit the community will be determined in consultation with the Steering Committee, City staff, and public officials.

PHASE 3: DEVELOP COMPREHENSIVE PLAN COMPONENTS

In this phase we integrate information from previous plans and data with findings from engagement events, updated data sets, and intensive collaboration with staff and elected officials to begin preparation of draft materials for the land use and housing components. We will also coordinate these components and engagement to inform other Plan components and develop a cohesive and well coordinated Plan.

Task 3.1: Land Use Analysis

- Prepare a table of forecasted population, households, and employment for 2020, 2030, and 2040 consistent with the Council's forecasts
- Describe density expectations for East Bethel's designation as Diversified Rural
- Prepare an Existing Land use Map of the current land use pattern in the City that acknowledges East Bethel's Diversified Rural Community Designation and includes existing regional parks, park reserves, special recreation features
- Prepare an Existing Land Use Table indicating total acres and percent of total acres for each land use category
- Ensure that land uses categories on the map and in the table, as well as any text references, are consistent with one another

Task 3.2: Land Use Plan

- Prepare a Future Land Use Table identifying the acreage of each land use category and the forecast population, households, and employment for each 10-year planning period
- Prepare a Future Land Use Map that is coordinated with forecasted growth that includes areas with residential growth, expected new development and redeveloped areas, and density ranges for all land uses that allow residential development
- Define each land use category with descriptions on types of allowed uses and the minimum and maximum densities for all categories that allow residential uses

- Define expected share of individual land uses for each mixed use category and identify the permitted density range for residential uses
- Identify residential land with densities sufficient for affordable housing development
- Acknowledge Council-approved master plan boundaries of regional parks, park reserves and special recreation features by guiding the properties with a land use of "Park" (or equivalent) on the Future Land Use Map
- Show which planned land uses have changed from the previously approved plan and where new land uses (change or development intensity) is planned or expected

Task 3.3: Housing Analysis

- Prepare an Existing Housing Conditions Table includes the following:
 - Total number of housing units
 - Affordable housing units based on Area Median Income (<30%, 31-50%, and 51-80%)
 - Housing tenure (number of units that are owner occupied and rental)
 - Number of single and multi-family homes
 - Number of publicly subsidized housing units by type (senior housing, housing for people with disabilities, and others)
 - Number of existing households that are cost burdened based on Area Median Income (<30%, 31-50%, and 51-80%)
- Analyze how Area Median Income ranges is related to affordable housing costs and demand
- Provide a narrative analysis of existing housing needs based on the Metropolitan Council's housing assessment for East Bethel

Task 3.4: Housing Plan

- Describe how the future land use plan addresses future housing needs for the City's forecasted growth
- Identify affordable housing needs based on three levels of affordability (<30%, 31-50%, and 51-80% AMI)

Task 3.5: Implementation Plan

- Develop an Implementation Plan that includes the following for each plan component:
 - Public programs
 - Fiscal devices and financial resources
 - Organizational methods
 - Regulatory tools
 - Actions to meet the projected and existing housing needs
- Define a timeline when each action should be completed and the responsible agency or department
- Describe controls relevant to implementation that addresses zoning, subdivision, water supply, private sewer systems and include a schedule for the preparation, adoption, and administration of needed changes to official controls
- Develop a zoning map that identifies changes to accommodate future land uses as proposed in the Land Use Plan
- Review and update official controls to be consistent with the Plan upon adoption

Task 3.6: Collaboration with City staff, Steering Committee and partners

- Frequent meetings and communication with City staff and elected officials
- Workshops with Steering Committee members to guide the Plan
- Presentations and discussions with the Planning Commission and other Boards on deliverables and draft Plan documents
- Coordination with staff working on other Plan elements to ensure consistency throughout the document

PHASE 4: FINALIZE COMPREHENSIVE PLAN AND PROJECT COMPLETION

In this Phase, we bring closure to all project tasks, finalize preparation of final project materials, and provide tools for disseminating results of work produced.

Task 4.1: Draft Plan for review

- Prepare a Draft Plan for review and present to general public, Planning Commission, City staff, and stakeholder groups as requested
- Make Draft Plan document available online on project and City websites to maximize opportunity for public comment and review

Task 4.2: Final Draft Plan

- Finalize Comprehensive Plan based on guidance received in Task 4.1
- Present Plan to City staff, Steering Committee, Planning Commission, City Council, and stakeholder groups as requested, and wider community as requested
- Include and respond to all comments received during public comment period

Task 4.3: Submittals

- Provide the City with a .pdf version of the Comprehensive Plan
- Package maps in a file format that is compatible with the City's GIS such as .shp or geodatabase format
- Submit all documents online through the Metropolitan Council website

PHASE 3: DELIVERABLES

- Land Use Plan (maps, tables and analysis)
- Housing Plan (maps, tables and analysis)
- Implementation Plan

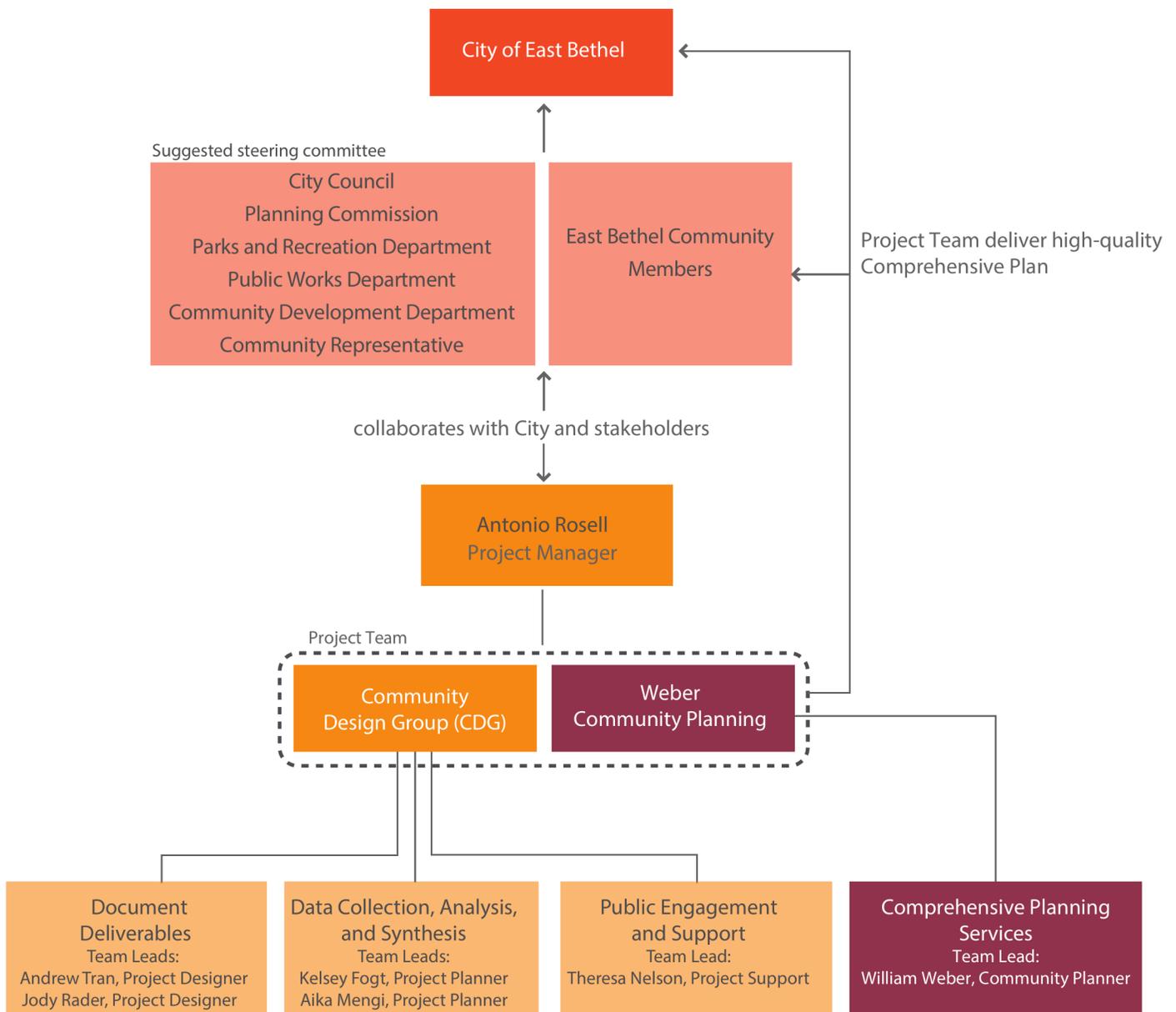
PHASE 4: DELIVERABLES

- Draft Plan document, composed of all elements required by the Metropolitan Council
- Map and data packages for use by the City

TEAM ORGANIZATION

CDG, along with our partner Weber Community Planning, believes that successful plans follow a collaborative development process. We propose a team structure that combines local knowledge with our team's technical and design expertise. We will work closely with the City of East Bethel and its partners, including City officials, staff, residents, businesses and developers, among others.

We will provide leadership, support and expertise to develop an exemplary and implementable plan. Antonio Rosell, founder and Director of CDG, will serve as Principal-In-Charge and Project Manager, as well as point of contact throughout all phases of the project. CDG staff's expertise in placemaking, community design, and engagement will be complemented by Weber Community Planning's long history of comprehensive and district planning experience.

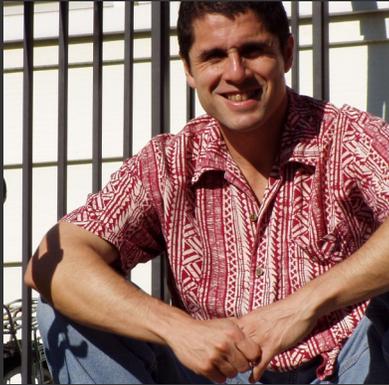


ANTONIO M. ROSELL, PE, AICP

Principal-in-Charge / Director

Antonio Rosell is the founder and Director of Community Design Group. An Urban Planner and Civil Engineer with twenty years of professional experience, he integrates innovation and best-practices in community design, Active Transportation, and citizen participation to facilitate community learning, consensus-building and project implementation.

He has led numerous planning, design and community engagement projects in Minnesota and beyond, and serves as Adjunct Professor in the Urban and Regional Planning Program of the University of Minnesota's Humphrey School. He was recognized as "2015 Planner of the Year" by the Minnesota Chapter of the American Planning Association.



REGISTRATIONS

Licensed Professional Engineer (P.E.), Minnesota

Certified Planner, American Institute of Certified Planners (AICP)

EDUCATION

Master of Urban and Regional Planning, University of Minnesota Humphrey Institute of Public Affairs

Coursework in Architecture, University of Minnesota

Bachelor of Science, Civil Engineering, Florida State University

MEMBERSHIPS

Association of Pedestrian and Bicycle Professionals (APBP)

Complete the Streets Coalition

AWARDS

2015 Minnesota Planner of the Year, Minnesota Chapter of the American Planning Association (APA)

REPRESENTATIVE PROJECTS

Grand Forks Land Use Plan Update, Grand Forks, ND

Community visioning and urban design and placemaking recommendations for an update to the Grand Forks long-range Land Use Plan encouraging principles of walkability, livability and community-driven planning.

City of Hopkins Pedestrian and Bicycle Plan

Planning, design and community engagement for the city's first non-motorized transportation plan, including connections to SW LRT and other transportation and recreation assets in the city.

MDOT Safe Routes to School (SRTS) Planning Assistance

Community facilitation, design recommendations, and plan preparation for improving walking and biking conditions for more than one hundred schools throughout Minnesota.

Edina Grandview District Development Framework

Engagement and design recommendations for a master plan to guide development of the city's largest redevelopment district.

Brooklyn Park Pedestrian and Bicycle Plan

Pedestrian and bicycle plan, with Safe Routes to School (SRTS) recommendations for seventeen schools in the city, with infrastructure and programming (5Es) recommendations to improve walking and biking conditions for residents of all ages and abilities.

38th Street and Chicago Avenue Small Area / Corridor Framework Plan

A placemaking and economic development blueprint for four urban neighborhoods in Minneapolis, providing detailed land use, transportation and urban design recommendations.

MnDOT Statewide Bicycle System Plan

Lead statewide public outreach and engagement, and recommendations for policy and design, for the development of the Minnesota Department of Transportation's statewide bicycle network.

KELSEY FOGT, MURP

Urban Planner

Kelsey Fogt is an urban planner interested in the intersection between land use and transportation, with a passion for creating vibrant communities that encourage healthy living and social interaction through improved environments for pedestrians, cyclists, and transit users.

REPRESENTATIVE PROJECTS

Grand Forks Land Use Plan Update, Grand Forks, ND

Community visioning and urban design and placemaking recommendations for an update to the Grand Forks long-range Land Use Plan encouraging principles of walkability, livability and community-driven planning.

Kenilworth Landscape Design

Community engagement, pedestrian and bicycle circulation planning and access for stations along the Southwest Light Rail Transit (SWLRT/ Green Line Extension) Kenilworth Corridor.

City of Brooklyn Center Active Living Project, Hennepin County

Technical planning and community engagement assistance to promote active living for the City of Brooklyn Center, including a Travel Demand Management template, community placemaking workshops, and an earn-a-bike program.

Saint Paul Grand Round Trail Master Plan

Citywide community outreach, engagement and facilitation, including interactive family-friendly workshops and community pop-up events along the Grand Round Route, for the City of Saint Paul.

Metro Transit Service Improvement Plan*

Community engagement and analysis supporting Metro Transit's service expansion plan that builds on the existing bus network and identifies opportunities to add new routes and improve frequency and span on existing service.

*Project contribution prior to joining CDG



EDUCATION

Master of Urban and Regional Planning, University of Minnesota Humphrey Institute of Public Affairs

Bachelor of Arts in Philosophy
Bachelor of Arts in Psychology
The Ohio State University
Columbus, Ohio

MEMBERSHIPS

American Planning Association (APA)

Association of Pedestrian and Bicycle Professionals (APBP)

Complete the Streets Coalition

AIKA MENGI, MURP

Urban Planner

Aika Mengi is an urban planner with a strong interest in design for the public good and in the role that placemaking and active transportation have on building community resilience, community health and prosperity. She is excited about the role that participatory planning plays in empowering residents to shape their built environment, creating more equitable communities.

REPRESENTATIVE PROJECTS

Kenilworth Landscape Design

Community engagement, pedestrian and bicycle circulation planning and access for stations along the Southwest Light Rail Transit (SWLRT/ Green Line Extension) Kenilworth Corridor.

District Councils Collaborative (DCC) Dale Street

Provide pedestrian and bicycle planning and design, develop maps and other graphic representation. Worked with and alongside Rondo Neighborhood residents during the redesign and reconstruction of eight bridges that cross I-94 bridges in the historic Rondo neighborhood.

Brooklyn Park Pedestrian and Bicycle Plan

Site audits, land use /demand modeling, pedestrian and bicycle suitability analysis, and infrastructure and improvement recommendations to improve walking and biking conditions for the city's residents.

Ramsey County Pedestrian and Bicycle System Plan

Countywide community engagement and facilitation of workshops and listening sessions, and innovative online tools for Ramsey County's first countywide non-motorized transportation plan.

Nashville Public Library (NPL) Long Range Plan *

Assisted in facilitating design charrettes to obtain public input on community needs and desires during the remodeling of two library branches. Conducted an empirical review of existing library use metrics.

*Project contribution prior to joining CDG



EDUCATION

Master of Urban and Regional Planning, University of Minnesota Humphrey Institute of Public Affairs

Bachelor of Arts in Environmental Studies, St. Olaf College, Northfield, Minnesota

MEMBERSHIPS

Association of Pedestrian and Bicycle Professionals (APBP)

Complete the Streets Coalition

JODY RADER, ASSOCIATE ASLA

Urban and Landscape Designer

Jody Rader is a designer with a passion for equitable and healthy public spaces and sustainable urban design. Her approach to design and planning seeks to address the intersection of ecology, placemaking, active living, resiliency, and the built environment to support people-centered places and vibrant communities.



EDUCATION

Master of Landscape
Architecture
University of Minnesota,
College of Design

Bachelor of Science,
Architecture
University of Minnesota,
College of Design

MEMBERSHIPS

Associate Member, American
Society of Landscape
Architects (ASLA)

Student Chapter Liaison,
ASLA-MN Executive
Committee

Association of Pedestrian and
Bicycle Professionals (APBP)

AWARDS/EXPERIENCE

2015 ASLA Student Honor
Award

2015 HUD Innovation in
Affordable Housing Finalist

2015 SDSU School of Design
Honorarium and Guest
Lecturer

REPRESENTATIVE PROJECTS

MNDOT Safe Routes to School Technical Assistance

Site audits, infrastructure improvement recommendations, community outreach, graphic design, and SRTS Plan support for Minnesota schools .

Grand Forks Land Use Plan Update, Grand Forks, ND

Community visioning and urban design and placemaking recommendations for an update to the Grand Forks long-range Land Use Plan encouraging principles of walkability, livability and community-driven planning.

Kenilworth Landscape Design

Community engagement, pedestrian and bicycle circulation planning and access for stations along the Southwest Light Rail Transit (SW LRT/ Green Line Extension) Kenilworth Corridor.

System Planning, Nice Ride Minnesota

Station renderings and other design services for Nice Ride MN, the Twin Cities' public bicycle share program.

Downtown Public Realm Framework, City of Minneapolis, Minnesota*

Research, analysis and graphical representation for a thematic plan addressing investment and incentives for an improved urban streetscape.

Anderson Park, Isanti County, Minnesota*

Development of a county-approved master plan for a regional park with community workshops focused on accessibility and natural resources.

Development Standards Reference Guide: Builder and Developer Guild*

Development of design standards and guide for resilient infill and greenfield development for the Gulf Coast Renaissance Corporation.

Soria City Neighborhood Planning and Design*

Streetscape design and planning for a safe, walkable, and economically viable neighborhood business district with emphasis on flood mitigation.

Floodproof Commercial Construction for Neighborhood-Scale Mixed-Use Buildings*

Planning, design, and prototyping for mixed-use corridors prone to coastal flooding. Prepared for the Department of Homeland Security.

*Project contribution prior to joining CDG

ANDREW TRAN, MURP

Urban Designer and Planner

Andrew Tran is an urban designer and planner interested in the role the built environment has in promoting community health, active living, and equitable development. Informed by his background in community-based participatory research, he approaches urban design and planning issues by focusing on local knowledge and expertise. He is also experienced in developing guides and graphics that communicate complex policies and processes.



EDUCATION

Master of Urban and Regional Planning, University of Minnesota Humphrey Institute of Public Affairs

Bachelor of Architecture
University of Southern California, School of Architecture

MEMBERSHIPS

Emerging Leaders in Community Development

American Planning Association (APA)

Association of Pedestrian and Bicycle Professionals (APBP)

Complete the Streets Coalition

REPRESENTATIVE PROJECTS

Kenilworth Landscape Design

Community engagement, pedestrian and bicycle circulation planning and access for stations along the Southwest Light Rail Transit (SW LRT/ Green Line Extension) Kenilworth Corridor.

Minneapolis Housing Maintenance and Occupancy Code*

Research, community engagement, and development of a graphic tools to communicate housing maintenance and occupancy code.

LINCing Dallas*

Facilitation of a design charrette with Dallas residents to develop solutions for reconnecting neighborhoods to the Trinity River.

Macalester Groveland Community Plan*

Community engagement, research, analysis, and graphical representation for a community visioning process to develop a 10-year community plan and accompanying user guide.

Irvine Unified School District Design Specifications*

Development of design standards and guidelines for the configuration of K-12 educational facilities including site design, spatial relationships, and finishes.

Metro Transit Service Improvement Plan*

Community engagement supporting Metro Transit's service expansion plan that builds on the existing bus network and identifies opportunities to add new routes and improve frequency and span on existing service.

*Project contribution prior to joining CDG



THERESA NELSON

Engagement Specialist

Theresa Nelson offers twelve years of community engagement and bicycle trail planning and implementation experience with the Midtown Greenway Bicycle and Pedestrian Trail in Minneapolis.

Specializing in community engagement and coalition building, she was an active participant in the planning of transit-oriented development projects along the Midtown Greenway corridor. She has led numerous initiatives resulting in trail improvements including new public green spaces, trail safety programs, and sustainable landscaping plans. She has a passion for placemaking and sustainable urban design.

EDUCATION

MBA for Non-Profit Organizations,
University of Saint Thomas,
Minneapolis

Bachelors of Arts Political Science and African Studies,
University of Minnesota,
Minneapolis

Charrette Manager Training,
National Charrette Institute,
Portland, Oregon

MEMBERSHIPS

Association of Pedestrian and Bicycle Professionals (APBP)

Complete the Streets Coalition

REPRESENTATIVE PROJECTS

Grand Forks Land Use Plan Update, Grand Forks, ND

Community visioning and urban design and placemaking recommendations for the Grand Forks 2045 Land Use Plan, focusing on walkability, livability and community-driven planning.

Sheridan Neighborhood Small Area Plan

Community engagement, and pedestrian, bicycle, and general transportation planning services.

Nicollet Island East Bank Small Area Plan

Community engagement, and pedestrian, bicycle, and general transportation planning services for a neighborhood adjoining Downtown Minneapolis.

West Side Flats Master Plan Update

Community engagement for a large brownfield redevelopment across the Mississippi River from Downtown Saint Paul.

MnDOT Statewide Bicycle System Plan

Statewide community outreach, engagement and facilitation, including interactive family-friendly workshops and innovative online tools, and planning and design recommendations for a statewide network of bicycle routes.

Regional Active Transportation Plan - Benton, Sherburne, Stearns and Wright Counties

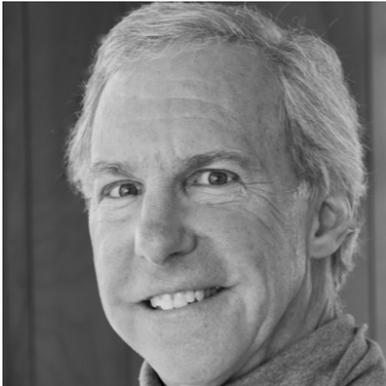
Regional community outreach, engagement and facilitation, including interactive family-friendly pop-up workshops, listening sessions and innovative online tools for a four county active transportation plan.

Saint Paul Grand Round Trail Master Plan

Citywide community outreach, engagement and facilitation, including interactive family-friendly workshops and community pop-up events along the Grand Round Route, for the City of Saint Paul.

WILLIAM C. WEBER, AICP, PTP

Community Planner



Bill Weber, AICP, PTP, offers thirty-five years of experience in land use and transportation planning, zoning, comprehensive planning, commercial and industrial revitalization, neighborhood revitalization, park systems and environmental analysis.

Bill specializes in coordinating and leading teams of city planners, landscape architects, transportation planners, engineers and community development professionals to discover solutions and build consensus for complex planning issues.

REGISTRATIONS

American Institute of Certified Planners (AICP)

Professional Transportation Planner (PTP)

EDUCATION

Master of Urban and Regional Planning, Michigan State University

Certificate in Real Estate Development, The National Development Council

Bachelor of Arts in Sociology, University of Notre Dame

AWARDS

2015 Outstanding Project Implementation Award for the Eau Claire growth management strategy and intergovernmental agreements, Wisconsin Chapter of the American Planning Association

2012 Outstanding Planning Project Award for the *North Riverside District Plan*, Wisconsin Chapter of the American Planning Association

REPRESENTATIVE PROJECTS

Comprehensive City Plans

Prepared more than two dozen comprehensive plans for cities up to 200,000 population in eight states. Created an innovative, effective and award-winning method for public involvement and decision-making that combines strategic and comprehensive planning; and led community leaders to consensus in complex and controversial situations. Completed comprehensive plans for the following Minnesota cities: Hastings, Hutchinson, Waconia, Breezy Point, Shakopee and Wyoming.

Downtown and District Revitalization Plans

Managed revitalization plans for downtowns in Springfield, Missouri; Champaign, Illinois; Stillwater, Northfield and Rosemount, Minnesota and Eau Claire, Wisconsin.

River Corridors

Prepared the Eau Claire Waterways Plan, the Mississippi River Critical Area Plans for Minneapolis and Brooklyn Center, and played a key role in Above the Falls: The Upper Mississippi River Corridor Master Plan.

Eau Claire Neighborhood Plan

Led the Eau Claire community through an intensive process of research, outside speakers and decision-making that resulted in establishing a locally-capitalized neighborhood development corporation, among other initiatives.

Zoning and Subdivision Ordinances

Completely re-wrote the zoning ordinances for Waseca, Minnesota, and Green Bay, Wisconsin. Amended zoning ordinances for the cities of Vadnais Heights, Oakdale, Richfield, Northfield, Brooklyn Center, Hutchinson, Lilydale and Wyoming, Minnesota; Rock Springs, Wyoming; Roswell, New Mexico; and Thornton, Colorado. Prepared amendments to subdivision ordinances in Green Bay, Wisconsin, and Roswell, New Mexico. Wrote an entirely new sign ordinance for Vadnais Heights, Minnesota.



High-quality renderings and graphics can build stakeholder excitement and facilitate implementation

FOUNDATIONS OF OUR APPROACH

We believe that:

A grand vision captures community imagination and fuels the hard work of implementation.

Public participation leads to better solutions and builds support for implementation.

Every community has assets in place; building on them supports long-term success.

BUSINESS HISTORY

The CDG - Weber team is well qualified to meet the needs of this project and bring it to a successful conclusion.

We offer a rich history of productive collaboration and excellence in community visioning and design, land use and comprehensive planning, - all of it based on a robust and intentional foundation of proactive and creative stakeholder engagement.

Experience in East Bethel

Members of our team are deeply familiar with the city, and have worked on earlier City initiatives. Bill Weber participated in the 2005 City Center Plan while at MFRA. The plan was formally adopted by the City Council and incorporated into the 2008 East Bethel Comprehensive Plan.

Experience in similar communities

We offer experience in working with communities that are similar in size, demographics, and character as East Bethel - including development of numerous comprehensive plans that were completed to address Metropolitan Council requirements, including:

- Hastings
- Hopkins
- Maple Grove
- Maplewood
- Minnetonka
- Oakdale
- Savage
- Shakopee
- St. Anthony Village
- Vadnais Heights
- Waconia

Other municipal comprehensive planning clients include:

- Ankeny, IA
- Breezy Point, MN
- Clive, IA
- Eau Claire, WI
- Grand Forks, ND
- Hutchinson, MN
- Little Falls, MN
- Milaca, MN
- New Ulm, MN
- Oak Ridge, TN
- Wyoming, MN

GRAND FORKS LAND USE PLAN UPDATE AND LAND DEVELOPMENT CODE REVISION

MAY 2015 to PRESENT
CDG Project Manager: ANTONIO ROSELL



Community-driven master plan for a greenfield development pilot site



Access consolidation for improved corridor safety and development potential



Workshop participants designing a waterfront pilot site

REFERENCE:

Earl T. Haugen Executive Director,
Grand Forks - East Grand Forks
Metropolitan Planning
Organization (GF-EGF MPO)
earl.haugen@theforksmo.org
701-746-2660

PROJECT RESOURCE:

www.grandforks2045.org

- Community Visioning
- Collaborative Learning
- Community Communication and Engagement
- Data Synthesis and Trend Analysis

The City of Grand Forks in coordination with the Grand Forks - East Grand Forks Metropolitan Planning Organization (MPO) is updating their long-range Land Use Plan. The plan is a guiding document for how the City will manage growth and development over the next 30 years.

Community visioning and engagement has been a key part of the plan update. To better reflect community needs and desires for the future of Grand Forks, CDG used interactive in-person activities and innovative online tools to expand engagement and participation in the process.

For the first phase of engagement, CDG facilitated Pop-Up activities at popular local events--quick, interactive activities to gather visioning input from community members who would not normally attend public meetings. The second round of engagement had participants imagine new uses for three underdeveloped sites using hands-on materials. Input from these events and from an online visioning survey was summarized and were used to build support and communicate the need for integrating community aspirations into the goals and objectives for long-range planning in the region.

EDINA GRANDVIEW DISTRICT DEVELOPMENT

SEPTEMBER 2011 to DECEMBER 2011
 CDG Project Manager: ANTONIO ROSELL



Proposed access plan at the Edina Library responds to resident concerns about safe access by children and seniors to the facility (Image: Cuningham Group)



Buffered bike lane proposal



Proposed route network



Working group meeting for the public engagement process

REFERENCE:

Kevin Staunton, Chair
 GrandView District Steering Committee
 kevin@stauntonlaw.com
 952-836-1020

PROJECT RESOURCE:

<http://bit.ly/1Eb0Xvm>

- Community Visioning
- Comprehensive Planning
- Collaborative Learning
- Community Communication and Engagement
- Data Synthesis and Trend Analysis
- Policy Recommendations

Edina's GrandView District is one of the largest redevelopment sites within the city's boundaries, and is also an historically important commercial and civic location. Many changes in the District's land uses prompted the initiation of a community-led process to plan for its future. Residents, property owners, business owners and commercial property owners contributed to the production of a guide for redevelopment.

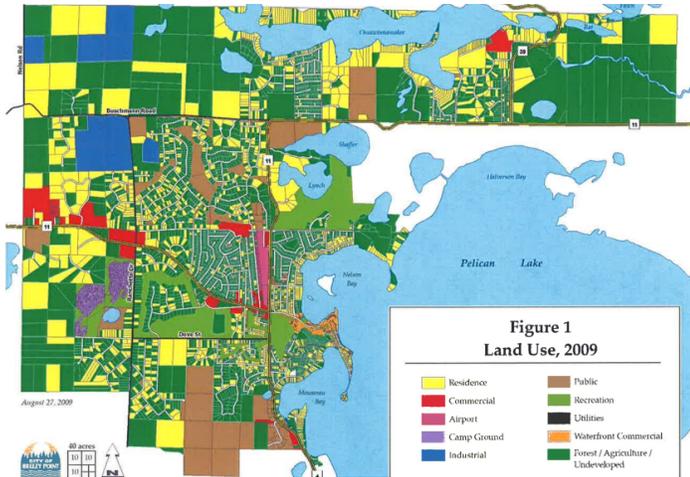
Community Design Group worked closely with other consulting firms and with representatives of the 50-member GrandView Steering Committee to develop a small area plan that includes recommendations covering land use, community needs, multi-modal transportation, and market analysis and finance.

Principles and issues which were prominent components of our team's approach included the role of mixed-use development, pedestrian and bicycle circulation and access, the future use of a nearby heavy rail corridor for transit, and the careful incorporation of public green space into any final redevelopment, as well as the preservation of the current business and commercial mix for economic and community benefits for the immediate area.

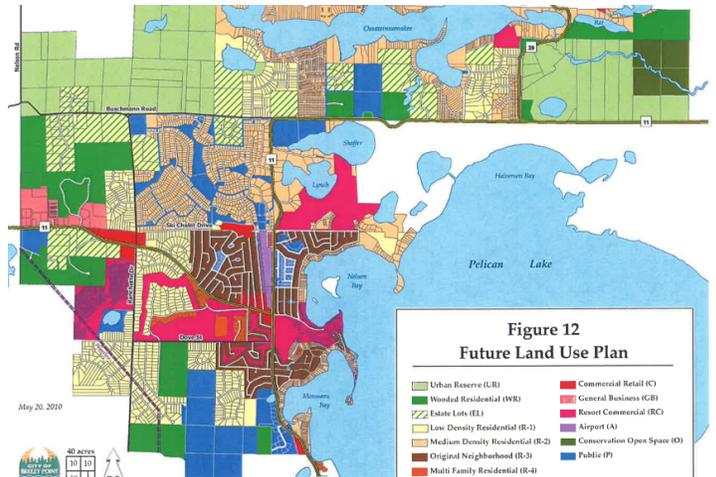
BREEZY POINT, MN COMPREHENSIVE PLAN

2009 - 2010
Weber Community Planning
Project Lead: BILL WEBER

- Comprehensive Planning
- Community Communication and Engagement
- Data Synthesis and Trend Analysis
- Policy Recommendations
- Implementation Strategies
- Zoning Ordinance Updates



Analysis of Conditions and Issues



Future Land Use Plan

Breezy Point is a northern Minnesota resort community experiencing rapid residential growth due to migration by retiring Baby Boomers and others.

The Breezy Point Comprehensive Plans responded to the community's challenges by:

- Proposing selective refinements and additions to the pattern of land use
- Developing a long-term course of action to safeguard surface and ground water
- Creating a strategy for appropriate infill housing



Stakeholders discuss key ideas

The update of the Comprehensive Plan reinforces that a community-led approach improves the quality of the plan. The plan serves as a guide for future:

- Ordinance amendments
- Rezoning requests
- Capital improvements such as road improvements, sewer extensions and parks

REFERENCE:
Otto Schmid, AICP
City Council Member
City of Breezy Point
oschmid@cityofbreezypointmn.us
218-562-5267

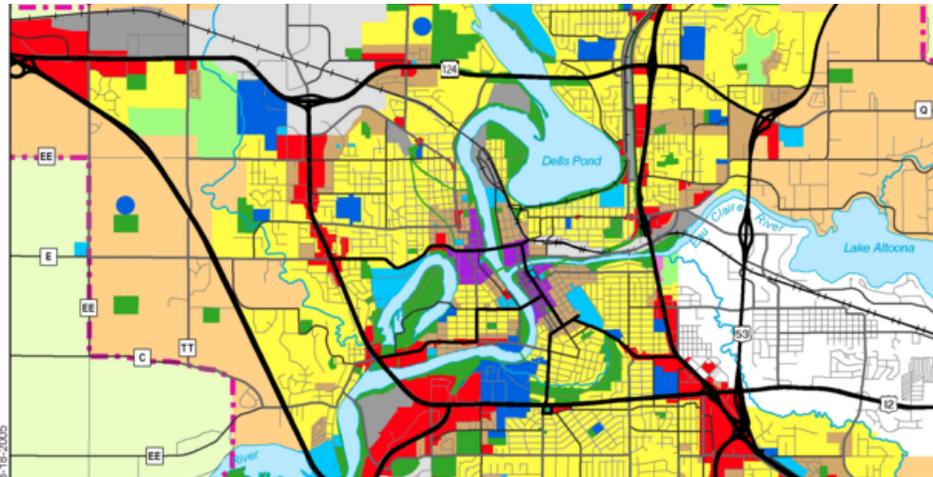
The outcome is a plan that has lasting value, addresses the key opportunities and challenges, has internal integrity, and is understood, embraced and followed. On June 7th, 2010, the Breezy Point City Council unanimously voted to adopt the Comprehensive Plan Update.

EAU CLAIRE, WISCONSIN COMPREHENSIVE PLAN

1992 - 2015

Weber Community Planning

Project Lead: **BILL WEBER**



Future Land Use Map

Weber Community Planning has worked closely with the city of Eau Claire to create numerous plans for the city, and developed the city's Comprehensive Plans in 2015, 2005 and 1992.

The small area plans developed by Weber and integrated into the 2015 Comprehensive Plan include:

- Chippewa and Eau Claire River Corridors Plan, 2011,
- West Riverside Neighborhood Plan, 2010
- Clairemont Avenue Medical and Educational District Plan, 2009
- County Highway T Corridor Study
- River Corridors Plan
- Sewer Service Area Plans prepared for portions of each of the five adjacent townships.

The 2005 Eau Claire Comprehensive plan won the 2006 Wisconsin APA Distinguished Planning Award. The plan also won the Wisconsin APA award for Plan Implementation in 2015.

The Plan gave great emphasis to neighborhood revitalization and downtown redevelopment and was rich in detail and insight due to the incorporation of sub-area plans prepared by William Weber.

- Comprehensive Planning
- Community Communication and Engagement
- Data Synthesis and Trend Analysis
- Policy Recommendations
- Implementation Strategies
- Zoning Ordinance Updates



Advisory Committee Meeting



Conversations with residents generate better plans

REFERENCE:

Darryl Tufte, AICP
 Director of Community Development
 City of Eau Claire
 darryl.tufte@eauclairewi.gov
 715-839-4914

EAST BETHEL, MINNESOTA CITY CENTER PLAN

Completed 2005

Bill Weber (previously with McCombs Frank Roos)



Southeast quadrant of the planned City Center, East Bethel, MN



Land Use and Circulation Plan Bethel, MN

The East Bethel City Center Plan, initiated by the City Council, called for intensive development around green spaces and water features in a square-mile study area with the emphasis centered on the intersection of State Trunk Highway 65 and County State-Aid Highway 22. The thematic idea was to create a special place that expresses East Bethel as a destination.

Some of the major features included:

- A compact Main Street district with offices over shops in the Civic Core, the southeast quadrant of the City Center
- A town square flanked by a city hall and library
- Parkway roads
- Traditional housing designs that include front porches and rear garages
- Sidewalks and street trees

- Comprehensive Planning
- Community Communication and Engagement
- Data Synthesis and Trend Analysis
- Policy Recommendations
- A variety of housing types including singles, townhouses and higher-density housing
- Greenways with streams, trails and open space
- High quality design and materials in both private and public improvements.

Reflecting the realities of the location and consumer habits, there would also be retail shops, offices and a fitness center in an auto-oriented setting that would complement and help make the Main Street shops commercially viable.

The City Center Plan was formally adopted by the City Council and incorporated into the 2008 East Bethel Comprehensive Plan.

FEE SCHEDULE

Our team's proposed fee for completing this project is **\$41,168**.

LABOR ESTIMATE PER PERSONNEL AND TASK	Rosell	Nelson	Fogt / Mengi	Rader	Tran	Weber	TOTAL HOURS	TOTAL COST
<i>Project role</i>	Project Manager	Engagement	Urban Planner	Designer	Designer / Planner	Planner		
<i>Hourly rate</i>	\$125	\$85	\$85	\$85	\$85	\$105		
PHASE 1: PROJECT INITIATION AND DATA GATHERING								
Task 1.1: Project kick-off	4	0	10	0	0	4	18	\$1,770
Task 1.2: Assessment of conditions and issues	4	0	16	0	0	8	28	\$2,700
SUBTOTAL	8	0	26	0	0	12	46	\$4,470
PHASE 2: PUBLIC PARTICIPATION								
Task 2.1: Engagement and Communications Plan (ECP)	2	4	4	0	0	2	12	\$1,140
Task 2.2: Community Engagement	10	20	40	0	5	10	85	\$7,825
SUBTOTAL	12	24	44	0	5	12	97	\$8,965
PHASE 3: DEVELOP COMPREHENSIVE PLAN COMPONENTS								
Task 3.1: Land Use Analysis	2	0	25	0	4	2	33	\$2,925
Task 3.2: Land Use Plan	2	0	10	0	5	2	19	\$1,735
Task 3.3: Housing Analysis	2	0	15	0	2	2	21	\$1,905
Task 3.4: Housing Plan	2	0	8	0	2	2	14	\$1,310
Task 3.5 Implementation Plan	2	0	22	0	7	8	39	\$3,555
Task 3.6: Collaboration with City staff, Steering Committee and partners	2	0	50	5	10	10	77	\$6,825
SUBTOTAL	12	0	130	5	30	26	203	\$18,255
PHASE 4: FINALIZE COMPREHENSIVE PLAN AND PROJECT COMPLETION								
Task 4.1: Draft Plan for review	4	0	20	2	10	8	44	\$4,060
Task 4.2: Final Draft Plan	2	0	10	2	5	8	27	\$2,535
Task 4.3: Submittals	2	0	8	2	2	2	16	\$1,480
SUBTOTAL	8	0	38	6	17	18	87	\$8,075
TOTAL LABOR HOURS	40	24	238	11	52	68	433	-
TOTAL LABOR COST	\$5,000	\$2,040	\$20,230	\$935	\$4,420	\$7,140	-	\$39,765
PROJECT EXPENSES								
Travel								\$359
Printing/Supplies for public participation								\$1,044
TOTAL PROJECT EXPENSES								\$1,403
TOTAL PROJECT FEE								\$41,168

SAMPLE BILL

Project team invoices clients on the 1st of every month for work which was completed in the previous month. A sample invoice is included in the following pages.



community design group

a people-centered, asset-based approach to urban planning, policy and design

Community Design Group (CDG) | 212 3rd Avenue North, Suite 515, Minneapolis, MN 55401 | 612-354-2901 | www.c-d-g.org

Invoice for Payment

Statement ID: **DB-002**

Invoice date: **09/23/15**

Project: **Contract ID: A142560**
Brooklyn Park Pedestrian and Bicycle Plan

Purchase Order HNCTY-223576

Hourly to a maximum of \$40,000.00, including reimbursable expenses

Manager: Dan Patterson, Pedestrian and Bicycle Planner
Hennepin County Planning, Policy and Land Management
701 4th Avenue South, Suite 400, MCL608, Minneapolis, MN 55415
Email: Dan.Patterson@hennepin.us Office: 612-543-1966

Bill to: Hennepin County Accounts Payable
P.O. Box 1388, Minneapolis, MN 55440-1388

Summary of labor and expenses - this invoice

Start date: **08/01/15** End date: **08/31/15**

Labor and services **9,992.55**

Expenses **79.69**

Total balance due: **\$10,072.24**

Please make payment out to

Community Design Group
212 3rd Avenue North, Suite 515
Minneapolis, MN 55401
Federal Tax ID: **46-5305167**

Certification

I certify that the benchmarks and hours reported in this invoice have been completed as described. All services and costs are new and have not been included in previous invoices.

Antonio M. Rosell, P.E., AICP
Director and Project Manager
Community Design Group (CDG)

Summary of costs, this invoice

Labor and services

Personnel	Hours	Rate	Cost
Antonio M. Rosell, P.E., AICP	9.62	125.00	1,202.50
Theresa Nelson	0.00	85.00	0.00
Juana Sandoval, MSCE, AICP	0.00	90.00	0.00
Kelsey Fogt	0.00	85.00	0.00
Aika Mengi	29.05	85.00	2,469.25
Sierra Saunders	75.28	70.00	5,269.60
Max Dickson	17.52	60.00	1,051.20
Total labor and services	131.47		9,992.55

Expenses

Description	Cost
Mileage and parking	13.44
Workshop food items and supplies	0.00
Printing (24x36, 11x17, standard) and website-related	66.25
Total reimbursable expenses	79.69

(All expenses pre-approved)

Included in this invoice **\$10,072.24**

Payments to date

	LABOR	EXPENSES	TOTAL
MAXIMUM AMOUNTS	-	-	40,000.00
PREVIOUSLY INVOICED	23,519.35	1,826.08	25,345.43
THIS INVOICE	9,992.55	79.69	10,072.24
TOTAL TO DATE	33,511.90	1,905.77	35,417.67
BUDGET REMAINING AFTER THIS INVOICE			4,582.33

Activities covered in this invoice

Please see attached pages for detailed labor and expenses, per task and personnel, with full descriptions.

9/23/2015

Detailed Reports - Community Design Group (CDG) - Harvest

Detailed Time Report

HOURS PER STAFF

Timeframe **08/01/2015 — 08/31/2015** Client **All Clients**
 Total **131.47 Billable Hours** Project **Brooklyn Park Ped Bike SRTS PLAN**
 131.47 Uninvoiced Billable Hours Task **All Tasks**
 Staff **All Staff**

Date	Client	Project	Task	Hours
Aika Mengi				29.05
08/04/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[9:42am - 11:45am] Funding Page update</i>	2.05
08/05/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[2:47pm - 4:04pm] Review Funding</i>	1.28
08/05/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[4:10pm - 4:20pm] Review Funding</i>	0.17
08/06/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[10:24am - 12:24pm] Funding Page update</i>	2.00
08/14/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[3:20pm - 4:26pm] Brooklyn Centre Gap Analysis</i>	1.10
08/17/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[9:00am - 10:00am] Gap Analysis</i>	1.00
08/18/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[3:11pm - 3:23pm] Bike and Pedestrian Gap Analysis</i>	0.20
08/18/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[3:34pm - 4:48pm] Bike and Pedestrian Gap Analysis</i>	1.23
08/18/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[5:16pm - 5:35pm] Bike and Pedestrian Gap Analysis</i>	0.32
08/19/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[9:08am - 12:34pm] Gap analysis</i>	3.42
08/20/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[1:45pm - 2:00pm] Gap analysis</i>	0.25
08/24/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[10:55am - 12:41pm] gap analysis</i>	1.77
08/24/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[1:13pm - 1:56pm] gap analysis</i>	0.73
08/24/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[2:02pm - 4:32pm] gap analysis</i>	2.50
08/25/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[12:47pm - 2:25pm] Gap Analysis</i>	1.63
08/25/2015	Hennepin County	[DB] Brooklyn Park Ped Bike SRTS PLAN	BILLABLE Project work activity <i>[2:31pm - 3:30pm] Gap Analysis</i>	0.98

<https://comdesgrp.harvestapp.com/reports/detailed/213/2015/243/2015/any/any/7454784/ign/yes/ign/any?group=users>

1/6

COMMERCIAL LIABILITY INSURANCE CERTIFICATE



CERTIFICATE OF LIABILITY INSURANCE

COMMU34 OP ID: KT

DATE (MM/DD/YYYY)
06/28/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Northern Capital Commercial Northern Capital Ins Gp dba P.O. Box 9396 Minneapolis, MN 55440-9396 Terras Reinhardt	CONTACT NAME: Kathy Hanson	
	PHONE (A/C, No, Ext): 952-996-8854	FAX (A/C, No): 952-829-0482
E-MAIL ADDRESS: kathyhanson@northerncapital-mn.com		
INSURED Community Design Group Inc Attn: Antonio Rosell 212 3rd Avenue North Ste 515 Minneapolis, MN 55401	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ACUITY Insurance	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		
		NAIC # 14184

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD/INSUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		L62782	06/01/2016	06/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALLOWED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		L62782	06/01/2016	06/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$		L62782	06/01/2016	06/01/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	L62782	06/01/2016	06/01/2017	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Minneapolis is hereby included as Additional Insured as required by a written contract provided the contract was executed prior to loss.

CERTIFICATE HOLDER City of Minneapolis Public Works 350 South 5th St. Ste 203 Minneapolis, MN 55415	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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PROFESSIONAL LIABILITY INSURANCE CERTIFICATE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/15/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Hiscox Inc 520 Madison Avenue 32nd Floor New York, NY 10022		CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com	
INSURED Community Design Group 212 Third Ave N Ste 515 Minneapolis MN 55401		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Hiscox Insurance Company Inc 10200 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER	\$
A	Professional Liability			UDC-1241563-EO-15	10/24/2015	10/24/2016	Each Claim:	\$ 2,000,000
							Aggregate:	\$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

FINANCIAL REPORT

Community Design Group Balance Sheet As of June 29, 2016

	Total
ASSETS	
Total Current Assets	\$ 59,139.84
Total Fixed Assets	\$ 103,462.82
TOTAL ASSETS	\$ 162,602.66
LIABILITIES AND EQUITY	
Liabilities	
Total Current Liabilities	\$ 85,147.97
Total Long-Term Liabilities	\$ 22,135.65
Total Liabilities	\$ 107,283.62
Total Equity	\$ 55,319.04
TOTAL LIABILITIES AND EQUITY	\$ 162,602.66

Wednesday, Jun 29, 2016 05:34:08 AM PDT GMT-5 - Cash Basis



THANK YOU!





Houston Engineering, Inc.

June 29, 2016

CITY OF EAST BETHEL



Proposal for

COMPREHENSIVE PLAN AND ZONING ORDINANCE UPDATE

6901 East Fish Lake Road, Maple Grove, MN 55369

763.493.4522

mdomitrovich@houstoneng.com



Via EMAIL: colleen.winter@ci.east-bethel.mn.us

June 29, 2016

Colleen Winter
Community Development Director
City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

Subject: Clear and collaborative guidance for the City of East Bethel's Comprehensive Plan Update

Dear Colleen:

Thank you for taking the time to meet with me earlier this month to discuss your important upcoming project. As you may expect from my own experience as a city planner for two decades, I closely understand the accountability of public employees like yourself. I am pleased to introduce our full team from Houston Engineering, Inc. (HEI) and ensure you that we will work closely with you to create a document that succinctly addresses both the challenges *and* the opportunities your community faces now and into the future.

Located conveniently within the Twin Cities metro area, East Bethel has the unique opportunity to update your plan according to the Metropolitan Council's Thrive MSP 2040 plan, while still maintaining a small-town lifestyle. **HEI's planning team understands the importance of integrating a metropolitan style while maintaining the natural elements of your semi-rural community.** We respect your intention to update the Comprehensive Plan by October 2017, and we are fully staffed and committed to meeting that deadline.

Comprehensive plans help shape and define the long-term outlook of a community and its citizens. The key to creating a successful comprehensive plan for East Bethel will require engaging businesses and residents to specifically define their needs. Our experienced team will participate in public meetings to drive progress by listening closely to residents and making sure the plan represents a singular vision.

HEI understands the work to be performed under this contract, and we fully commit our staff to performing that work within your requested time period. We believe we are the best team to serve the City of Bethel because of our experienced environmental and planning team, our innovation in engaging the public, our local presence, and our forward-thinking approach to planning. Per the request for proposal (RFP) requirements, we understand that HEI would be hired as a consultant to the City and that this proposal will be taken as an irrevocable offer.

We will call to follow up on our proposal on Thursday, July 7. If you have any questions about the details of our submittal before this time, please do not hesitate to contact us.

Sincerely,

HOUSTON ENGINEERING, INC.



Michael J. Domitrovich, APA
Project Manager/Urban Planner
Direct: 701.499.2088
mdomitrovich@houstoneng.com



Barton L. Schultz, PE, Maple Grove Office Manager
Principal-in-Charge
Direct: 763.493.6662
bschultz@houstoneng.com

Authorized Negotiator: 

Brian Fischer, CFM, Vice President, 763.493.6664



TABLE OF CONTENTS

**Comprehensive Plan and Zoning Ordinance Update
City of East Bethel**

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8. Compensation.....	6

APPENDICES

- Appendix A – Resumes
- Appendix B – Relevant Project Experience
- Appendix C – Sample Invoice
- Appendix D – Proof of Insurance

About Houston Engineering, Inc.

Established -

1968

Size -

180 employees

Entity Structure -

S-Corporation - 100% owned
by employee shareholders

Locations -

Fargo (Corporate)

Bismarck

Dickinson

Grand Forks (Satellite)

Maple Grove

Minot

Thief River Falls

About Us -

At Houston Engineering, Inc. (HEI), we have a proud history and a bright future. We pride ourselves on adapting to an ever-changing industry and welcome the challenges that make every project unique. Our clients count on us to provide comprehensive, workable solutions that produce results now and continue to provide value well into the future. Because at HEI, we are building for a better tomorrow.



Water Resources

- Water Supply
- Water Quality
- Flood Control
- Flood Insurance Studies and Floodplain Management
- Stormwater Management
- Groundwater
- Aquatic Ecosystems
- Drainage Systems
- Drought Management

GIS/Web Apps

- Planning and Implementation
- Data Development
- Map Production
- GPS Data Collection
- Spatial Database Design
- GIS Analysis
- Web Applications
- Programming

Municipal

- Urban Street Design
- Water Storage and Distribution
- Sanitary Sewer Collection Systems
- Lift Stations
- Water and Waste Water Treatment
- Well Development
- Storm Sewer Master Planning and Design
- Subdivision Layout and Platting
- NPDES and SWPPP Permitting
- Facility Planning
- Waste Stabilization Ponds
- Detention Pond Design
- Contaminant Characterization

Surveying

- Boundary Surveys
- As-Builts and ALTA/ACSM
- Land Title Surveys
- Topographic Surveys
- Construction Staking
- Hydrographic Surveys
- Right-of-Way and Easement Surveys
- Highway, Powerline, and Pipeline Alignment Surveys
- Bridge Surveys
- Subdivision Plats
- CFeds Surveys
- Elevation Certificates
- FEMA Letter of Map Change Applications

Environmental

- Wetland Assessment
- Impact Analysis
- Permitting
- Mitigation
- Natural Resource Inventories
- State and Federal Environmental Review
- Regulatory and Permitting
- Environmental Engineering Studies and Design
- Water Quality Analysis
- Wetland and Stream Restorations
- Fish Passage

Transportation

- Traffic Studies and Analysis
- Bridge and Structural Design
- Street, Highway, and Roadway Design
- Corridor Analysis
- Bike and Pedestrian Trails
- Vehicle Routing Analysis
- Railroads
- Environmental Review and Impact Analysis
- Planning
- Construction Management
- Airports

Land/Site Development

- Feasibility Studies and Reports
- Site Development
- Plats
- Parks and Trails
- Private Streets
- Stormwater Facilities
- Land and Subdivision Planning
- Industrial Parks
- Parking Lots
- Construction Management
- Water and Sewer Improvements

Waste Management

- Regional Program Planning and Evaluation
- Feasibility and Economic Analysis
- Ownership and Management Options Analysis
- Facility Procurement and Implementation
- Environmental Review, Permitting, and Siting
- Landfill Design/Composting Facility Design
- Processing and Treatment Facility Design
- Recycling/Materials Recovery Facility Design

address | 6901 E Fish Lake Rd, Suite 140 • Maple Grove, MN 55369
phone | 763.493.4522
website | houstoneng.com



1. GENERAL INFORMATION

Every company must grow—be it slowly or quickly—if it hopes to remain successful. When HEI finally outgrew its home town of Fargo, ND, the first location we targeted for expansion was Maple Grove. We have always had employees who call Minnesota home, but that number has grown larger than ever before, with 40 employees in Minnesota.

East Bethel is just a short drive from our Maple Grove office, and we can arrive at City Hall on short notice to meet with the City and the public.

2. PROJECT UNDERSTANDING

East Bethel: Small-Town Feel Near the Metro

A comprehensive plan must begin with an authentic look at the realities of a community—its strengths, its challenges, its people, and its character.

The bulk of our team resides in the Twin Cities alongside the residents of East Bethel. We can bring firsthand knowledge of the general challenges and opportunities that come with the region and offer full-service capabilities that include municipal, land and site development, transportation, and more.

East Bethel has its own unique aspects, which we intend to focus on. For example, we know you're your residents enjoy their semi-rural community and small-town feel. The residents have access to several parks, lakes, hunting and fishing opportunities, and several other recreational opportunities that take advantage of the locale just outside the metro. We intend to help preserve these aspects and even improve them while introducing new ones.

A Living Document

We understand that the Metropolitan Council's Thrive MSP 2040 is a key driver for this comprehensive plan update. However, that doesn't mean the City of East Bethel needs to settle for a dense, bureaucratic document.

HEI will work closely with City staff, the Planning Commission, the City Council, and residents to create a plan that will realistically guide the City's future.

Including the Public

Ultimately, this comprehensive plan exists to serve the residents and businesses of East Bethel. The

ideas within the plan should serve to improve the quality of life for the residents in several ways.

To create a living document that serves the people, we need to engage the people.

October 2017: An Aggressive Schedule

The City of East Bethel would like to conclude its plan revisions by October 2017, ahead of the Metropolitan Council's 2018 deadline to better serve the public.

HEI's office in Maple Grove will get our staff to the City quickly when needed, allowing us to find solutions without any wasted time. We also have the capacity to make East Bethel a priority in our workload; in fact, we make it a point to only pursue projects where we can confidently meet both the client's needs and timeline.

3. PROJECT APPROACH

Assessing Land Use

Land use consists of more than a building on a piece of land. A city needs to consider the building, the land itself, right-of-way usage, and more. Together, we will develop an accurate picture and history of East Bethel's land use since the beginning of record-keeping.



Our team will look at the city on a macro scale for any land use conflicts and accountability. To project the placement of certain land uses, we analyze topography and natural drainage patterns as well as natural landforms and special elements that can be worked into designs. This lays the framework for land use configuration by stacking layers of information to develop land use scenarios.

East Bethel's historical and present consumption of the different land uses will play an important role.

The information we gather will provide a tool for accurate land use standards. We will compare the present street classification systems to identify potential conflicts and identify ways of resolving them. When we identify the growth of land for future uses, we will design the placement of the roads, guided by nature as much as possible.

We will also use sustainable engineering techniques, such as bio swales, rain gardens, and bioretention to help form future development strategies.

Housing for All

Beyond simply ensuring people have somewhere to live, housing can help foster a strong sense of community. The plan must seek to provide housing for all economic levels, giving all a sense of place and belonging as well as comfort and ease-of-mind.

HEI will analyze the existing housing options within East Bethel and work with the City to identify what affordable housing needs exist and how to meet these needs.

Residential development will also drive commercial needs for the City of East Bethel.



WE WILL ENSURE THE PUBLIC OF EAST BETHEL HAS SIGNIFICANT INPUT INTO THIS PROJECT

Public Participation

A consultant must answer to a city, and a city must answer to its residents. With that in mind, we will assist the City with engaging the residents of East Bethel. There are several proven ways to bring people together and engage them in this process.

Michael Domitrovich, Jeff Lutz, and Emmy Baskerville will engage with the public and encourage active participation. All have significant experience working with the public and will ensure that the opinions of Bethel's residents are heard.

We will develop a question and answer piece to engage the community and discover its needs. We can also send out info in newsletters from the City, create social media pages to help convey information, and gather feedback using online surveys.

The ultimate strategy for public involvement will be addressed in our kick-off meeting with the City.

Additional Information

HEI will work with the City to identify and incorporate its existing information in the areas listed below. Where there is a need, HEI will advise the City on elements that may need clarification or further discussion.

TRANSPORTATION

The presence of Highway 65 through East Bethel makes transportation a key focus. We want to encourage passersby to pull off at East Bethel and not just pass through. We will work with the City and local businesses to determine the best way of accomplishing this. We will also work to preserve large tracts of land for industrial development along Highway 65.

WASTEWATER

As a semi-rural community, the City of East Bethel has unique challenges in ensuring utilities reach all homes. HEI will help the City identify what needs it must—and can—address for wastewater and other utilities for its more rural residents.

SURFACE WATER

The South Washington Watershed District, the Rice Creek Watershed District, and several other clients throughout the region work directly with HEI when seeking solutions to complex hydraulic and hydrologic concerns. If necessary, the City of East Bethel can draw on HEI's extensive experience in surface water management and modeling in an effort to better understand the City's own challenges.

WATER SUPPLY

The City of East Bethel has unique challenges as a semi-rural community. HEI has worked with numerous rural communities to bring reliable water supplies for the first time into their regions (e.g., the Northwest Area Water Supply project), and we will put that expertise at the disposal of the City of East Bethel.

PARK AND TRAILS

East Bethel has extensive natural resources at its disposal and has already made successful efforts to utilize them: HEI will help the City identify the best ways to continue preserving these resources as well as new ways to tap into them.

In the City of Roseau, HEI led the designs for a new pedestrian/bike trail that connected into and meshed with an existing system. Residents and visitors alike now have 3 miles of trails to explore within and immediately outside of the city.

CAPITAL IMPROVEMENTS PLAN

HEI will visualize the City's infrastructure such that they remain consistent with updated land use plans we cooperatively create. We will develop a plan for extending the services without extending the costs of utilities at an inconsistent pace with development.

ECONOMIC COMPETITIVENESS

Working closely with the Chamber, HEI will seek ways to promote an active commercial and industrial work force for the City of East Bethel. We want to preserve and enhance recruitment needs for businesses.



ENVIRONMENTAL

Our scientists have built a reputation throughout Minnesota and beyond for their expertise in water quality, environmental preservation and restoration, and general ability to tie scientific data into engineering and planning.

Jeff Lutz and Emmy Baskerville can help the City preserve the environment that makes East Bethel special. This includes identifying safe practices for development that will minimize threats to the environment and will instead enhance it. HEI has long used a "design with nature" approach, and we will implement that ongoing strategy here.

Larry Kramka will also provide senior guidance to the environmental team as needed. Larry served the Minnesota DNR for more than 20 years and has a deep familiarity with the environmental strengths and challenges of the region.

Implementation

Not only will HEI review all existing documents, we will evaluate and, when necessary, update them for inclusion in East Bethel's updated comprehensive plan.

We will align the zoning ordinance to comply with the 2030 comprehensive plan. We would also like to use form-based codes in some areas along the highway or in the area at the intersection of Highway 65 and Viking Boulevard (i.e., County Road 22), which the City implied it would like to develop during our visit.

A Five-Year Focus

We can help the City identify specific needs, solutions, and opportunities for the next five years, which will complement the big-picture view taken in the overall comprehensive plan. By merging these two trains of thought, the City can adequately provide for both its near-term and long-term needs.

4. PERSONNEL QUALIFICATIONS

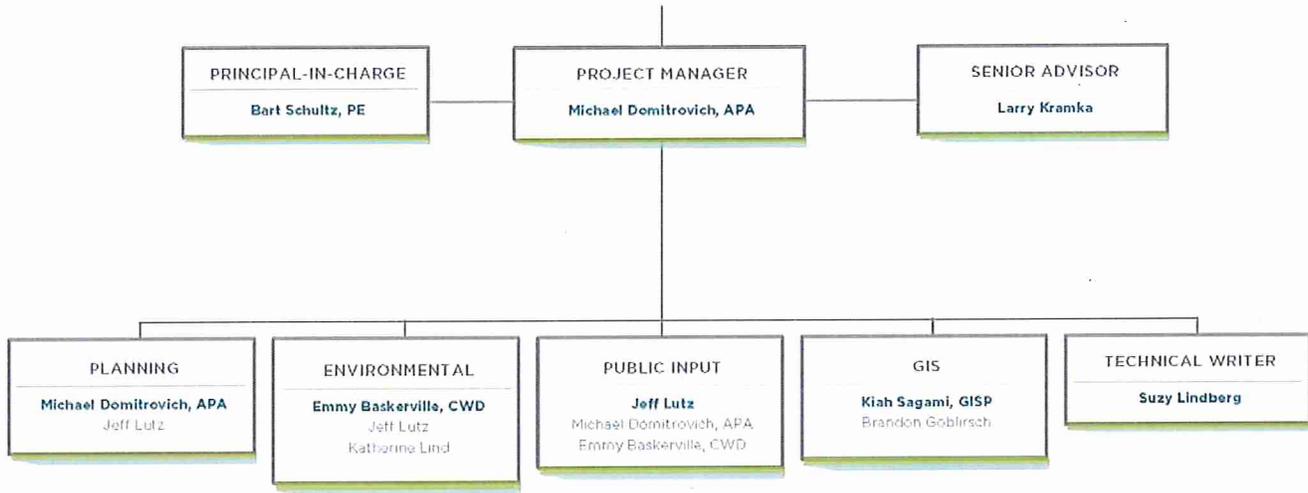
Leadership Team

Michael Domitrovich will serve the City of East Bethel as Project Manager, coordinating the City's needs with the project team. Michael will also lead the bulk of the planning efforts himself, lending his experience as a former city planner to East Bethel.

Bart Schultz, PE, will serve the Principal-in-Charge and the Maple Grove Office Manager. Bart brings more than 30 years of experience with environmental engineering in the Minnesota area.

Brian Fischer, CFM, will negotiate and execute the contract on behalf of HEI. Brian is a vice president with the firm and serves clients out of HEI's Maple Grove office.

Project Roles



Education and Experience

For information on the education and experience of all proposed staff, see resumes in Appendix A.

Qualifications of Consultant

Michael Domitrovich has worked with a wide variety of small private and public clients throughout Minnesota and beyond to help update comprehensive plans, implement new recreational opportunities, and even rebuild in the aftermath of a tornado. Relevant project experience can be found in Appendix B.

Relevant Projects	
City Planner (Internal)	Fargo, ND
Riverfront Park and Trail System	Breckenridge, MN Wahpeton, ND
The District Master Plan	Fargo, ND
Root River 1W1P	Winona County, MN
North Fork Crow 1W1P	Wright County, MN
Detroit Lakes Business Park	Detroit Lakes, MN
The Point – Lake of the Woods Master Plan	Warroad, MN
Burgundy Group Development Plan	Sartell, MN

Functions and Experience

Michael Domitrovich, as Project Manager and Planning Lead, will oversee the majority of the work for this project and coordinate efforts between the City and the HEI team.

Bart Schultz, PE, is available to the City of East Bethel as Principal-in-Charge as a second avenue for communication. And while we don't expect our team to change in any way, our structure will allow Bart to step in and see the project through to completion should unforeseen circumstances arise.

Similar to the relationship between the Project Manager and Principal-in-Charge, all of our roles have a level of overlap built in to help ensure that no project can become derailed.

5. REFERENCES

Norman Leslie

National Hospitality Services
1635 42nd Street South
Fargo, ND 58105
701.492.6104

Mark Zimmerman

Director
North Dakota Parks and Recreation Department
1600 East Century Avenue, Suite 3
Bismarck, ND 58503
701.328.5357

Mark Bittner

Director of Engineering
City of Fargo
200 3rd Street North
Fargo, ND 58102
701.241.1572

Kathy Lovelace

City of Warroad
PO Box 50
Warroad, MN 56763
218.386.1873

History with East Bethel

HEI has served the Twin Cities from our Maple Grove office for nearly 20 years. Much of our staff are from the region, and all enjoy calling the area home.

We often work with public clients throughout the Twin Cities area, from smaller cities and watershed districts on the edges to the City of Minneapolis itself.

6. SCHEDULE

Note that the project deadlines can always be adjusted to better meet the needs of the City.



Project Kick-off/Info Gathering

August 2016



Community Participation

Fall 2016



Draft Plan/Information Review

March 2017



Final Plan

October 2017

7. ADDITIONAL INFORMATION

Using Technology

HEI's Maple Grove office has built a reputation for its unique approach to technology. With an in-house GIS and programming team, we have found a way to consistently tie technology to more traditional engineering and environmental services.

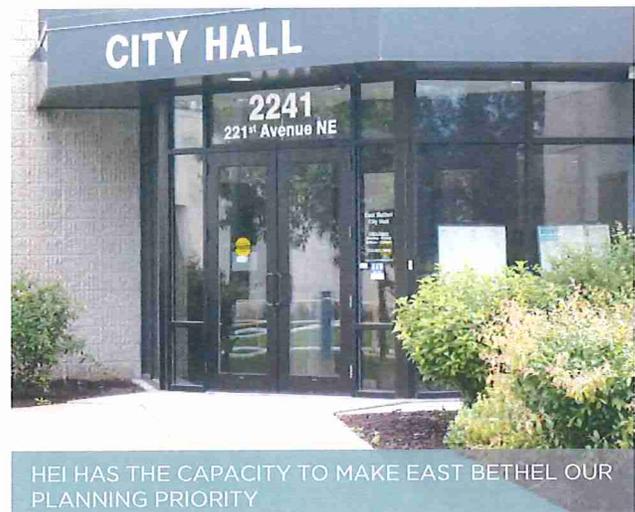
We will take the time to consider how technology and what technologies will benefit the City of East Bethel throughout this planning. We'd be happy to provide further information about our history with mobile applications, websites, databases, and GIS. HEI also focuses heavily on user experience, including layout, publishing, use of graphics, and more.

Research Capabilities

The project will begin with an in-depth inventory and analysis of existing information, including the MSP 2040 Plan, the 2030 Comprehensive Plan, and more. Through independent research and close coordination with City officials, HEI will ensure that pertinent information gets uncovered and considered over the course of this project.

Prioritizing East Bethel

HEI only pursues projects that we can adequately staff and for which we can meet our client's needs. We understand the importance of this project to the East Bethel community and are committed to working with the City to meet your needs and deadlines.



8. COMPENSATION

Inventory and Analysis

HEI's urban and community planning will begin with a complete analysis of East Bethel's code, the Metropolitan Council's Thrive MSP 2040 Plan, the 2030 Comprehensive Plan, zoning codes, maps, and miscellaneous studies. This includes meeting with the City Engineer and staff to discuss and review water, sewer, open spaces, parks, and right-of-way commitments and needs.

Cost: \$8,760

Land Use

Looking at the city on a macro scale, HEI will identify any potential land use conflicts. This analysis will include topography and natural drainage patterns.

Cost: \$12,450

Analysis of Local Economy and Workforce

HEI will work hand-in-hand with the Chamber to promote commercial and industrial work for the City of East Bethel.

Cost: \$5,750

Public Participation

Public meetings give the opportunity to compare the findings of our other tasks against the perceptions and feelings of East Bethel's residents. We will focus our attention to build a consensus between the City, the community, and HEI are all working together toward a final vision. HEI plans to host three public participation meetings.

Cost: \$9,350

Housing

HEI will lead the City through discussions on housing allocations, affordable housing standards, minimum and maximum densities, and housing categories.

Cost: \$6,660

Development Areas and Cluster Development

We will give special attention to the intersection of Highway 65 and Viking Boulevard to identify quadrants that can keep costs of infrastructure designs at a reasonable rate. HEI will provide drawings showing ideas of compact planning sketches.

Cost: \$5,160

Implementation Plan

Goals and objectives play a major part of the formulation of the implementation tools. The relationship of buildable and non-buildable land, in-fill areas, possible mixed uses, and correct zoning must fit into the new comprehensive plan. HEI may engage a form-based code for critical areas like Highway 65 and key intersections like Highway 65 and Viking Boulevard.

Cost: \$7,175

Final Plan

A final plan outlining HEI's findings will be prepared using HEI's in-depth understanding of GIS and CAD technologies. These will be complemented by illustrations. We will meet the timelines addressed and work with staff to shorten deadlines. The final plan will include details pertaining to the requested information outlined in Appendix A of the City's RFP.

Cost: \$18,200

Additional Costs

We have considered expenses such as travel, lodging, and so forth and included these in the costs for each service.

Total Cost: \$73,505

Sample Invoice

HEI understands that the City requires electronic detailed monthly billing statements, which include dates of service, professional and support staff hours, descriptions of services, and charges for services. We will follow the City's requirements in this matter.

Refer to Appendix C for a sample invoice.

9. SUPPLEMENTAL INFORMATION

Liability Insurance

See Appendix D for proof of liability insurance.

Financial Standing

For proof that HEI is in good financial standing, you are welcome to contact our financial reference below:

Rock Messerschmidt

Senior Vice President
Bell State Bank & Trust
3100 13th Avenue South
Fargo, ND 58103
701.298.1576
rmesserschmidt@bellbanks.com

Appendix





Education

Bachelor of Architecture, North Dakota State University, 1976

BS in Architectural Studies, North Dakota State University, 1975

AS in Mechanical Engineering, Delaware County Community College, 1972

Professional Experience

Houston Engineering, Inc.—2015-Present

Lightowler Johnson Associates, Inc.—2014-2015

City View—2006-2014

Cityscapes Development, LLC—2001-2006

Lexus Development Corporation—1999-2001

City of Fargo—1977-1999

Houston Engineering, Inc.—1976-1977

Michael J. Domitrovich, APA, will serve as Project Manager and Planning Lead and assist with Public Input. Michael has extensive experience in municipal and land planning and will provide senior leadership to the project team.

With more than 35 years of planning experience—including 22 years as the City Planner for the City of Fargo—he has provided consulting services for clients in both the private and public sectors. He also has experience with financing solutions, land acquisition, park planning, and gathering public views on public projects. With his wide range of expertise, he is an asset to every project. His latest work includes sustainability, bioswales, developments, and smart streets following ecological standards and designing with nature. He works to focus on new planning philosophies to create the seamless direction of a project with all entities.

- **City Planner, Fargo, ND.** Worked closely with Planning Commission and City Commission to implement Master Plans for Fargo. Designed North Dakota’s first special assessment park. Architect behind 12 miles of bicycle trails, including pedestrian underpasses and linkage. Worked closely with the Highway Department developing alternatives for Interstate interchanges. Developed Fargo’s first Fringe Area Development Study, showing effects and development strategies for full development. Part of a core group who integrated zoning and subdivision ordinances into a Land Development Code. Involved in Fargo’s largest annexation and instrumental in developing extra territorial implementation, taking Fargo from 2 miles to 4 miles in 1998-1999. Worked closely with Metro COG, townships, and Cass County Planning Commission and staff.
- **District Master Plan, Fargo, ND.** Master planned a 280-acre site in south Fargo on the south side of 52nd Avenue South and west of I-29. A portion of the site was sold to house a new Walmart, and the landowner wanted to sell the whole lot at once. The City requested that it be master planned to accommodate future growth, including large commercial boxes, a downtown venue, and different residential land uses.
- **Detroit Lakes Business Park, Detroit Lakes, MN.** Master planned this new business park adjacent to large wetlands. There will be a large, ~100,000-square-foot office building nearer the highway and another series of office buildings further north ranging from 3,000 to 15,000 square feet. The design also preserves the wetlands with two alternatives for development on an “island” in the center of the wetlands. The first calls for small office campuses, while the second proposes a retirement center with detached retirement villas.
- **The Point – Lake of the Woods, Warroad, MN.** Redesigned this recreational and camping site in the wake of a tornado. Buildings were designed to follow a unique theme, creating a unifying feeling to the site. Improvements included safer walkways for pedestrians, increased circulation and capacity for parking lots, new gathering spaces, and reforestation.
- **Black Diamond Estates, Fargo, ND.** Designed a wall, entryway, and sidewalks to this stable area in Fargo. Incorporated designs to slow down vehicles and improve pedestrian safety and incorporated the sidewalk with the roadway to improve snow clearing in the winter.
- **Savanna Estates, Fargo, ND.** Created a concept plan for Savanna Estates, a proposed development in south Fargo at the corner of 88th Avenue South and 25th Street South. Site will include a small man-made lake and recreational area along with many large family homes. ■

Michael served as a city planner for 22 years and understands firsthand the responsibilities of a City to its residents and businesses.



Education

BS in Civil and Environmental Engineering,
University of Wisconsin, 1980

Registration

PE Minnesota—19750
PE Iowa—11822
PE Indiana—19400204
PE South Dakota—5298
PE Wisconsin—25148

Professional Experience

Houston Engineering, Inc.—1999-Present
Orr-Schelen-Mayeron & Associates, Inc.—
1995-1999
HDR Engineering, Inc.—1986-1995
Wisconsin Department of Natural
Resources, Bureau of Solid Waste
Management—1980-1986

Professional Organizations

Consulting Engineers Council of Minnesota

As Principal-in-Charge and Office Manager, Bart Schultz, PE, will ensure that the project team has all the resources it needs to guide East Bethel through an efficient, effective, and thorough plan update. Bart is a Principal at HEI with 35 years of experience in the fields of civil and environmental engineering. His project experience includes comprehensive planning and siting studies for single or multiple public entities; environmental permitting; environmental site assessments; feasibility studies; development of spill prevention, control, and countermeasure plans; corridor studies associated with routing new transmission lines; design of solid waste facilities; design of material handling facilities; quality control review of facility design projects; construction observation; third-party review of contested projects; and technical input to legislative subcommittees during the rule-making process.

- **Keystone Pipeline Assessment, City of Fargo, ND.** Served as Senior Environmental Engineer for this analysis to provide expert witness services related to the proposed Keystone Pipeline development. Developed technical work necessary for third-party review.
- **Landfill Screening by County, Hodges, Harbin, Newberry & Trimble (HHNT), Mountrail County, ND.** As Project Manager, worked with HHNT to help identify potential sites in North Dakota for a new industrial waste landfill site. With oil production burgeoning in western North Dakota, there is an increased need for new landfills to combat oil operations in the area. Led team to screen potential sites for constraints relative to design, operations, and monitoring throughout active operations. Ultimately a site was chosen in Mountrail County, ND, and the team moved forward with zoning requests and the permitting process.
- **Solid Waste Collection and Disposal Projects, City of Bismarck, ND.** Project Engineer for the new Master Plan for the City of Bismarck’s municipal solid waste facility (BMSWF). The project included extensive hydrogeologic investigation that will enable extended utilization of the existing BMSWF site, resulting in a present worth savings of more than \$25 million for additional air space value as well as a projected facility extension of at least 15 years. The benefits to the City include significant operational and cost savings by maximizing the existing site footprint and delaying future BMSWF location development.
- **Sherburne County Solid Waste Department, Sherburne County, MN.** Project Manager on a yearly retainer to provide technical support to the Sherburne County Solid Waste Department staff. The County has permitting authority for solid waste related activities occurring within the County’s jurisdiction. Specific activities include permit review for completeness and compliance with the County’s Solid Waste Ordinance, and review of technical documents related to the solid waste activities occurring within the County. Serves as reliable technical advisor for ongoing management issues.
- **Athens to Martin Lake 69 kV Transmission Line Route Analysis, Great River Energy, Anoka County, MN.** Project Manager for project that includes a route analysis for a 69 kV transmission line connecting the Athens Substation with the Martin Lake Substation in Isanti and Anoka counties. The project included a route analysis for the purpose of identifying a preferred route based on a comparative analysis of numerous factors including social, environmental and engineering considerations. ■

As Principal-in-Charge and Office Manager, Bart will provide senior leadership and commit HEI’s resources to East Bethel’s needs.



Education

Minnesota Executive Program, University of Minnesota, Carlson School of Management, 2010

BS in Natural Resources and Environmental Studies—Water Resources, University of Minnesota, 1990

Professional Experience

Houston Engineering, Inc.—2012-Present
Minnesota DNR—1990-2012

Specialized Training/Coursework

Introduction to NEPA and Transportation Decision Making – National Highway Institute (September 2012)

Professional Organizations

International Association of Public Participation

Larry served the Minnesota DNR for more than 20 years and offers an exceptional understanding of the region's environmental needs.

Larry Kramka will serve as Senior Environmental/Public Input Advisor. Larry leads the Environmental Service Sector at HEI and is responsible for environmental review, regulatory, and planning services. His background includes 22 years with the Minnesota DNR (MnDNR), most recently as the Assistant Commissioner.

While at MnDNR, Larry coordinated the review of comprehensive plans, ordinance amendments, and assisted local government in ordinance administration. Working with zoning administrators, planning commissions, and boards of adjustment, he developed specific unique ordinance language to address localized planning and development concerns. He further conducted many reviews and comments on local government EAWs for various industrial, commercial, and subdivision developments.

Larry is skilled at working with clients to fully understand and support their needs and develop the best solution for each situation. He is in his element when leading public meetings, and easily gets to the heart of issues to gain consensus and move beyond issues.

- **Root River One Watershed, One Plan Development, Fillmore County SWCD, Southwest Minnesota.** As Senior Advisor, serving the project team during the development of the One Watershed, One Plan (1W1P) pilot in the Root River Watershed. In addition to meeting Minnesota Board of Water and Soil Resources (BWSR) requirements, the resulting plan will serve as a valuable tool for practical implementation, regardless of traditional boundaries. Attended policy group meetings to understand issues fully and guide discussion and provided QA/QC and input on the draft plan that is currently submitted to BWSR.
- **East Gull Lake Development Regulatory Assistance, East Gull Lake, MN.** Project Manager. HEI provided assistance with regulatory compliance, developed a regulatory strategy, and prepared applications for any required DNR permits.
- **Browns Preserve Wetland Restoration and Wetland Bank, Anoka County, MN.** Senior Advisor for a large-scale wetland restoration that included designing and implementing a hydrology study, installing hydrology monitoring equipment, performing a wetland delineation, plant community mapping, performing wetland functional assessments, and preparing the Wetland Restoration and Banking Application for local, state, and federal approval. Project involvement included participation in many agency coordination meetings to facilitate various regulatory approvals. Project was constructed in the fall of 2012, and restoration and monitoring of the MN State Wetland Bank is currently underway. Initial state and federal credit deposit is currently in process.
- **Hansen Park Water Quality and Flood Control Project, New Brighton, MN.** As a Senior Project Manager, coordinated with local, state, and federal agencies to secure permitting for both environmental and flood protection. The project also involved best management practices (BMPs), including a three-stage dam and outlet design, targeted removal of sediments, and first-of-its-kind iron-enhanced sand filter practice to treat discharge water on a nearly 24/7 basis. ■



Education

BS in Geography, South Dakota State University, 1987

Professional Experience

Houston Engineering, Inc.—2015-Present

URS Corporation—2007-2015

WSB & Associates—2000-2001

OSM & Associates—1991-2000

Markhurd Inc. (AeroMetrics)—1988-2001

Training

American Institute of Certified Planners (AICP) – July 1, 2001

Organizations

American Planning Association

Jeff has a history that blends planning, transportation studies, and environmental work, making him a unique asset for the City's planning efforts.

Jeff Lutz will serve as Public Input Lead and assist with planning and environmental efforts. Jeff is a Senior Environmental Scientist with 27 years of experience. His multi-faceted planning experience includes preparing: transportation plans, corridor studies and feasibility studies; local comprehensive land use plans and economic development documents; Phase 1 environmental site assessments; and National Environmental Policy Act (NEPA) environmental documentation.

- **Community Comprehensive Land Use Planning.** Experienced in land use planning and economic development issues. Responsibilities have included comprehensive plan amendments for communities; assistance to the public on zoning and land use issues; and identification and recommendations for the best use of a community's land and resources for residential, commercial, institutional, and recreational purposes. Representative experience includes: Ellsworth Air Force Base – City of Box Elder I-90 Corridor Comprehensive Land Use Plan, SD; Comprehensive Land Use Plan Development Study, Eagan, MN; and City of Bloomington Population and Land Use Impact Analysis for the City of Bloomington's Water System Master Plan, Bloomington, MN.
- **Environmental Review and Planning.** Conducts environmental planning and/or environmental review process efforts for a wide variety of projects. Project experience includes environmental review, permitting, technical analyses, environmental field logistics, public involvement, and overall project and task management. Responsibilities include project need development, alternatives development, and identification of level of study required for environmental issues (e.g., land use, socioeconomic impacts, wetland impacts, cultural resources, parks) for a variety of project types.
- **Corridor and Transportation Planning Studies Experience.** Completed major corridor and transportation planning projects. Responsible for project management, corridor issues analysis, compiling data pertaining to demographics, determining existing and future land use trends, preparing modal assessments, completing sub-area studies, and identification and development of transportation. Experience includes Michigan-Grand River Avenue Transportation Study, Lansing, MI; TH 212 Interregional Corridor Study between the western Twin City suburbs to the Minnesota/South Dakota border; TH 36 Sub-Area Corridor Study; and North/West Passage Integrated Corridor Strategic Plan on I-90 and I-94 between Wisconsin, Minnesota, North and South Dakota, Wyoming, Idaho, and Washington
- **Long-Range Transportation Planning Experience.** Prepared long-range transportation plans for metropolitan planning organizations, counties, and communities. Responsibilities included client coordination, public involvement, analysis of existing conditions, multi-modal transportation, land use impacts, alternatives identification, and report development. Representative experience includes Mankato Area Transportation and Planning Study (MATAPS) – 2035 Multi-modal Long Range Transportation Plan, Mankato, MN; St. Joseph Area Transportation Study Organization – 2035 Long Range Transportation Plan, St. Joseph, MO; St. Clair County, MI 2035 Long Range Transportation Plan Update; Danville 2035 Long Range Transportation Plan Update, Danville, IL; Access Minneapolis – Ten Year Transportation Action Plan, Minneapolis, MN. ■



Education

BS in Biology with Plant Science
Emphasis, Minor in Environmental
Science, Minnesota State University,
2005

Registration

Certified Wetland Delineator,
Minnesota—1181

Professional Experience

Houston Engineering, Inc.—2008-Present

Svoboda Ecological Resources—
2005-2008

Minnesota Department of Agriculture—
2004

Emmy is
experienced
with navigating
the
environmental
permitting
process as well
as engaging
the public.

Emmy Baskerville, CWD, is an Environmental Scientist and Wetland Specialist with significant experience with Minnesota wetlands and regulations. She will work with Domitrovich on issues and solutions for nature-driven designs when updating the City of East Bethel's comprehensive plan as well as assist with public input efforts. As a Certified Wetland Delineator, she is experienced in the area of plant and wetland biology. Her primary technical duties include wetland delineations, wetland permit applications, wetland restorations, mitigation wetland monitoring, and other natural resource projects.

- **Browns Preserve Wetland Restoration and Wetland Bank, Anoka County, MN.** As a Wetland Ecologist, was responsible for gathering all baseline data for the purposes of designing a wetland restoration plan and banking application. This included designing and implementing a hydrology study, installing hydrology monitoring equipment, performing a wetland delineation, plant community mapping, performing wetland functional assessments, and preparing the Wetland Restoration and Banking Application for local, state, and federal approval. Project involvement included participation in many agency coordination meetings to facilitate various regulatory approvals. Project was constructed in the fall of 2012, and restoration and monitoring of the MN State Wetland Bank is currently underway. Initial state and federal credit deposit is currently in process.
- **Wetland Application Reviews, Anoka/Washington County, MN.** Responsible for review of application materials, coordination with applicants and regulatory groups, and facilitating Technical Evaluation Panel meetings to review Wetland Conservation Act (WCA) application materials and coordinating regulatory decisions for a watershed district.
- **City of Columbus Comprehensive Wetland Protection and Management Plan, Anoka County, MN.** As an Environmental Scientist, was active in the preparation of a Comprehensive Wetland Management Plan developed for a Twin Cities area watershed district. Tasks included a wetland and natural resource inventory, functions and values assessments, establishment of plan and regulatory goals, agency coordination and meeting participation, and plan and subsequent rule development.
- **Wetland Inventory, City of International Falls, MN.** One of two wetland ecologists who completed a city-wide wetland inventory for future planning purposes. Tasks included interpreting aerial photos, analyzing GIS wetland types, on-site field review, wetland typing and reporting.
- **Wetland Monitoring, City of Maple Grove, MN.** Conducted wetland monitoring activities as outlined in the Administrative Manual for the Wetland Conservation Act for several monitoring sites throughout the year. Provided a yearly monitoring report for each development characterizing the hydrology and plant communities of the sites. Also determined recommendations for modifications or corrective actions for each site based on the designed wetland types and existing conditions. Activities involved monitoring water levels during the growing season and the identification of plant species and communities. ■



Education

BS in Environmental Science and Policy Management, University of Minnesota, 2012

Professional Experience

Houston Engineering, Inc.—2012-Present
WEIR Internship and Research Program, Winona State University—2010

Katherine Lind will assist with environmental services during plan development. Katherine is an Environmental Scientist who collaborates with engineers and other scientists at HEI to compile and analyze information critical to project development. With a background in environmental science and policy management, she will perform research, technical writing duties, and check documents for compliance.

- **Root River One Watershed, One Plan (1W1P), Winona County, MN.** As Environmental Scientist, provided natural resources analysis and technical assistance in the development of the Root River 1W1P pilot document. The draft plan has been submitted, marking an important project milestone for water resource management in the State of Minnesota. The Root River 1W1P is a single plan for the watershed that focuses on implementation strategies that are prioritized, targeted, and result in measurable resource improvements. The strategies to maintain, restore, and protect resources within the plan are aimed at achieving lasting conservation while considering the needs, rights, and interests of citizens and stakeholders.
- **Phase I Environmental Site Assessment (ESA), Dayton Farmstead Property, Dayton, Hennepin County, Minnesota.** As Environmental Scientist, conducted site reconnaissance and review of agency databases and other reasonably ascertainable records for the preparation of a Phase 1 ESA in accordance with the ASTM Standard Practice for Environmental Site Assessment: Phase 1 Environmental Site Assessment Process E1527-13. The purpose of the Phase 1 ESA was to gather information about the 26-acre property and surrounding properties to identify, to the extent feasible, recognized environmental conditions (RECs) in connection with the property being considered for purchase. The assessment revealed no evidence of RECs in connection with the subject property.
- **Environmental Assessment Worksheet (EAW), Hansen Park Comprehensive Water Management Project, Rice Creek Watershed District, New Brighton, MN.** As Environmental Scientist, served as the technical staff to prepare a mandatory EAW for the Rice Creek Watershed District. The district had received Targeted Watershed Demonstration Project grant funds from the Board of Water and Soil Resources to complete a water quality improvement project. The project, a collaborative effort between the District and the City of New Brighton located within Hansen Park in New Brighton, was developed to provide water quality benefits to Long Lake, Pike Lake, and locally downstream as well as flood control benefits to the surrounding region, among other environmental benefits. Record of Decision: July 2015.
- **Environmental Assessment Worksheet (EAW), Grey Cloud Channel Restoration Project, South Washington Watershed District, Washington County, MN.** Environmental Scientist. Served as the technical staff to prepare a discretionary EAW for the project. The Grey Cloud Channel Restoration Project, located east of the main channel of the Mississippi River, on Grey Cloud Island, Washington County, proposed to restore the ecological functions and services of the channel by reestablishing the conveyance of water from the main river channel through the Grey Cloud Channel at the Grey Cloud Island Drive South crossing. The project proposed to remove the blockage at the crossing with a bridge structure while accommodating the roadway embankments. Comment period ends for this project April 27, 2016. ■

Katherine specializes in environmental assessments throughout Minnesota and will help make the environmental process a smooth one.



Education

BS in Geography and Conservation, minor in GIS/Cartography, University of Wisconsin-River Falls, 2007

Registration

GISP #67716

Professional Experience

Houston Engineering, Inc.—2007-Present

Wisconsin DNR—2007

MnDOT (Office of Investment Management)—2006-2007

City of River Falls—2005

Training

DFIRM WebEx Training,

Online Training from Baker and HDM

Kiah provides GIS support to numerous clients throughout the region and will offer the same services to East Bethel to create the best possible plan.

Kiah Sagami, GISP, will assist with GIS services for this project. Kiah is a GIS Technician at HEI, specializing in GIS and web services. She is responsible for providing services in the areas of GIS analysis, mapping, and database design. Kiah has experience in using GIS for cartographic mapping, floodplain mapping, parcel mapping, and geo-database editing.

Her GIS skills include:

- ArcGIS 10.2, ArcInfo, ArcCatalog, ArcToolbox, ArcGIS Online, ArcServer
 - Spatial Analyst, Network Analyst, 3D Analyst, GPS, Arc Hydro
 - Interpolation, Geo-referencing, Transformations, Projections
 - Editing and adding data, creating geodatabases, using model builder
- **Groundwater Use Efficiency Analysis and GIS Data Development, Klamath Water and Power Authority, Southern OR/Northern CA.** As project team member, worked with HEI and prime consultant staff to identify the GIS data needs for the Klamath Basin Project irrigators, served by the Klamath Water and Power Agency (KWAPA). The project consisted of gathering, refining, and organizing geospatial data specific to the irrigation districts, groundwater wells in Oregon and California used as water supply sources, and the water rights data associated with the groundwater wells (OR). Created a data dictionary and geodatabase for the data.
 - **PTMApp Workshops, Sauk River Watershed District, MN.** HEI provided an in-person, hands-on workshop with PTMApp for the District. Topics within the training included PTMApp inputs (e.g., soils data, priority locations, plan boundary), running and installing the desktop application, and using output product from the desktop application.
 - **Red River Decision Information Network, International Water Institute, Red River Basin, North-Central, US.** As GIS Technician, provided geospatial information for the complex decision support system to present information about the physical, hydrologic, ecological, land use, and water quality characteristics of the basin.
 - **Wind Farm Planning, Just Wind, LLC, Logan County, Napoleon, ND.** Provided GIS technical assistance for the planning of the wind farm out in the area of Napoleon, North Dakota. Provided maps and analysis for the phase I area of the wind turbines, including general location maps, soils and land use maps, and threatened and endangered species maps.
 - **Athens to Martin Lake Transmission Line Routing, Great River Energy MN.** Provided GIS technical assistance for the routing of the transmission line. Using ArcView 9.3.1, performed analysis for several possible routes to determine how many wetlands were impacted and the proximity of houses to the proposed areas.
 - **Enterprise GIS Implementation, Mille Lacs Band of the Ojibwe, Onamia, MN.** As GIS Technician, worked with geospatial team on a large-scale project to implement a GIS system for the tribe to organize all of their records. Created basemap/parcel migrations to a geodatabase, provided implementation services, and designed a structured database to connect all data. ■



Education

BS in Geography, University of Minnesota—
Twin Cities, 2016

Professional Experience

Houston Engineering, Inc.—2016-Present

Ramsey County—2015-2016

City of Mendota Heights—2015

City of Minneapolis—2013-2015

Brandon Goblirsch is a GIS Technician with academic and applied experience in technology and GIS services. He has local experience in the Twin Cities, where he served as a GIS intern for Ramsey County, the City of Mendota Heights, and the City of Minneapolis. This urban GIS experience gives him an excellent understanding of municipal needs and challenges.

- **Lower and Middle Cannon River Watershed Terrain Analysis, Rice County, MN.** As GIS Technician, working with team to provide water quality GIS datasets for a best management practice (BMP) suitability analysis. HEI completed terrain analysis, which was supported through a FY15 BWSR accelerated implementation grant.
- **GIS Intern, Ramsey County, St. Paul, MN.** Drew and added plat boundaries to the county parcel fabric in ArcMap.
- **Engineer/GIS Intern, City of Mendota Heights, MN.** Compiled city data into ArcOnline allowing data to be checked remotely from the field. Updated sanitary and storm sewer ArcMap database. Worked with the City Planner and consultants to help produce maps for several city projects. Mapped easement descriptions in AutoCAD and exported to ArcMap.
- **GIS Intern, City of Minneapolis, MN.** Traffic and Parking, Minneapolis, MN. As GIS Intern, completed multiple mapping projects for city engineers. Conducted several traffic and parking studies and prepared reports for city officials. Digitized all traffic signal phasing maps. Completed a traffic signal audit of all intersections with signals.
- **2014 MLB All Star Game, Minneapolis, MN.** As GIS Specialist, collected, prepared, and presented data that was involved in the planning of the 2014 All Star Game, held in downtown Minnesota. Gathered data downtown for planning the parade, and helped execute traffic operations for the parade and other events. Participated in and offered input during planning meetings. ■

Brandon has focused his GIS work in the Twin Cities region, and he will support East Bethel in this role as needed.



Education

BA in English with a Writing Emphasis,
University of Saint Thomas, 2006

Professional Experience

Houston Engineering, Inc.—2012-Present
The Bead Monkey, Inc. —2004-2012

Suzy will use her skillset to ensure that end users have a pleasant and meaningful experience with the comprehensive plan.

Suzy Lindberg will ensure that the final Plan is a modern, usable document that is easy to understand and navigate. Suzy is a Technical Writer at HEI where she edits content and creates promotional materials, presentations, and graphics to illustrate difficult concepts. **She has created customized infographics and artistic renderings to illustrate “before and after” concepts.** Her background in communications, writing, and graphic design give her the ability to define a clear message and communicate it consistently to a wide variety of audiences. She has experience editing technical reports and planning documents, giving her the understanding of issues associated with complex projects and how to make them engaging to a variety of readers.

- **Root River One Watershed, One Plan Development, Fillmore County SWCD, Southwest Minnesota.** As Technical Writer and Editor, working with project team to produce the best possible plan document for the pilot 1W1P project. Editing natural resources analysis and written sections for the One Watershed, One Plan pilot from multiple authors to create one cohesive voice and present complex information in a way that is accessible to different audiences. Also presented a concept for an interactive PDF layout that allows users to quickly click through to pages of interest, which will ultimately be created for the final plan to increase its visual appeal and usability. The draft plan has been submitted, marking an important project milestone.
- **WRAPS/TMDL Handbook and Workshops, Minnesota Soybean Growers Association, Mankato, MN.** As Technical Writer and Editor, working with project team to develop content for a handbook describing the WRAPS and TMDL processes required by the Minnesota Pollution Control Agency. Created style guide, messages, and language guidelines to ensure content is not overly technical in nature and the audience will receive the most value from the end product. Created custom graphics for the handbook and workshop materials to ensure that they are both engaging and educational and clearly illustrate technical concepts for users of varying backgrounds.
- **Klamath Basin Sectoral Applications Research Program (SARP) Grant, National Oceanic Atmospheric Administration (NOAA), Klamath Falls, OR.** Served as a Communications Advisor to the Project Manager for this large-scale research project funded under a NOAA SARP grant. The project addresses climate, drought, and water issues in the often contentious Klamath Basin in the western US. Using complex weather data and stakeholder input, created a series of graphic decision timelines to illustrate when critical decisions are made throughout the water year. Decision timelines formed the basis for a website concept where a variety of stakeholders in the Klamath Basin can find information to aid their decision-making. Advised the project team on readability and designed graphics that are easy to understand for users without a scientific background.
- **Update of the Minnesota Public Drainage Manual, Board of Water and Soil Resources, St. Paul, MN.** As Technical Writer, assisting the project team for the update of the 1991 Minnesota Public Drainage Manual. In addition to editing the content for language, style, and cohesion, working to put the new manual in an online Wiki format for easy use and accessibility.
- **Stakeholder Involvement Assistance.** Assist technical staff with stakeholder involvement by guiding discussions on content, organization of presentations, displays, and more as needed. Help work through technical content to get to the true message of a project and develop strategies to convey this information to the public. Edit content for readability and clarity while adding photos and customized graphics to support the content. ■

FARGO CITY PLANNING FARGO, NORTH DAKOTA



Background

As City Planner for 22 years—along with an additional 15 years in private consulting—Michael Domitrovich, APA, has a deep understanding of a City’s needs, especially pertaining to comprehensive planning.

The Project

Domitrovich’s experience with planning for the City of Fargo includes:

- Coordinating the City’s largest-ever expansion
- Developed City’s first-ever Fringe Area Development Study
- Helping locate future schools and parks
- Creation of more than 12 miles of bike trails
- Hosted public meetings to inform and gather input
- Created area plans as a staple in the planning process
- Worked with County to update land use policies
- Integrated urban standards into rural environments
- Developed future needs with the Public Utility Department for smart growth of utilities through standards in the growth plan ■

» Location

Fargo, North Dakota

» Client Benefits

- More than 12 miles of new bike trails for residents.
- City experienced a massive wave of growth that continues today.
- Creation and planning of new schools, parks, and more to accommodate future populations, helping continue and improve the liveability of the City.

WAHPETON/BRECKENRIDGE RIVERFRONT PARK AND TRAIL SYSTEM WAHPETON, ND, AND BRECKENRIDGE, MN



Background

In 2008, the cities of Wahpeton and Breckenridge had recently had a new levee system approved. The cities wanted to explore new opportunities around the levee system, so they retained Michael Domitrovich through City View and Lightowler Johnson Associates to complete planning and design efforts.

The Project

The master plan accounted for a dam the US Army Corps of Engineers planned to build but had not yet constructed. Domitrovich and the two firms worked with the cities to determine the best options available. The plans had to remain affordable and sustainable under flood conditions.

Domitrovich proposed a plan that better connected the parks in both cities as well as provided safer and clearer connections to nearby neighborhoods.

New parks were also designed to include interpretive buildouts, kayak and canoe ramps, a birding park, and many other riverfront amenities. This park literally and figuratively bridged the river system, creating a unified focal point that strengthened the sense of community between the two cities. ■

» Location

Wahpeton, North Dakota
Breckenridge, Minnesota

» Client

City of Wahpeton/City of Breckenridge

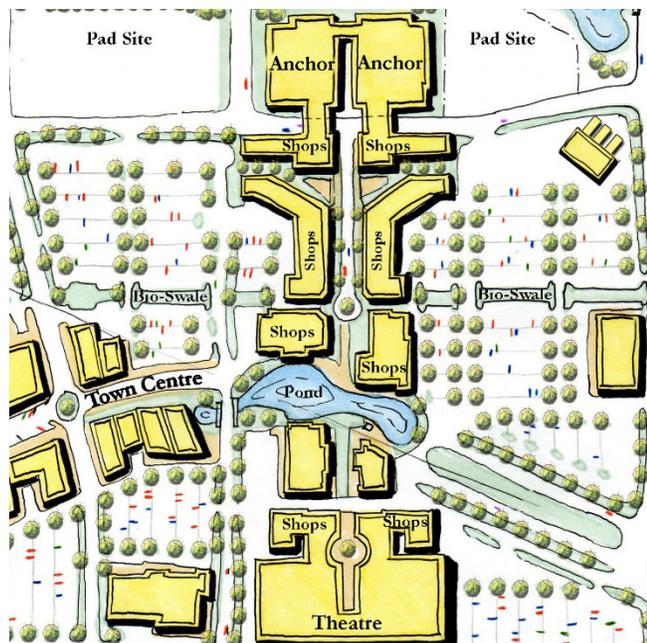
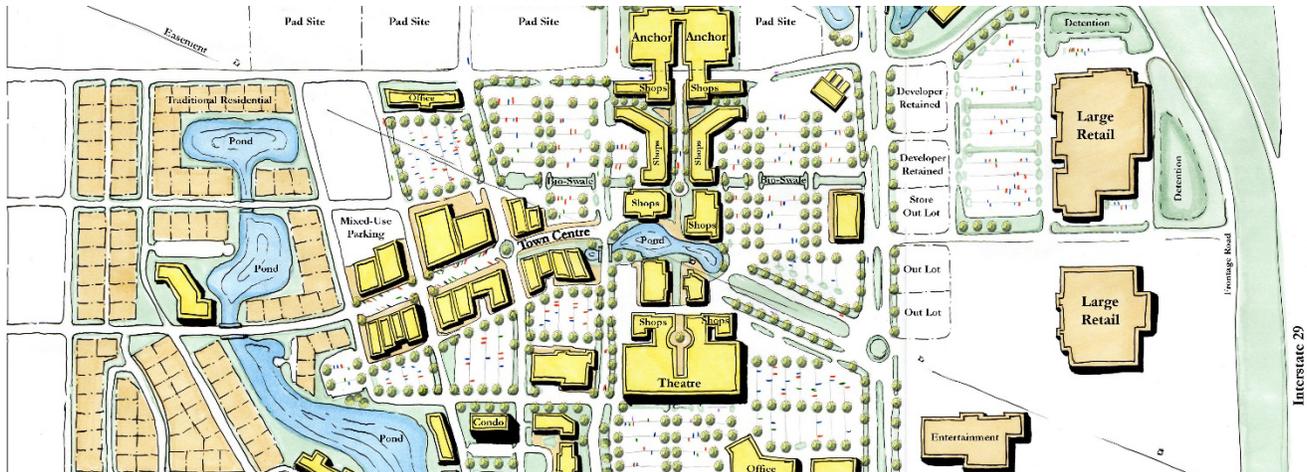
» Contact

Shawn Kessel, presently City
Administrator in Dickinson, North Dakota

» Client Benefits

- New parks and better connections and access to existing parks.
- Safer access for pedestrians.

THE DISTRICT MASTER PLAN FARGO, NORTH DAKOTA



Background

There had been demand in south Fargo for another Walmart location to accommodate the City's expansion and growth in the area. When approached for the land, a property owner opted to sell the whole 280-acre site at once. The City requested that the entire site be master planned to create another mixed used area of town integrating large commercial boxes, a downtown venue, and different residential land uses.

The Project

The site sits along a busy principal arterial designated as a belt line around the City, leading to constraints pertaining to setbacks, landscaping standards, and access points. The concept integrates the design of the new store along with the use of materials and products to create an integrated community by utilizing features such as bridges, walkways, drainage systems, and bioswales.

The store is open while development to its west continues. ■

» Location

Fargo, North Dakota

» Client Benefits

- A master planned 280-acre site that will integrate large commercial boxes, a downtown type venue, and various residential uses.
- Property owner had the ability to sell the entire 280-acre site at one time, allowing for a comprehensive and integrated master plan.
- Master Plan accounted for the adjacent principal arterial.

ROOT RIVER – ONE WATERSHED, ONE PLAN WINONA COUNTY, MINNESOTA



Background

The Minnesota Board of Water and Soil Resources (BWSR) charged local governments to develop one watershed plan to drive water resources planning, management, and project efforts within the watershed. The One Watershed, One Plan (1W1P) pilot project departs from traditional efforts guided by multiple plans and instead encourages local partners to work together to develop a collaborative water management plan that consistently and concurrently drives efforts in the same direction.

Houston Engineering, Inc. (HEI) is currently working with partners in the Root River Watershed in southeastern Minnesota to help develop this groundbreaking project.

The Project

One of the most complicated factors of this project is the level of coordination and communication required between multiple parties.

To address this, HEI began the planning process with a series of stakeholder meetings with Root River partners to develop the backbone of the plan, ensuring known issues and future goals were clearly defined. HEI led partners through a series of productive discussions to gain consensus with a diverse group. Meetings have also helped the team stay on target to meet milestone deadlines to reach BWSR’s ultimate timeline for completion

As the project progresses, HEI will continue to gather watershed information, set measurable goals, and ultimately write a plan with targeted implementation strategies.

The final plan product will be produced as an interactive PDF file, allowing users to easily click through and navigate pages by following button and icon links (see example at left). The plan also involves a series of custom graphics and tables to improve the usability. ■

Root River Watershed | One Watershed, One Plan

	<ul style="list-style-type: none"> Purpose/Mission/Vision Statement General Map of Plan Boundary Summary of Priority Issues and Goals Summary implementation actions and programs Brief description of process to develop goals Outline of participant responsibilities
	<ul style="list-style-type: none"> 1.1 Watershed Overview 1.2 Plan Overview 1.3 Memorandum of Agreement
	<ul style="list-style-type: none"> 2.1 Summary of priority, resources, concerns, and issues 2.2 Information sources used in prioritization process 2.3 Process used to identify priority resources and concerns 2.4 Priority resources, concerns, and issues causing concern
	<ul style="list-style-type: none"> 3.1 Summary of priority, resources, concerns, and issues 3.2 Information sources used in prioritization process 3.3 Process used to identify priority resources and concerns 3.4 Priority resources, concerns, and issues causing concern
	<ul style="list-style-type: none"> 4.1 Brief description of each action 4.2 Target where action will occur 4.3 Identification of responsible parties 4.4 Estimate of cost and potential sources of funding 4.5 Implementation timeline 4.6 How it will be measured
	<ul style="list-style-type: none"> 5.1 Plan Administration and Coordination 5.2 Plan Implementation programs

» Location

Winona County, Minnesota

» Client

Winona County Soil and Water Conservation District

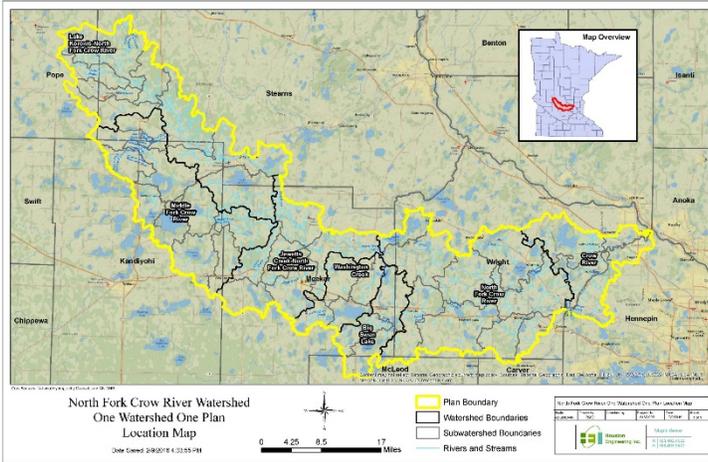
» Contact

Jennifer Ronnenberg,
Water Management Coordinator
507.765.3878

» Client Benefits

- Assistance with a new, uncharted pilot program.
- Coordination with and input from numerous stakeholders, including the public.
- One of the first counties/watershed districts to engage with the One Watershed, One Plan pilot project.
- Detailed plan writing services to describe various complex watershed characteristics.

NORTH FORK CROW – ONE WATERSHED, ONE PLAN WRIGHT COUNTY, MINNESOTA



HEI will help lead partners through a series of productive discussions to gain consensus with a diverse group. Meetings help the team stay on target to meet milestone deadlines to reach BWSR's ultimate timeline for completion

As the project progresses, HEI will continue to gather watershed information, set measurable goals, and ultimately write a plan with targeted implementation strategies. The team will also use the Prioritize, Target, and Measure Application (PTMApp) to create output products to help partners target the best locations to place best management practices (BMPs) on the ground. ■

Background

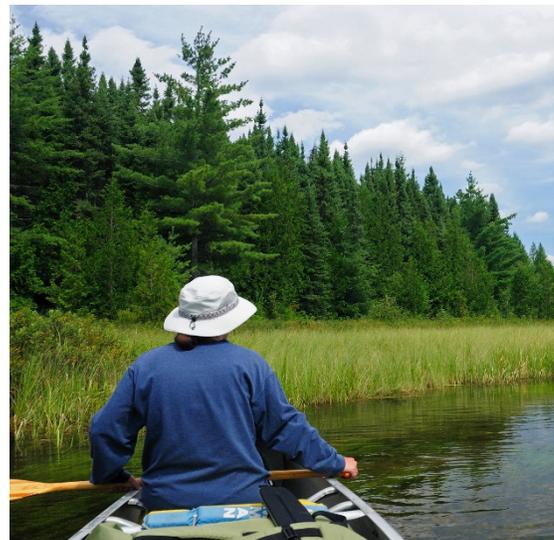
The Minnesota Board of Water and Soil Resources (BWSR) charged local governments to develop one watershed plan to drive water resources planning, management, and project efforts within the watershed. The One Watershed, One Plan (1W1P) pilot project departs from traditional efforts guided by multiple plans and instead encourages local partners to work together to develop a collaborative water management plan that consistently and concurrently drives efforts in the same direction.

Houston Engineering, Inc. (HEI) is currently working with partners in the North Fork Crow River Watershed to help develop this groundbreaking project.

The Project

One of the most complicated factors of this project is the level of coordination and communication required between multiple parties.

To address this, HEI is working with the Crow River Organization of Water (CROW) to facilitate a series of stakeholder meetings with partners to develop the backbone of the plan, ensuring known issues and future goals were clearly defined.



» Location

North Fork Crow River Watershed,
Minnesota

» Client

Crow River Organization of Water

» Contact

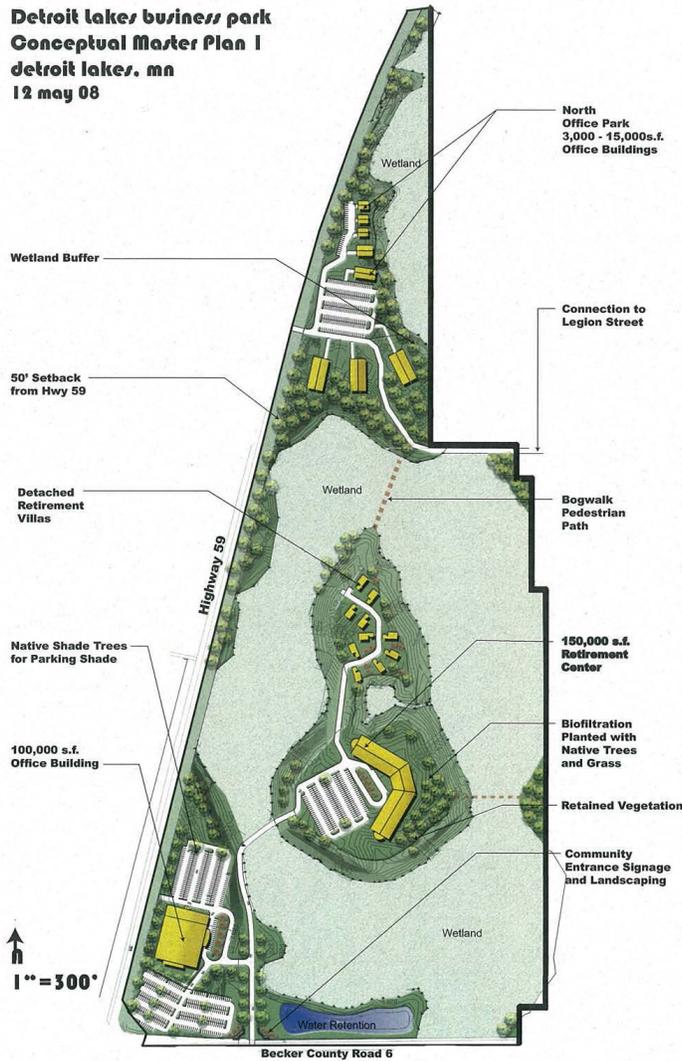
Diane Sander
Watershed Coordinator
763.682.1933

» Client Benefits

- Assistance with a new, pilot program.
- Coordination with and input from numerous stakeholders, including the public.
- Detailed plan writing services to describe various complex watershed characteristics.
- Use of PTMApp to write a plan that is targeted and measurable for future projects.

DETROIT LAKES BUSINESS PARK DETROIT LAKES, MINNESOTA

**Detroit lakes business park
Conceptual Master Plan I
detroit lakes, mn
12 may 08**



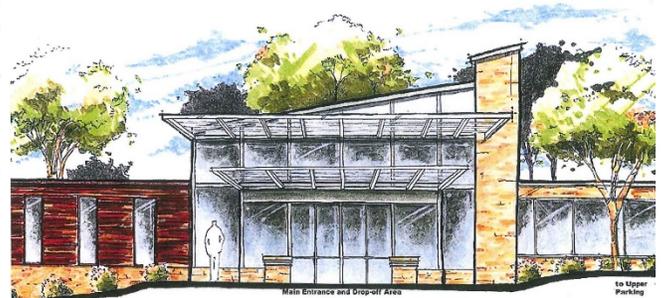
Background

When a large clinic expressed an interest in moving to the community, the City of Detroit Lakes and the Detroit Lakes Economic Development Corporation sought an ideal area for new business development that could grow around the clinic. They sought a site that would allow for not only the development of the proposed clinic but also a new community of businesses seeking to become part of a new business park.

The Project

After reviewing various locations, a 120-acre site was chosen for the new business park. Wetlands on the site required careful consideration, and about 50% of the site was set aside for development.

Domitrovich helped create a plan that worked around the wetlands and met the needs set forth by the Minnesota DNR. ■



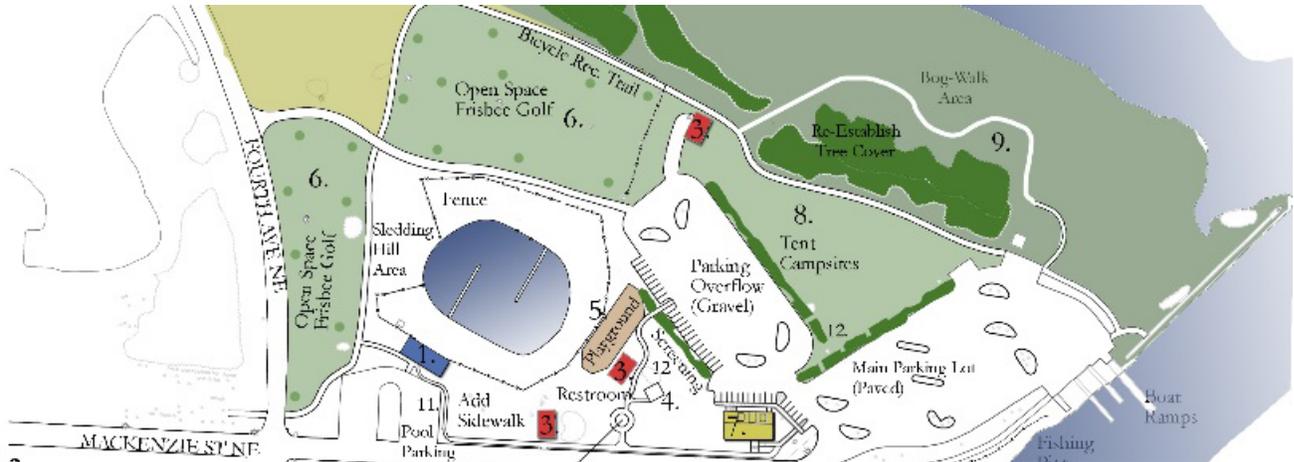
» Location

Detroit Lakes, Minnesota

» Client Benefits

- Met environmental and wetland concerns at part of the overall plan.
- A new business park plan that would construct new businesses around a proposed clinic.

THE POINT – LAKE OF THE WOODS MASTER PLAN WARROAD, MINNESOTA



Background

In 2006, a tornado touched down and passed near the community of Warroad. While there were no lives lost or homes or businesses destroyed, the brunt of the tornado made havoc to an area known as The Point, a city park focusing on accessibility and recreation to the Lake of the Woods.

The Project

This disaster created an opportunity to envision and incorporate new ideas and improvements into the site during its reconstruction. The City contemplated whether or not to replace all park features at the same location (e.g., picnic shelters, fish houses, and pools). They decided to step back and look for a planner to analyze the site and embrace an opportunity to reenvision the site. The council hired Domitrovich to help Warroad choose a path forward.

Through evaluation of the City’s wants and needs, Domitrovich compiled a recommendation list that included

redesigned parking lots for better circulation, greater capacity, and increased safety; pedestrian connections between key locations; reforestation; new gathering spaces near picnic shelters; and native plantings to define parking space and create nature trails and bog walks. With a \$30,000 master plan completed, the multi-million dollar construction will take place through several phases over the next ten years.

The buildings were redesigned to follow a common design theme based on the original fish cleaning house. Designs included concrete block facades, wood siding, and green metal roofing systems as well as creating an official marker establishing a Warroad Point Restoration Fund to rebuild and remember what took place at The Point in 2006. ■

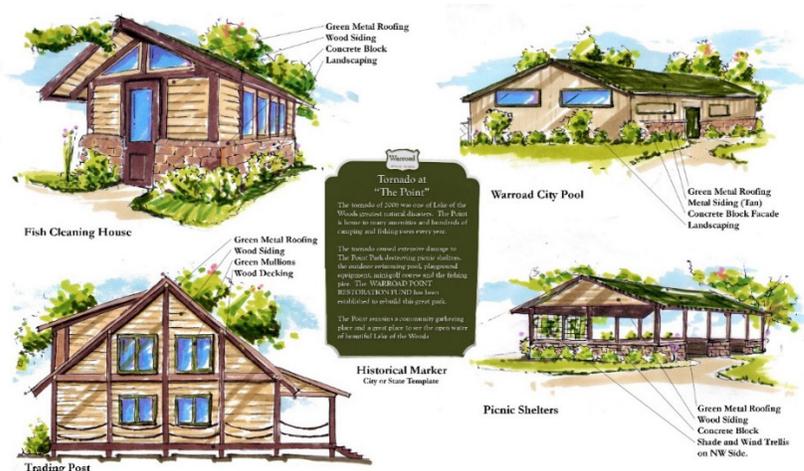


Figure 1: Concept drawings of the site’s new buildings

» Location

Warroad, Minnesota

» Client

City of Warroad

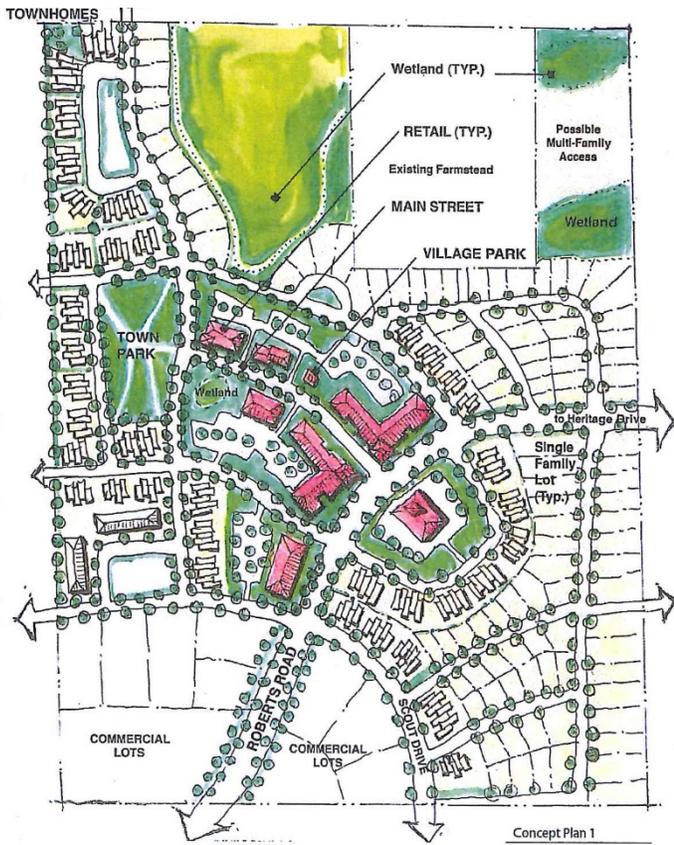
» Contact

Kathy Lovelace, City Manager
218.386.1454

» Client Benefits

- Improved safety for pedestrians with new walkways.
- A redesigned recreational site in the wake of a disaster.
- Redesigned buildings that followed a unified theme.

BURGUNDY GROUP DEVELOPMENT PLAN SARTELL, MINNESOTA



Background

Sartell has always been called a suburb of St. Cloud. Over the years, the City had an opportunity to identify and make decisions on the future direction of the City. A group of investors hired Domitrovich to develop a mini master plan of 183 acres to show development based upon the City's dreams.

The Project

Domitrovich began with an analysis of land, infrastructure trends, and visioning trends. After data collection was finished, a subdivision was incorporated into the plans. The subdivision included an establishment of a downtown, parks, commercial, land preservation, and residential.

The project was completed in phases that balance the economics of the community and the City's infrastructure projects. ■

» Location

Sartell, Minnesota

» Client Benefits

- A confined master plan that helps the City better envision its possible future growth.
- The potential to establish a downtown area, parks, residential developments, and more.

APPENDIX C – SAMPLE INVOICE

INVOICE



HoustonEngineering Inc.

Remit to:

1401 21st Ave N, Fargo, ND 58102

Phone: 701.237.5065

Fed Tax ID: 45-0314557

Interest of 1%/month applied to past due invoices

Colleen Winter
Community Development Director
City of East Bethel
2241 221st Avenue NE
East Bethel, MN 55011

April 13, 2016

Invoice No: 0045326

Due Date: May 13, 2016

Project R168328-002 Sample City of East Bethel Project

Original Contract Amount \$250,000.00
Amount Previously Billed \$63,260.25
Amount Due this Request \$33,763.80
Budget Amount Remaining \$152,975.95

Professional Services through April 9, 2016

Phase 001 Project Administration

Professional Personnel

	Hours	Rate	Amount	
Project Engineer	23.00	152.00	3,496.00	
Design Engineer	1.50	121.00	181.50	
Totals	24.50		3,677.50	
Total Labor				3,677.50
				Total this Phase \$3,677.50

Phase 002 Preliminary Survey

Professional Personnel

	Hours	Rate	Amount	
Land Surveyor	3.00	126.00	378.00	
Two Person Crew	54.50	160.00	8,720.00	
Totals	57.50		9,098.00	
Total Labor				9,098.00

Unit Billing

(FGO) Mileage - Survey/Inspection	45.0 Miles @ 0.74	33.30	
(FGO) GPS Equipment Unit Hours	47.0 Hours @ 25.00	1,175.00	
Total Units		1,208.30	1,208.30
			Total this Phase \$10,306.30

Phase 003 Preliminary Engineering

Professional Personnel

	Hours	Rate	Amount	
Professional Engineer	74.25	136.00	10,098.00	
Design Engineer	34.25	121.00	4,144.25	
Graduate Engineer	34.00	109.00	3,706.00	
Totals	142.50		17,948.25	
Total Labor				17,948.25
		Total this Phase		\$17,948.25

Phase 004 Design and Plan Preparation

Professional Personnel

	Hours	Rate	Amount	
Professional Engineer	1.25	136.00	170.00	
Design Engineer	3.75	121.00	453.75	
CAD Supervisor	9.50	97.00	921.50	
Senior CAD Operator	2.50	85.00	212.50	
CAD Operator	1.00	74.00	74.00	
Totals	18.00		1,831.75	
Total Labor				1,831.75
		Total this Phase		\$1,831.75
		Total this Invoice		\$33,763.80



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/16/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Choice Financial Insurance 4501 23rd Ave S Fargo, ND 58104	CONTACT NAME: Joan Kjonaas
	PHONE (A/C, No, Ext): (701) 356-9895
	FAX (A/C, No): (701) 356-6461
	E-MAIL ADDRESS: j.kjonaas@choicefinancialgroup.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Travelers Indemnity Company
	INSURER B: Travelers Casualty & Surety Company of America
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

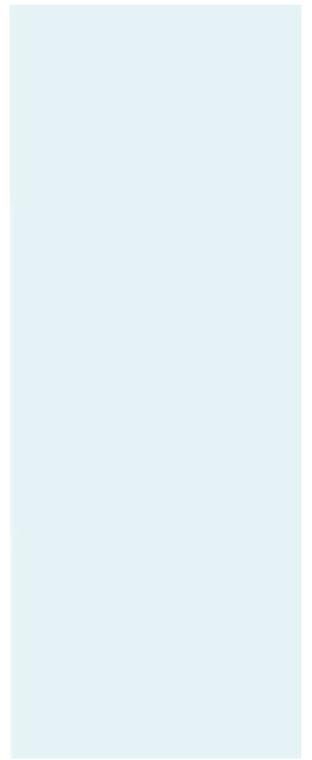
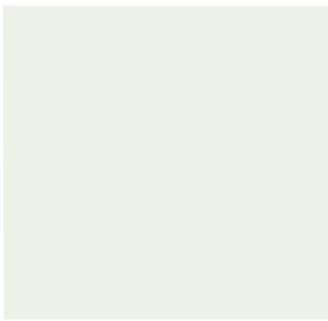
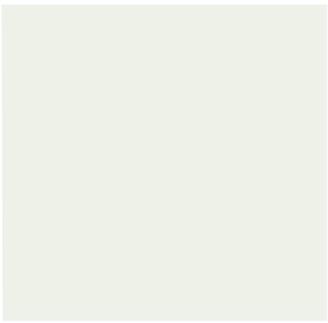
COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			680-5D259562	09/17/2015	09/17/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 XCU included \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			BA5D261569	09/17/2015	09/17/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-005D26717A	09/17/2015	09/17/2016	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N N / A	UB-4125T765	09/17/2015	09/17/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Insured Copy	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



Houston Engineering, Inc. • 6901 East Fish Lake Road, Suite 140 • Maple Grove, MN 55369 • 763.493.4522

Northwest Associated Consultants, Inc.
4501 Olson Memorial Highway, Suite 320
Golden Valley, MN 55422
763-957-1100

Stephen Grittman, Principal

planners@nacplanning.com

sgrittman@nacplanning.com

June 29, 2016

NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

June 29, 2016

Ms. Colleen Winter
City of East Bethel
Community Development Director
2241 221st Avenue NE
East Bethel, MN 55011

RE: East Bethel – Comprehensive Plan Update – Thrive MSP 2040

FILE NO: 802

Dear Ms. Winter:

This letter transmits the proposal from Northwest Associated Consultants, Inc. (NAC) to assist the City of East Bethel with the update to its Comprehensive Plan, and related Zoning Ordinance update requirements. NAC is a consulting firm of six planning staff with extensive experience in comprehensive planning, development regulations, and related disciplines, with a particular focus on assisting local government in creating, adopting, and implementing effective land use goals, policies, and objectives.

For East Bethel, we have prepared the following proposal to complete the work identified in the RFP dated June 1, 2016, and are committed to bringing our tradition of personal, small-company service to East Bethel's public officials, staff, businesses, and residents.

We have, over our 45 years, completed literally hundreds of similar projects, including more than a dozen 2030 Comprehensive Plans for metro-area clients in the last round of decennial updates. We know the process, and the Met Council staff that will be critical to an efficient approval process. More importantly, we know that truly successful Comprehensive Plan projects put the community's needs first, and prioritize them over regional goals – these are the Plans that get implemented rather than placed on the shelf doing little more than awaiting the next update.

In this regard, being dedicated to understanding East Bethel's unique issues and attributes, and working tirelessly to develop planning strategies that will result in both local enthusiasm for its direction, and regional acceptance, are NAC's particular focus. We are the City's advocate, and we want to see the community have control over its development patterns, not merely complete an exercise in "box-checking" for regional approval.

In the proposal that follows, we have laid out a brief summary of our process and approach to development of a Comprehensive Plan that the City of East Bethel will be able to

embrace and truly use as a land use guide. We have integrated – as we always do – two key related aspects of work into the program. These are *effective* public participation, and a view to the implementation requirements of the Plan.

By effective public participation, we mean participation that is meaningful to the participants, and meaningful to the contents of the project – public involvement that leads to better understanding of the community’s issues, and full understanding of the steps to achieve that vision.

For implementation, we complete the planning process with a comprehensive, step-by-step strategic implementation list of priorities – ordinance updates, infrastructure issues, and related follow-up tailored to give the community a “to-do” list for ongoing guidance.

In this regard, we have not specified a separate budget for the City’s Zoning Ordinance update referred to in the RFP. Depending on the scope of change that results from the Plan update, zoning (and other) regulation amendments can vary widely, from individual district design, to more extensive general provisions updates, to full re-writes. We would anticipate working closely with the community in subsequent Zoning Ordinance work and budgeting as the Comprehensive Plan project nears completion.

That being said, however, we fully expect to provide in our Implementation work for the Comprehensive Plan project a relatively detailed summary of Zoning Ordinance changes to effect the Plan direction. This implementation work would serve as an outline for the scope of the Zoning Ordinance update project.

We have identified a timeline which provides for completion of the Comprehensive Plan document by the end of 2017 in accordance with the RFP. Full Met Council processing is likely to occur in 2018, and we are committed to meeting the deadline shown in this proposal.

In summary, we appreciate the opportunity to introduce NAC to the East Bethel community, and would sincerely welcome the chance to interview for this project. We believe that our small size, combined with deep and broad experience, would provide a great match for East Bethel’s planning project.

Please do not hesitate to contact us for any additional material that would help in this decision, and we look forward to meeting you.

Sincerely,

NORTHWEST ASSOCIATED CONSULTANTS, INC.



Stephen W. Gritman

Principal

**East Bethel, Minnesota
2040 Comprehensive Plan Update**

**Statement of Qualifications
Northwest Associated Consultants, Inc.**

This document forwards the proposal of Northwest Associated Consultants, Inc. (NAC) for undertaking the East Bethel 2040 Comprehensive Plan Update, due by the end of 2018.

1. General Information and Company Background.

NAC is a local government planning consulting firm, founded in 1973. Our firm consists of land use planning professionals with a wide variety of backgrounds, including architecture, landscape architecture, economic development, zoning, and land use law. We currently serve more than 20 communities throughout central Minnesota, some in, and some out of, the Twin Cities Seven County Metropolitan Area.

We are a firm of planners. We do not provide engineering services, but instead routinely work closely with the municipal engineers that serve our planning clients. As a firm, we have one primary goal – work with our municipal clients to make solid land use planning decisions that will result in the realization of their land use goals, and provide a clear path to implementing those goals that they adopt.

A major portion of our work, perhaps more than any other planning consulting firm, is work with local government in zoning and development review. We are intimately familiar with the way in which Comprehensive Plans get used – or don't get used. To ensure that this process is a worthwhile one for the community (and not just an exercise to meet the technical requirements of the Metropolitan Council), we are always looking forward to how a particular decision will be implemented. We are confident that East Bethel will experience that key aspect of our services if selected for this project.

2. Project Understanding and Process Overview.

A. Planning Process.

Overview. In responding to the direction laid out in the RFP, we envision a process which includes a thorough examination of current City land use policy, acknowledging that the City is seeking to step away from the previously adopted land use patterns. Our process is built upon specific steps designed to raise options, gather public input, and weigh alternatives. While the new data sets will require attention to the regional issues regulated by Met Council, the City would have the opportunity to re-examine its various local planning objectives and consider pursuit of a variety of alternative directions.

As in East Bethel, many of NAC's clients have entered into periods of new growth that has raised significant public policy discussions. We believe that our experience in just these situations is vital to providing the community with not just a range of alternatives, but an understanding of the consequences of various choices, in an effort to develop the land use pattern most likely to reflect the wishes of the community, and success in the marketplace.

City Staff Involvement. We expect that the consultant would lead the project, relying on City Staff for feedback and interpretation of local issues and choices. NAC would work closely with City Staff in a shared lead role for purposes of correspondence with the public and with public officials. As the RFP makes clear, the City's Engineer will be responsible for creating the civil and infrastructure-related planning components of the 2040 project. We expect to coordinate with the Engineer to consider options, and incorporate those documents into the City's land use elements.

Because NAC does not maintain engineering staff independently, we are particularly comfortable with this arrangement, having worked in this manner on all of our many previous Comprehensive Plan projects, both in the Metro area, and beyond.

Public Participation Levels. Public participation would include those efforts identified below, and would directly and robustly engage the public through an initial round of direct interviews with community leaders and officials, neighborhood-level meetings to review localized issues, and an opportunity for an on-line survey option related to specifically focused concepts or alternatives.

Public Official Roles. With a long history of working for local government in planning and zoning, we fully understand both the role of public officials, and the information they need to make informed and effective decisions. We work hard to build our relationship with the community so we can quickly absorb the issues to be addressed. This requires regular interaction with the Planning Commission and City Council members, to understand their approaches to local government and land use policy, and to ensure that the new Comprehensive Plan truly captures the objectives they envision.

B. Public Participation.

Overview. There are many ways to incorporate public interest and participation in a Comprehensive Plan project. We expect to build these into the process, with the expectation that this effort will provide an extensive opportunity for those interested to participate, and provide City Officials will a sufficient level of confidence that there are no unanticipated issues, not yet raised to public consciousness, that need to be addressed in the Comprehensive Plan process.

The purpose of public participation is not an end in itself. Because public engagement can be expensive, it is important to know what purpose is being pursued. It may be public education about City issues and decision-making, an outreach to find new or innovative ideas for public consideration, and/or an effort to build consensus around a chosen path, among many others.

We offer a menu of public engagement choices for the City to consider as a part of the Comprehensive Plan Update process. At this level, we expect to utilize the following public participation efforts, at minimum:

- a. Web-based comment forum.
- b. Personal interviews with community leaders.
- c. Regular reporting to Council and Planning Commission, and/or Steering Committee.
- d. Four (at least) neighborhood-level workshops.

- e. On-line survey of issues and comment.
- f. Issue-identification public open house.
- g. Concept-review public open house.
- h. Public Hearing on Draft Comprehensive Plan Update.

We have built these efforts into the budget found later in this document. In the event the City wishes to pursue more extensive public involvement, there are additional methods to build on the foundation laid above.

Additional public participation options could include any or all of the following efforts:

- i. Random-sample telephone survey of community opinion (outside contractor).
- ii. Mailed/on-line survey of community opinion.
- iii. Focus group meetings on individual issues and/or concepts.
- iv. Community design charrette.
- v. Participation in community events, e.g. Stockyard Days, and other public relations efforts.
- vi. Interactive workshops with local schools, civic groups, and others.
- vii. Other ideas.

These options are highly customized, and depend on a wide variety of options, including sample size, number of expected participants, etc. NAC would expect to meet with City Officials to discuss and design specific options to develop cost estimates and community official roles for any of the chosen alternatives.

3. Project Approach and Work Program Summary.

We know that a successful Comprehensive Plan project is dependent upon a complete understanding of the City's issues and resources, as well as the unique culture that makes East Bethel a distinct place. We begin our process with an extensive round of group and individual interviews designed to elicit a wide-ranging list of thoughts, feelings, concerns, complaints, and dreams that members of the community – including residents and business-people – have about East Bethel. We refer to this stage of work as “Planning Tactics”, and it is the first step in public participation that drives the planning process from the very start. A pared-down outline of our process is as follows:

- Tactics Planning/Issues Identification
- Inventory/Community Profile
- Policy Plan Preparation
- Concept Planning
- Development Framework
- Implementation

With regard to the final component, the City is required to have development regulations which are consistent with its Comprehensive Plan directives. In addition to the housing-specific implementation steps referenced above, this section of the 2040 Comprehensive Plan Update will involve an evaluation of current development regulations, capital improvement programming and budgeting and provide recommendations related to the implementation of Comprehensive Plan directives.

The RFP identifies the need for changes to the City's development regulations to accommodate new land use directions in the Comprehensive Plan. As we have noted above, we believe that we can offer particularly strong credentials in this crucial area.

4. Personnel Qualifications.

Stephen Grittman, NAC Principal, would serve as Principal-in-Charge for this project, and would be involved in all aspects of the project, including public presentation and interactions, project development, and overall direction. Mr. Grittman has been with NAC since 1983, and currently serves as the consulting City Planner for the Cities of Little Canada, Buffalo, and Monticello. He was responsible for the preparation of Little Canada's 2030 Comprehensive Plan Update, and also recently prepared the Comprehensive Plan for Buffalo. In addition to Little Canada, Mr. Grittman led 2030 Comprehensive Plan Update projects in Minnetrista, St. Francis, Orono, Ham Lake, and Mendota Heights. His education includes degrees in Business, Urban Development, and Law.

Bob Kirmis, NAC Senior Planner, would assist with all aspects of the 2040 East Bethel Comprehensive Plan Update. Mr. Kirmis currently serves as the consulting planner for Elko New Market, and has begun work on their 2040 Comprehensive Plan, updating the work he did for the community in 2030. Mr. Kirmis also completed 2030 Comprehensive Plan projects in Loretto and Credit River Township. Mr. Kirmis holds degrees in planning and architecture, and has served with NAC for nearly 20 years, with prior experience in the planning departments of the City of Eagan and the City of Fargo.

Together, Mr. Grittman and Mr. Kirmis would conduct the entire project, with assistance from NAC support staff in research and product development as necessary. The primary support staff for this project would be Ryan Grittman. Ryan has been with NAC for than a year, with prior experience on the staff at the City of Buffalo conducting zoning assistance and land use research. His education includes a degree in Community Development.

5. Selected References.

City of Little Canada: Joel Hanson, City Administrator
John Keis, Mayor (former Planning Commission Chair)
joel.hanson@ci.little-canada.mn.us
651-766-4029

City of Monticello: Angela Schumann, Community Development Director
Brian Stumpf, Mayor
angela.schumann@ci.monticello.mn.us
763-295-2711

City of Elko New Market: Tom Terry, City Administrator
Bob Crawford, Mayor
tterry@ci.enm.mn.us
952-461-2777

6. Project Schedule.

The Metropolitan Council requires that the Comprehensive Plan Update be received no later than December 31, 2018. This program suggests a work schedule of approximately two years, as well as a six month period for referrals and review by adjoining jurisdictions. Formal submission to the Metropolitan Council is anticipated to occur in the Summer of 2018. A graphic timeline is attached to this proposal on a following page.

7. Additional Information.

- a. NAC staff members maintain active membership in the Minnesota APA and legal organizations. As noted above, our staff has worked extensively in planning and zoning implementation, completing numerous zoning and subdivision regulations projects. In addition, we regularly provide training in planning and zoning issues to many of our municipal client Councils and Commissions.
- b. NAC maintains up-to-date technology, including full ARC-GIS capabilities, and familiarity with a variety of related software relevant to the needs of Comprehensive Plan projects. We regularly work with our clients' municipal engineering staff and consultants and provide seamless coordination with any technological needs.
- c. Research and reference resources are available as necessary, including both public and private sources, depending on the needs of the project. For most Comprehensive Plan projects in the Metro Area, Metropolitan Council provides a majority of the data for project development. However, we are prepared to source additional material as needed to support the needs of the client community, whether those are state or regional data sets, or beyond.
- d. NAC is staffed in preparation for the 2040 Comprehensive Plan Update process. At this time, only a few such projects are underway, and East Bethel's project would be a priority for all assigned staff. Subsequent projects awarded would be assigned to other staff to ensure that we are able to meet the requirements of East Bethel's project schedule.

8. Compensation - Project Budget.

The following is a breakdown of estimated project costs for the Comprehensive Plan Update. The listed fees include all staff work, meeting attendance, all incidentals, and the cost of printing all draft reports and other materials. We have not separately identified the pricing for individual elements as requested by the RFP. Because so much of the data is collected together, it is not clear now these elements could be separated without significant cost duplication.

Month	Project Task	Component Cost
1-3	Tactics Planning/Issue Identification	4,900
1-4	Inventory/Community Profile	8,200
5-6	Policy Planning	4,300
7-8	Concept Planning	7,300
9-13	Development Framework	16,500
14-16	Implementation/Adoption	5,500
17-24	Referrals and Editing	2,500
	Total Budget	49,200

** Additional public participation efforts would be quoted separately, with a more detailed scope, depending on the project.*

Notes:

- *City's Engineering costs for transportation and utility plans are not included, as noted in the RFP.*
- *Joint Planning Commission and City Council meetings are encouraged.*
- *Meetings with Metropolitan Council staff may be necessary, and are included in the budget and scope.*
- *Maps to be prepared and produced by NAC as appropriate.*
- *Cost of printing final copies of the Plan not included due to the uncertain nature of the final documents. An estimate of final printing can be generated prior to the public hearing.*

9. Supplemental Information.

- a. NAC maintains full business liability insurance, a copy of which is included with this material. We are happy to update the coverage, including the City of East Bethel as named insured, if we are awarded the project.
- b. As a private firm, we protect our financial data, but would be happy to share our current financial statements for the City's review if selected for interviews.

East Bethel 2040 Comprehensive Plan Update – Tasks and Timelines

	2016					2017							2018				
	8	9	10	11	12	1	2	3	4-8	9	10	11	12	1-6	7	8	9
Project Initiation	●	◆	◆														
Startup Meeting (Work Program to PC & CC)																	
Tactics Planning			●														
Issue Identification via Stakeholder Interviews																	
Inventory / Community Profile				●													
Social Profile																	
Natural Environment																	
Land Use																	
Housing																	
Transportation, Utilities (from City Engineer)																	
Policy Plan					●												
Update Goals, Policies, Recommendations (Detailed Policies to be Incorporated)																	
Concept Plans							●	■									
MUSA / Land Use Plan																	
Transportation Plan (with City Engineer)																	
Development Framework									●								
Preparation of Various Plan Chapters (Land Use, Housing, etc.)																	
Implementation Plan									●								
Evaluation of Current Regulations, Capital Improvement Planning, Implementation																	
Referrals																	
Open House on Draft Plan													■				
Public Hearing on Draft Plan (PC)																	●
Conditional City Approval (CC)																	●
Adjacent Community Review																	
Submission to Met Council																	
Final Approval (CC)																	* ●

■ Open House (2) ● PC/CC Meetings (10) * Met Council Follow Up Work ◆ Determine Staff Assignments

NOTES: *Open house meetings may include small group meetings with special interest groups; *Joint PC/CC meetings to be determined
 *Policy Plan to be considered separately by Planning Commission and City Council; *Additional meetings may be required depending upon discussion issues; *Draft version of plan components to be provided to Metropolitan Council prior to formal submission

Attachments:

Resumes

Client List

Employee Rates

Insurance

Sample NAC Invoice

<p>EDUCATION William Mitchell College of Law ▪ Juris Doctor Cardinal Stritch University ▪ Bachelor of Science in Management University of Minnesota ▪ Bachelor of Science, Urban Studies California State Polytechnic University ▪ Urban Planning</p> <p>PROFESSIONAL AFFILIATIONS American Institute of Certified Planners American Planning Association Minnesota Chapter of American Planning Association American Bar Association</p>

EXPERIENCE

1983-Present	Principal, Northwest Associates Consultants, Inc. Consulting City Planner: Annandale, MN; Buffalo, MN; Little Canada, MN; Monticello, MN
1981-1983	Land Use Planner, K. Bordner Consultants, Inc., Bloomington Minnesota
1978-1981	Landscape Designer, Braeger Construction, Upland, California

AREAS OF SPECIALTY

Community Planning

Comprehensive community planning. Policy planning and analysis, strategic planning and goal setting, community needs analysis, growth management strategy planning.

Representative Projects: Comprehensive Plans in Buffalo, MN; Watertown, MN; Monticello, MN; Thief River Falls, MN; Rockford, MN; Little Canada, MN; Excelsior, MN.

Expert Testimony

Testimony, analysis, and report preparation on behalf of cities and private property owners for condemnation commissions. Minnesota Municipal Board hearings and District Court.

*Representative Projects: Condemnation – Cities of Minneapolis, MN; Ramsey, MN; Monticello, MN; Victoria, MN.
Annexation – Cities of North Branch, MN; Alexandria, MN, Monticello, MN; Winona, MN;
District Court – Various.*

Rural Development

Land use policy planning, agricultural preservation, rural residential zoning, annexation and incorporation analysis, rural environmental planning.

Representative Projects: Comprehensive Plan in Goodhue County, MN; Land Use Plan in Stearns County, MN; Annexation Analyses in Alexandria, MN; Winona, MN; Monticello, MN.

Downtown Planning

CBD development and redevelopment design, pedestrian and vehicular circulation system analysis and design, streetscape/storefront design, and historic preservation.

Representative Projects: Downtown Plans in Buffalo, MN; Wayzata, MN; Excelsior, MN. Design Guidelines in Little Canada, MN; Excelsior, MN.

Land Use Planning

Master land use planning, municipal zoning and subdivision ordinance preparation, technical assistance and project review, shoreland zoning preparation.

Representative Projects: Zoning and Subdivision Ordinance in Little Canada, MN; Goodhue County, MN; Rockford, MN; Elko, MN; Stearns County, MN. Technical Assistance in multiple communities.

Park, Trail, and Open Space Planning

Planning and design of parks and open space systems, park use and needs analysis, park/trail system surveys, park site design.

Representative Projects: Parks System Master Plans in Buffalo, MN; Monticello, MN; Parks Planning in Lakeville, MN; Glenwood, MN; Rockford, MN; Monticello, MN.

EDUCATION
 North Dakota State University, Fargo, ND

- Master of Community and Regional Planning
- Bachelor of Architecture in Architecture
- Bachelor of Science in Architectural Studies

PROFESSIONAL AFFILIATIONS
 American Institute of Certified Planners
 American Planning Association
 Minnesota Chapter of American Planning Association

EXPERIENCE

2001-Present	Planner, Northwest Associated Consultants, Inc. Consulting City Planner: Elko New Market, MN; Loretto, MN
1998-2001	Planner, City of Eagan, MN
1988-1998	Planner, Northwest Associated Consultants, Inc.
1986-1988	Assistant Planner, City of Fargo, ND

AREAS OF SPECIALTY

Comprehensive Planning

Assist local and regional governments in the preparation and Implementation of comprehensive plans. Addressing land use, transportation, natural resources, housing, historic preservation, development management and policy planning.

Representative Projects: Comprehensive Plans in Montrose, MN; Otsego, MN

Development Regulations and Administration

The establishment and/or revision and implementation of zoning, subdivision, licensing, and other land use regulations, with experience in specialized topic areas such as environmental regulation, sexually oriented uses and telecommunication regulations. Provide technical assistance in subdivision and site plan review for zoning ordinance and comprehensive plan compliance.

Representative Projects: Zoning Ordinances in Lino Lakes, MN; Otsego, MN; St. Augusta, MN; Elko New Market, MN; Montrose, MN

Site and Project Planning

Planning and design of commercial, industrial and residential development with regard to site function, land use compatibility and coordination with support services and utilities.

Representative Projects: Otsego, MN; Lino Lakes, MN; Montrose, MN; Elko New Market, MN

Demographic Studies

Identify and forecast community growth patterns and demographic characteristics for the purpose of comprehensive and project planning.

Recreation Planning

Planning and design of municipal park site plans and preparation of municipal trail parks.

Representative Projects: Buffalo, MN; Montrose, MN; Monticello, MN

Annexation/Incorporation

The preparation of background studies and analysis on annexation and incorporation matters, plus expert testimony before related State agencies.

Representative Projects: Otsego, MN; St. Augusta, MN

Market Research and Feasibility Studies

Assist clients with the necessary background studies prior to the development of or changes to a site or region. Studies include a thorough research and analysis of demographics, population growth or decline, settlement patterns, land uses, zoning, transportation, and all other physical, social and economic considerations.

Representative Projects: Dodge County, MN

Historic Preservation

Assist local governments in the preparation and implementation of historic (heritage) preservation ordinances.

Representative Projects: Otsego, MN

<p>EDUCATION St. Cloud State University ▪ Bachelor of Arts in Community Development</p> <p>PROFESSIONAL AFFILIATIONS American Planning Association – Minnesota Chapter</p>
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EXPERIENCE

2015 to Present	Planner – Northwest Associated Consultants, Inc. Consulting City Planner: Sunfish Lake, MN
2008 to 2015	Operator – Landscape Structures, Inc.
2008 to 2010	Buffalo Parks and Recreation – Buffalo, MN
2006 to 2008	City of Buffalo, MN – City Center

AREAS OF SPECIALTY

Code Enforcement

Investigate citizen complaints, draft letters to property owners in violation. Work with property owners to answer questions and bring property into compliance. Worked with city attorney to enforce further action and court settlement if necessary.

Planning and Zoning Administration

Provide front desk assistance to the City of Buffalo in implementation of zoning ordinance regulations; site plan review; and planning reports.

Development Regulations and Administration

The establishment and/or revision and implementation of zoning, licensing, and other land use regulations, with experience in specialized topic areas such as rental property licensing, highway sound barriers, and brewery / taproom. Provide technical assistance in site plan review for zoning ordinances, conditional use permits, and variances.

Rental Property Licensing Program

Wrote ordinance for rental property licensing program; designed application form; and processed applications once a year. Followed up with non-compliant landlords.

Grant Writing

Wrote a grant for a local manufacturing company to purchase new equipment.

Building Permit Processor

Processed building permits to ensure proper setbacks; zoning; pervious surface requirements; and easement requirements.

America in Bloom Program

Helped coordinate beautification program for the City of Buffalo.

GIS Plat Scanning

Scanned plats for the engineering department for GIS purposes.

Computer Skills

Proficient in Microsoft Word, Excel, Power Point, Access, Outlook, and Publisher; Microsoft Visual Basic; Adobe Acrobat; Adobe Photoshop; data base building; HTML; and CAD.

Planning Commission Minutes

Take minutes at Planning Commission meetings and send minutes out via email the following day.



Albertville	Planning and Zoning Technical Assistance, Zoning Ordinance Amendments
Annandale	Planning and Zoning Technical Assistance, Extraterritorial Land Use Plan
Brainerd	Zoning Ordinance / Subdivision Regulations
Buffalo	Planning and Zoning Technical Assistance, Comprehensive Plan
Burnsville	Planning and Zoning Technical Assistance, Landscape Ordinance, Architectural Guidelines
Delano	Planning and Zoning Technical Assistance, Zoning Ordinance, Annexation Study
Dundas	Planning and Zoning Technical Assistance, Zoning Ordinance, Industrial Park Study
Elko New Market	Planning and Zoning Technical Assistance, Zoning Ordinance, Subdivision Ordinance, Parks Plan, Comprehensive Plan, Parks and Trails Plan
Howard Lake	Planning and Zoning Technical Assistance
Le Sueur	Planning and Zoning Technical Assistance
Linwood Township	Comprehensive Plan Update
Little Canada	Planning and Zoning Technical Assistance, Zoning Ordinance, Comprehensive Plan
Loretto	Planning and Zoning Technical Assistance, Comprehensive Plan Update
May Township	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Monticello	Planning and Zoning Technical Assistance
New Hope	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Northfield	Planning and Zoning Technical Assistance
Orono	Planning and Zoning Technical Assistance
St. Francis	Planning and Zoning Technical Assistance, Comprehensive Plan Update, Zoning Ordinance Update
St. Paul Park	Planning and Zoning Technical Assistance
Spring Park	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Sunfish Lake	Planning and Zoning Technical Assistance, Comprehensive Plan Update

2016 CHARGE RATES

Effective January 1, 2016

Employee	Private	City
Alan Brixius, Principal	155.00	131.50
Stephen Grittman, Principal	155.00	131.50
Bob Kirmis, Senior Planner	140.00	115.00
Nate Sparks, Senior Planner	97.50	85.00
Michelle Barness, Graduate Landscape Architect / Planner	75.00	65.00
Ryan Grittman, Planner	57.50	50.00
Secretarial	50.00	43.00
Dan Sjordal, R.L.A., Associate	120.00	120.00
Dan Wilson, Financial Analyst	130.00	130.00

Mileage: Current IRS Rate
Photocopies: 15 cents per page
Supplies: Cost plus 15%

AUSTIN MUTUAL INS. CO.

15490 101st Avenue North, Maple Grove, MN 55369
 P.O. Box 1420, Maple Grove, MN 55311

BUSINESSOWNERS DECLARATION

Policy Number	Policy Period	
	From	To
01 BP 1707992 09	12/28/2015	12/28/2016
12:01 A.M. Standard Time at the described location		

0000000481

Transaction

RENEWAL DECLARATION BILLING PLAN:
Direct Bill Annual / One Pay

Named Insured and Address	Agent
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NORTHWEST ASSOCIATED CONSULTANTS, INC.
 4800 OLSON M HWY
 #202
 GOLDEN VALLEY MN 55422

BLANCHARD-LINDBERG INS AGCY
 PO BOX 575
 HOPKINS MN 55343-0575

Telephone: 952-938-4074 1270200
 CLAIMS REPORTING 1-800-328-4628

In return for payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

Described Premises: See attached schedule
 Business Description: See attached schedule
 Form of Business: Corporation

PROPERTY COVERAGE LIMITS OF INSURANCE: **Limits of Insurance**
 Buildings See attached schedule
 Business Personal Property See attached schedule
 Deductible See attached schedule
 Optional Coverages See attached schedule

LIABILITY AND MEDICAL PAYMENTS:

Except for Damage To Premises Rented To You, each paid claim for the following coverages reduces the amount of insurance we provide during the applicable annual period. Please refer to Section II in the Businessowners Liability Coverage Form.

	Limits of Insurance
Liability and Medical Expenses	1,000,000 per occurrence
Medical Expenses	5,000 per person
Damage To Premises Rented To You (Fire Legal Liability)	See Attached Schedule
Personal and Advertising Injury	1,000,000
Other Than Products/Completed Operations Aggregate	2,000,000
Products/Completed Operations Aggregate	2,000,000
Property Damage Liability Deductible	No Deductible Applies

MINNESOTA FIRE SURCHARGE	\$0.85
TERRORISM PREMIUM	\$3.00
TOTAL POLICY PREMIUM	\$434.85

Forms and endorsements applicable to all locations
 SEE FORMS SCHEDULE

This declaration, together with the coverage form(s), common policy conditions and forms, and endorsements, if any, issued to form a part thereof, complete the above number policy.



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INVOICE

Payable Upon Receipt - Unpaid Balances After 30 Days Subject to 1.5% Interest Per Month

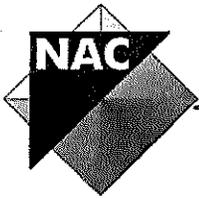
CITY OF ELKO NEW MARKET
City Administrative Offices
P.O. Box 99
Attn: Sandy Green
Elko New Market, MN 55054

May 03, 2016

In Reference To:
April 2016 Technical Assistance - City Projects

Invoice No. 22315-6

		<u>Hrs/Rate</u>	<u>Amount</u>
<u>GENERAL</u>			
BK	4/4/16 Review Renee Christianson email to Mark Guenther re: Wagner property development, follow up email from Renee Christianson requesting copy of preliminary plat/email from Tom Terry re: notification to Planning Commission re: joint Comp Plan work session on 4/14/16 and follow up email to Planning Commission/email from Sandy Green re: 4/14/16 City Council workshop meeting presentation and respond	1.30 115.00/hr	149.50
BK	4/4-4/5/16 Email from Steve Thompson re: 4/14/16 Comp Plan workshop attendance and respond/email from Kent Hartzler re: same/email from Tom Terry re: Kent Hartzler City Council meeting absence/email from Sandy Green re: Maxfield Research map inquiry and respond	1.20 115.00/hr	138.00
BK	4/4/16 Prepare info table for 4/14/16 City Council presentation	3.00 115.00/hr	345.00
BK	4/5/16 Email from Sandy Green re: Maxfield Research map request and specifically shape file accessibility and respond/email to Renee Christianson re: 4/5/16 Planning Commission meeting and minute taking responsibilities/email from Renee Christianson re: 4/5/16 Planning Commission start time and respond	1.00 115.00/hr	115.00
BK	4/5/16 Review Sandy Green email to Rich Revering re: Maxfield Research map inquiry/email from Dawn Weitzel re: 4/5/16 Planning Commission meeting, review provided Anna	1.00 115.00/hr	115.00



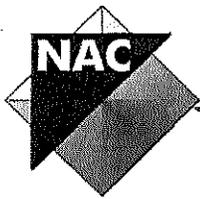
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CITY OF ELKO NEW MARKET

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		<u>Hrs/Rate</u>	<u>Amount</u>
	Simon letter and respond, follow up email from Dawn Weitzel re: processing of chicken amendment		
BK	4/5/16 Review for 4/5/16 Planning Commission meeting	0.70 115.00/hr	80.50
BK	4/5-4/6/16 Email from Sandy Green re: letter from Anna Simon re: backyard chickens and respond/email from Stephanie Schultz re: Shellie Soleta chicken complaint/email from Tom Terry re: accessory building regulation request from City of Tyler MN and respond to Tyler MN inquiry/finalize 3/8/16 Planning Commission minutes and forward to Stephanie Schultz	1.00 115.00/hr	115.00
BK	4/6-4/7/16 Email from Renee Christianson re: Wagner property development and review report/email from Tom Terry re: 4/12/16 DRT meeting time change and respond/email from Tom Terry re: Todd Bergstrom baseball field improvement inquiry/email from Tom Terry re: Elko Speedway billboard sign history and respond	1.60 115.00/hr	184.00
BK	4/7/16 Email from Rich Revering re: status of 4/14/16 Comp Plan workshop materials, email respond/email from Rich Revering re: County Road 2 meeting outcome and respond to Rich Revering re: Thomas Avenue street connection	1.10 115.00/hr	126.50
BK	4/7/16 Email from Gary Staber re: New Market baseball building and proposed finish materials and respond/email from Renee Christianson re: possible future northerly extension of Thomas Avenue and related issues/email from Tom Terry re: 4/12/16 meeting with on-site marketing and respond	1.00 115.00/hr	115.00
BK	4/7/16 Email from Tom Terry re: 4/12/16 meeting with KJ Walk and respond/email from Peter Langworthy of Bolton and Menk re: Comp Plan update transportation component and review provided materials/follow up call to Sandy Green re: timing of City Council packet distribution	0.90 115.00/hr	103.50
BK	4/8/16 Email from Rich Revering and prepare, assemble Comp Plan update materials for 4/14/16 City Council workshop and forward to Tom Terry	2.50 115.00/hr	287.50



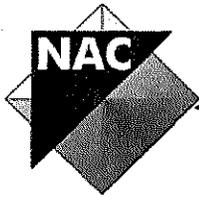
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CITY OF ELKO NEW MARKET

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		<u>Hrs/Rate</u>	<u>Amount</u>
BK	4/8/16 Email from Tom Terry re: 580 Paul Street development inquiry and respond	0.60 115.00/hr	69.00
BK	4/11/16 Email from Stephanie Schultz and review 4/14/16 City Council packet/email from Tom Terry re: 580 Paul Street development issues	0.70 115.00/hr	80.50
BK	4/11/16 Email from Sandy Green re: request to contact property owner at 1143 Dorothy Lane re: shed permit application and email to Chris Meinman re: forthcoming shed permit application and review process/email from Sandy Green and provide email response to John Christianson re: City fence permit process	1.00 115.00/hr	115.00
BK	4/11-4/12/16 Email from Sandy Green and review draft 4/12/16 staff meeting agendas and respond/phone call from Sandy Green re: temporary use of a trailer during reconstruction of fire damaged home, research and respond/email from Stephanie Schultz re: availability of 4/14/16 City Council packet	0.80 115.00/hr	92.00
BK	4/14/16 Review for 4/14/16 City Council meeting/conduct site inspection of Elko Speedway billboard sign	0.90 115.00/hr	103.50
BK	4/11/16 Email from Sandy Green re: revisions to 4/12/16 staff meeting agenda/phone call from Tom Terry and revise Comp Plan workshop materials and resend to Sandy Green	1.20 115.00/hr	138.00
BK	4/12/16 Phone call from Stephanie Schultz re: Greg Miller lot combination inquiry, follow up calls to Greg Miller and Andrea Poehler/review Rich Revering email to Dawn Weitzel re: Thomas Avenue street connection issue/email from Sandy Green and review 4/12/16 staff meeting agendas/call from Andrea Poehler re: Greg Miller lot combination and follow up call to Mr. Miller	1.40 115.00/hr	161.00
BK	4/12-4/13/16 Phone call to Todd Bergstrom re: outcome of staff meeting discussion re: proposed scoreboard billboard and baseball field fencing material/review Rich Revering email to Dawn Weitzel re: Thomas Avenue connection/email from Mark Nagel and review article re: solar farm issues	0.80 115.00/hr	92.00
BK	4/13/16 Phone call from Sandy Green and Mayor Crawford re: status of Paul Davis code enforcement issue at 26800 Dogwood Drive/email to Mark Nagel re: Paul Davis code	1.30 115.00/hr	149.50



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CITY OF ELKO NEW MARKET

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		<u>Hrs/Rate</u>	<u>Amount</u>
	enforcement issue and receive follow up call from Sandy Green and discuss/email from Gary Staber re: new Elko Speedway billboard sign and forward to Tom Terry and Andrea Poehler		
BK	4/13/16 Email from Andrea Poehler re: Elko Speedway billboard and respond/email from Heather Vetter re: absence from 4/14/16 City Council workshop and respond	0.80 115.00/hr	92.00
BK	4/14/16 Forward 4/14/16 City Council workshop exhibits to Rich Revering/email to Sandy Green re: addition of shed permit discussion to 4/26/16 staff meeting/email response to Sandy Green	0.60 115.00/hr	69.00
BK	4/14-4/15/16 Email from Tom Terry re: new Elko Speedway sign and respond/email to Tom Terry re: results of Elko Speedway sign inspection	0.60 115.00/hr	69.00
BK	4/18/16 Email from Andrea Poehler re: Greg Miller lot combination and respond/email from Tom Terry re: "small cell" trend and respond/call to Andrea Poehler re: Greg Miller lot combination/follow up calls to Andrea Poehler and Ellen Paulson at Scott County	1.40 115.00/hr	161.00
BK	4/18/16 Review Andrea Poehler email to Tom Terry re: "small cell" regulations/call to Andrea Poehler re: Greg Miller lot combination issue/follow up call to Ellen Paulson at Scott County/email to Greg Miller and forward deed form	1.10 115.00/hr	126.50
BK	4/18-4/19/16 Email from Ellen Paulson re: sample deed form acceptability and respond/email from Ellen Paulson and review sample City approval stamps and forward to Andrea Poehler	0.80 115.00/hr	92.00
BK	4/19/16 Email from Tom Terry re: alternative Solarstone project review/identified site location alternatives and respond to Tom Terry/email from Andrea Poehler re: Greg Miller lot combination and creation of City "approval stamp" and respond	0.90 115.00/hr	103.50
BK	4/19-4/20/16 Email to Sandy Green re: acquisition of approval stamp for administrative subdivisions/email Renee Christianson re: 4/5/16 Planning Commission minutes and receive response/email from Sandy Green re: ordering of City staff for administrative subdivisions and respond	1.00 115.00/hr	115.00



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CITY OF ELKO NEW MARKET

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	<u>Hrs/Rate</u>	<u>Amount</u>
BK 4/20/16 Review Renee Christianson emails to Tom Terry re: mixed income housing workshop conflict	0.40 115.00/hr	46.00
BK 4/20/16 Review Rich Revering email to Tom Terry re: alternative Solarstone development sites/email to Tom Terry re: handling of Elko Speedway billboard sign/email from Sandy Green re: handling of Speedway billboard sign matter	0.60 115.00/hr	69.00
BK 4/21/16 Email from Tom Terry re: preparation of code enforcement letter for Elko Speedway billboard sign and respond/email from Tom Terry re: 4/26/16 meeting re: Christmas tree lot and respond/email from Mark Nagel re: 4/26/16 Christmas tree lot meeting availability	1.00 115.00/hr	115.00
BK 4/21/16 Prepare code enforcement letter to Tom Ryan re: billboard sign/phone call to Andrea Poehler re: remedy options and forward draft to Andrea Poehler for review and edits	2.40 115.00/hr	276.00
BK 4/21/16 Email from Met Council re: 2015 plat approval summary and respond/email from Met Council re: plat approval summary/review Tom Terry email to Planning Commission members re: forthcoming change in meeting schedule	0.80 115.00/hr	92.00
BK 4/21/16 Email to Ben Baker re: City history of shed permit requirements/email from Andrea Poehler re: Elko Speedway code enforcement letter, follow up call from Andrea Poehler and forward to Tom Terry	1.00 115.00/hr	115.00
BK 4/22/16 Email from Andrea Poehler re: shed permit processing/follow up response and email to Tom Terry and Gary Stuber re: attendance at 4/26/16 staff meeting	0.50 115.00/hr	57.50
BK 4/22/16 Email from Sandy Green re: Gary Staber attendance at 4/26/16 staff meeting for shed permit item/phone call from Tom Terry re: shed permit discussion/email from Tom Terry re: 4/26/16 shed permit process and respond	0.80 115.00/hr	92.00
BK 4/22/16 Email from Andrea Poehler re: Greg Miller meeting cancellation and respond/email to Renee Christianson re: status of April Planning Commission minutes	0.60 115.00/hr	69.00



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CITY OF ELKO NEW MARKET

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	<u>Hrs/Rate</u>	<u>Amount</u>
BK 4/25/16 Phone call from Patrick Boylan re: park and trail plan update/email from Sandy Green re: review of administrative subdivision stamp and respond	0.60 115.00/hr	69.00
BK 4/25/16 Email from Mark Nagel re: Paul Davis code enforcement letter, revise letter and forward to Mark Nagel/email from Gary Staber re: Elko Speedway code enforcement letter, revise letter and forward revised letter to Andrea Poehler and Tom Terry	0.90 115.00/hr	103.50
BK 4/25/16 Review Sandy Green email to Andrea Poehler re: administrative approval stamp and respond/email to Stephanie Schultz re: status of 5/3/16 Planning Commission packet/review Andrea Poehler email to Sandy Green re: administrative subdivision stamp/email from Andrea Poehler re: Elko Speedway code enforcement letter, finalize and send to Sandy Green for mailing	1.20 115.00/hr	138.00
BK 4/25/16 Emails from Tom Terry and Andrea Poehler re: Elko Speedway code compliance letter/prepare new letter referencing staff meeting set up to discuss issue and forward draft letter to staff for review	1.00 115.00/hr	115.00
BK 4/25/16 Email from Tom Terry re: 4/26/16 Mahowald Builders meeting and respond/email from Tom Terry re: change in location for 4/28/16 City Council meeting	0.60 115.00/hr	69.00
BK 4/25/16 Email from Tom Terry re: status of Windrose South land conveyance and respond/review Andrea Poehler email to Tom Terry re: status of Windrose South land conveyance/emails from Tom Terry and Andrea Poehler re: changes to Elko Speedway code enforcement letter and finalize letter to send to Stephanie Schultz for distribution/review Andrea Poehler email to Tom Terry re: Windrose South status	1.30 115.00/hr	149.50
BK 4/25/16 Email from Tom Terry re: addition of Windrose South code enforcement matter to 4/26/16 staff meeting agenda/phone call from Andrea Poehler re: Windrose South project status/email from Sandy Green and review agendas for 4/26/16 staff meeting	0.90 115.00/hr	103.50



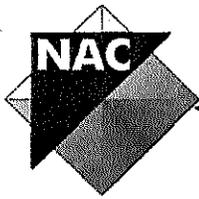
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CITY OF ELKO NEW MARKET

Page 7

		<u>Hrs/Rate</u>	<u>Amount</u>
BK	4/26/16 Email from Stephanie Schultz and review 4/28/16 City Council packet	0.60 115.00/hr	69.00
BK	4/26/16 Email from Darin Ibsen re: status of Windrose Park West land conveyance and respond to Andrea Poehler/email from Renee Christianson and review draft 4/5/16 Planning Commission minutes and respond/email from Stephanie Schultz re: changed in 4/28/16 City Council meeting location	1.10 115.00/hr	126.50
BK	4/26/16 Research Windrose South code violations and forward to Andrea Poehler/review Tom Terry email to Darin Ibsen re: status of Windrose Park West land conveyance/email from Dawn Weitzel requesting copy of 4/28/16 City Council packet and respond	1.60 115.00/hr	184.00
BK	4/27/16 Save City Council packet and forward to Dawn Weitzel/email from Tom Terry re: Windrose South code violations and follow up email to Gary Staber re: accessory building and swimming pool permits	0.60 115.00/hr	69.00
BK	4/27/16 Prepare development concept for 580 Paul Street area and forward to staff with description/email from Rich Revering re: 580 Paul Street concept and respond	3.40 115.00/hr	391.00
BK	4/27-4/28/16 Review Rich Revering email to Tom Terry requesting topography map for Bernie Mahowald/phone call from Stephanie Schultz re: finalization of Elko Speedway code enforcement letter/email from Renee Christianson re: 580 Paul Street area concept/email from Stephanie Schultz and review final Elko Speedway code enforcement letter	0.80 115.00/hr	92.00
BK	4/28/16 Forward 4/28/16 City Council meeting exhibit to Rich Revering/review for 4/28/16 City Council meeting/review Heather Vetter email to Tom Terry re: change to Planning Commission meeting schedule	0.90 115.00/hr	103.50
BK	4/29/16 Phone call to League of MN Cities re: permit fee survey availability and follow up email to Andrea Poehler/email from Chris Nelson re: Housing Justice Center re: Comp Plan update timelines and respond	0.90 115.00/hr	103.50
	Secretarial	0.20 43.00/hr	8.60



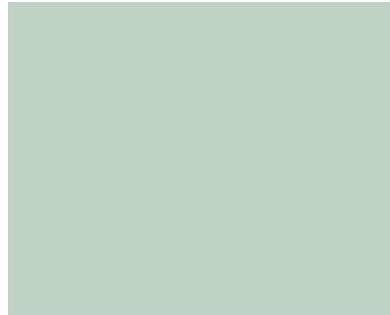
NORTHWEST ASSOCIATED CONSULTANTS, INC.

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CITY OF ELKO NEW MARKET

Page 8

	<u>Hrs/Rate</u>	<u>Amount</u>
Subtotal of this Project:	[56.90	6,529.10]
TOTAL AMOUNT DUE THIS INVOICE:	<u>56.90</u>	<u>\$6,529.10</u>



A Proposal to Provide a

Comprehensive Plan Update - Thrive MSP 2040 and Zoning Ordinance Update for the City of East Bethel

June 29, 2016





June 28, 2016

Colleen Winter
Community Development Director
2241 221st Ave NE
East Bethel, MN 55011

Re: **A Proposal for the East Bethel 2040 Comprehensive Plan Update**

Dear Ms. Winter:

WSB & Associates, Inc. (WSB) is pleased for the opportunity to submit our proposal to provide planning services for your community, East Bethel. East Bethel has great potential with its forecast of an additional 3,340 households by 2040. East Bethel is 30 miles from downtown Minneapolis and about 37 miles from downtown St. Paul. This proximity, along with the principal arterial MN Hwy 65, provides great opportunities within the East Bethel 2040 Comprehensive Plan Update.

WSB has a long history of providing GIS services for East Bethel and we are pleased about the opportunity to expand WSB services to include land use planning. WSB’s team is led by Eric Zweber, Project Manager, who has an intimate knowledge of the Metropolitan Council and its Thrive 2040 MSP requirements. Eric is prepared to work closely with Hakanson Anderson to ensure that planning, market demands and engineering are in place for East Bethel’s next 23 years of growth. Additionally, our team includes Karina Heim providing planning and public engagement support, Molly Patterson-Lundgren who is an expert at zoning ordinances, Bryan Pittman providing GIS services and, if chosen to exercise the economic development option, Jim Gromberg, WSB’s Economic Development Specialist.

The WSB planning team has the necessary professional expertise you are looking for and are especially qualified to meet the Metropolitan Council requirements, planning for significant growth along the MN Hwy 65 corridor while maintaining the rural character of the remainder of East Bethel.

Thank you for giving the WSB the opportunity to respond to this proposal. If you have any questions or require further clarifications, please do not hesitate to contact Eric Zweber directly at (763) 762-2837.

Sincerely,
WSB & Associates, Inc.

Eric Zweber, AICP
Senior Planner
ezweber@wsbeng.com

Breanne Rothstein, AICP
Planning Group Manager
brothstein@wsbeng.com



A Proposal to Provide a

Comprehensive Plan Update - Thrive MSP 2040 and Zoning Ordinance Update for the City of East Bethel



June 29, 2016



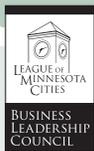
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Appendix B: References

Appendix C: Supplemental Information



Contact:
Eric Zweber, AICP
(763) 762-2837
ezweber@wsbeng.com

701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416
Tel: (763) 541-4800 | Fax: (763) 541-1700
wsbeng.com

General Information

Early in their careers, the founders of WSB recognized that outstanding results are born from outstanding cultures. Since 1995, WSB has remained dedicated to creating a culture of relationship building, forward thinking, and collaboration that enables technically-advanced, thoughtful, and creative engineering and design solutions that build a legacy – *your* legacy.

The firm's investment in staff and client education supports the collaborative, knowledge-driven, and inspiring environment that delivers results. With this, WSB is able to support the innovation and technical excellence clients would expect from a national firm, while maintaining the trusting and meaningful relationships found with a local firm.



Project Understanding

WSB understands that each community is unique. This includes its design character, history and specific challenges. As a largely-developed city, East Bethel's future planning efforts must necessarily focus on infill, redevelopment of under-utilized sites, and ensuring that new development enhances the existing City character.

East Bethel's unique characteristics include (but are not limited to):

- The strength of the four-lane divided MN Hwy 65. East Bethel is located about halfway between Blaine and Cambridge. MN Hwy 65 is also a detriment to development. The highway is limited access with full signalized access at its major intersection. Orderly development cannot simply happen from south to north, but instead must evaluate these major intersections and construct a series of frontage/backage roads with the development.
- Households in East Bethel are larger than average in the Twin Cities, reflecting the large number of households with couples with children. The American Community survey found that in 2014, East Bethel

had an average of 2.75 persons per household and nearly 30% of its homes have more than four persons living in them. The growth projected for the City by the Metropolitan Council plans a decrease in household size down to 2.47 persons per household. It is unlikely that the decrease would be that severe due to the amount of existing and planned single-family homes.

- Housing is more affordable in East Bethel (average housing values and rental rates are lower than the region), however, wages are also lower than the County and the rest of the Twin Cities. Therefore, planning for growth, while ensuring that there is adequate housing for people working in the City, is a particular challenge.
- A priority for the City focusing on recreation assets including Coon Lake, Sandhill Crane Natural Area, Helen Allison Savanna, Gordie Mikkelson WMA, and the Cedar Creek Ecosystem and Scientific Reserve.

WSB will not only evaluate the proper mix of land uses to meet both the Metropolitan Council requirements and the market, but also prepare a plan that helps the City preserve and enhance its unique quality of life. We will strive to work with the City of East Bethel to find the best design solution possible.

Project Approach

Integrated Design Approach

Our Integrated Design Approach (IDA) to design and planning is interdisciplinary and includes a team of professionals with innovative ideas and solutions. We seek to add value to projects by integrating the aesthetic eye of landscape architects, the market understanding and business knowledge of economic development professionals, and the engineering expertise required to ensure the project not only looks good on a sheet of paper, but can actually be built within the commercial, industrial and housing market. IDA helps gain a consensus more efficiently, reduces the uncertainty and skepticism encountered in the planning process, and encourages innovative methods and design viewpoints.

Land Use Planning

WSB has developed an iterative process to develop a comprehensive land use plan. First, we determine and review the existing commercial, industrial and housing markets including using the 2011 Maxfield Anoka County Housing Need Assessment; and utilize WSB's experience as municipal planners, municipal engineers and private land development experience. Second, WSB will prepare two different land use scenarios that will meet both the Metropolitan Council requirements and the existing market factors through different residential densities, infill and redevelopment. Third, WSB will prepare a single land use scenario to evaluate the transportation and infrastructure impact of that scenario. Finally, we will conduct a draft land use meeting with the public to garner comments from residents, land owners and developers. The land use mix and land use locations can be adjusted at each point in the process to ensure that the plan can and will be constructed by developers, the cost of development is as efficient and cost-effective and that the plan achieves the goals of the community. WSB is currently developing both the Medina and Minnetrista 2040 Comprehensive Plans using this iterative process.

East Bethel Staff Involvement

WSB understands that East Bethel wants the selected consultant to lead the comprehensive plan process including the engagement with the City Council, advisory commissions, the Metropolitan Council, adjacent agencies and the residents. The consultant must also maintain a strong and open relationship with City staff. First, WSB would gather and review the existing plans and studies and interview the appropriate City staff to understand what issues were intended to be addressed in these previous plans and studies and if those issues were indeed addressed. After this initial data gatherings, WSB will schedule regular conference calls (at least monthly) with City staff to discuss what analysis has been conducted, what conclusions can be drawn, and to ensure that agenda for the City and public meetings are sufficiently addressing the issues facing East Bethel.

Involvement of Boards and Commissions

The development of the 2040 Comprehensive Plan will predominately involve the Planning Commission with period check-ins with the City Council. We propose nine Planning Commission meetings to review and recommend on topics such as: a joint meeting with the City Council to ensure that the planning and public participation process is appropriate; the community vision; life-cycle housing, housing revitalization, densities and tools available to provide affordable housing; review different density scenarios; future land use; review the infrastructure impacts on development implementation; review of the entire draft Comprehensive Plan; and conduct the Public Hearing for the 2040 Comprehensive Plan.

We propose five meetings with the City Council to: conduct a joint kickoff meeting with the Planning Commission to ensure that the planning and public engagement process is appropriate; review the vision and visioning meeting comments; review community vision; review comments received regarding the draft land use map; review the draft comprehensive plan; and finally approve the comprehensive plan and authorize its submittal to the neighboring communities, agencies and the Metropolitan Council.

Public Engagement

WSB’s public engagement process will begin with a public engagement plan with the City which includes a set of tools that will be used throughout the process and a timeline for when they will be used. In developing the plan, WSB will work with City staff and Planning Commission to: establish a consensus on community engagement goals, identify stakeholders, analyze stakeholders including how the stakeholder or group can contribute and possible barriers to effective engagement, and assign roles and responsibilities throughout the public engagement process.

To accomplish an effective level of engagement, WSB offers three levels, or “tiers,” of public engagement for the East Bethel Comprehensive Plan. Tier 1 is included in the base scope of services, though WSB also offers Tiers 2 and 3 levels of public engagement for a more robust and in-depth process that we have expanded upon in a later section of the proposal. Tiers 2 and 3 are optional services that the City can add-on if desired.

Public Participation Tier 1

The Tier 1 public engagement option includes the minimum public participation required by law, as well as basic formal interactions. Engagement activities in this tier are limited to organized, in-person meetings with the exception of one “pop-up” engagement event.

Kickoff/visioning workshop: Formal interactions will begin with a kickoff open house/visioning workshop to be held at a central location such as the East Bethel City Hall.

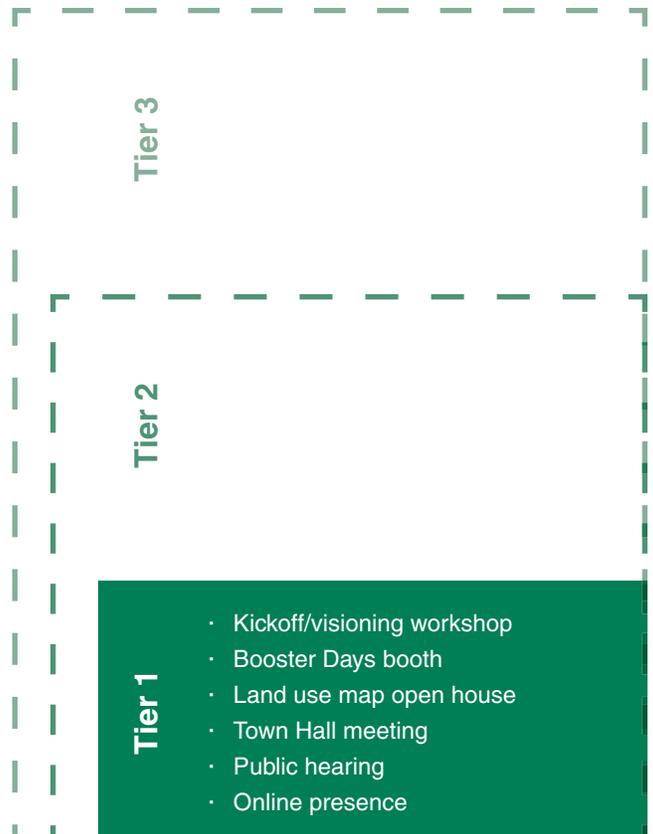
Booster Days booth: Booster Days 2017 is timed ideally with the draft 2040 Land Use Map release. WSB staff will attend Booster Days and conduct a booth to make residents aware of the Comprehensive Plan process, invite them to the August open house and conduct a brief poll.

Land use map open house: With the expectation that the number of households in East Bethel will grow by 80%, the 2040 Land Use Map will be the greatest indicator of that change. WSB will conduct an open house to garner comments on the map after its infrastructure impacts have been determined. This open house will occur nearly six months before the 2040 Land Use Map will be adopted. This will provide residents plenty of time to comment and the City time to make and land use adjustments that are warranted.

Town Hall meeting: The November 2017 Town Hall meeting is ideally timed three months before the expected approval of the 2040 Comprehensive Plan to both show residents any changes made to the 2040 Land Use Map, and to roll out the final draft of the 2040 Comprehensive Plan.

Public hearing: Once the plan has been completed for presentation, our formal interactions will conclude with the statutorily-required public hearing.

Online presence: WSB will create a project website on mySidewalk as a means of two-way communication with the public throughout the planning process. The mySidewalk site will host key questions, topics for ongoing dialogue, and draft documents for feedback. Social media will be used to supplement the mySidewalk site and advertise events. WSB will utilize existing social media accounts, such as Facebook or Twitter accounts.



Areas of Special Interest

Housing Needs

A particular priority for the City is providing a mix of housing options so that people can make East Bethel their home at any stage of their life. More than 25% of East Bethel's existing housing stock was built between 1960 and 1979. Those original homeowners will be looking for housing alternative other than single-family homes requiring yard and snow maintenances as they approach their 70's and 80's. Senior housing with services needs to be considered within the 2040 Comprehensive Plan.

The Metropolitan Council has changed how to accommodate affordable housing within the 2040 Comprehensive Plan with two options.

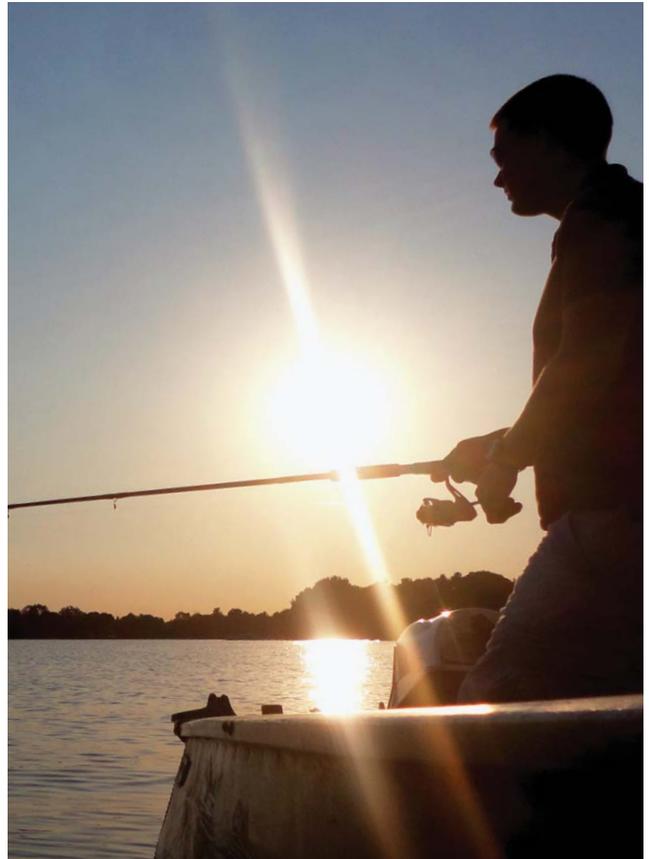
Option 1: The 177 units of affordable housing require at or below 50% AMI will need to have a density of at least 12 units/acre, while the 37 affordable units between 50% and 80% AMI will need to have a density of at least six units/acre.

Option 2: The entire 214 affordable housing requirement can be met through a land use designation of eight units/acre or greater.

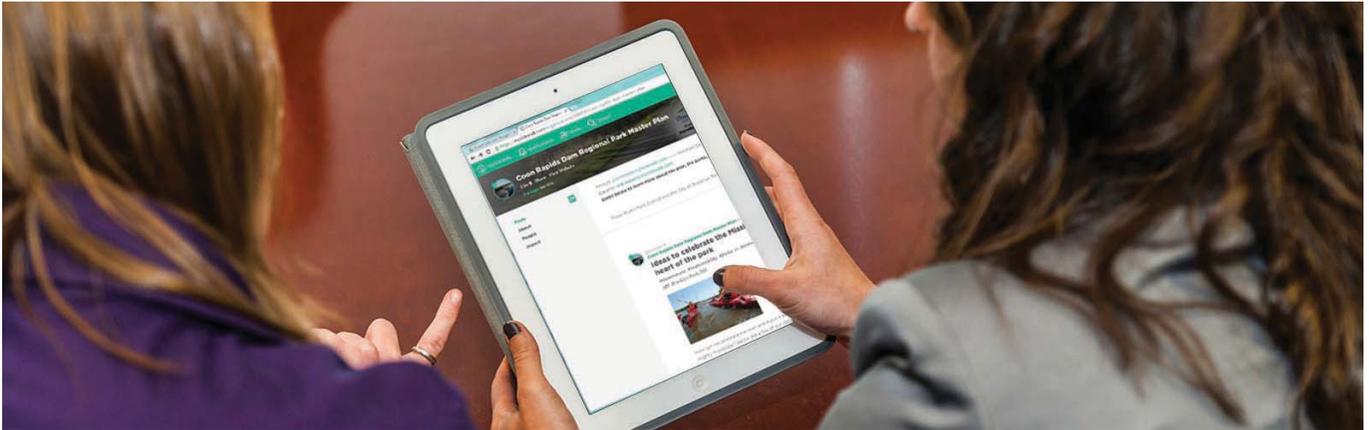
East Bethel currently has no residential land use designations that exceeds six units/acre. Creating a land use strategy that meets the Metropolitan Council's affordable housing requirement will be the greatest task of the 2040 Comprehensive Plan.

Coon Lake

Coon Lake is the largest lake in Anoka County and is partially in Ham Lake to the south and Columbus Lake to the east. The shoreline of the lake is mostly developed with relatively small lots with their own wells and septic systems. Evaluation of how to maintain the water quality and scenic value of this important lake will require that these septic systems be properly maintained and replaced when needed in the future. If the septic systems cannot be maintained adequately, a multi-jurisdictional conversation would need to be conducted to determine an alternate solution.



Additional Information



Use of Technology

The WSB team prides itself on using the most current technology and resources for our work. We have incorporated various tools including mySidewalk, social media, Datalink and ESRI Business Analyst in other projects, and propose to use them for the East Bethel Comprehensive Plan Update as well. mySidewalk is a user-friendly community engagement tool that syncs with Facebook and Twitter for fast and effective engagement. DataLink is WSB's ArcGIS Server application that gives you easy-to-use tools to access, edit, and analyze GIS data. Bryan Pittman has previously worked with the City to implement this tool.

Research Capabilities

WSB has access to a number of data sources that can be used to obtain recent demographic information for Burnsville including publicly available data, such as American Community Survey and Dakota County GIS. We also utilize Metropolitan Council and private databases such as ESRI Business Analyst (ESRI) and mySidewalk to support our planning efforts. ESRI has over 15,000 variables on market data including demographics, market potential, business listings, lifestyles, and consumer spending. ESRI can generate reports from the City to census block level, as well as search radii from specific sites. mySidewalk, which includes hundreds of sources data and dozens of different reporting geographies, can also import shapefiles to CSVs to customize and compile data sets.

Statement of Workload

WSB recognizes that our performance on projects is the single, most important factor in client satisfaction and repeat business. Therefore, we put maximum emphasis on making sure our staff assigned to project teams is available to meet project schedules and provide our clients with the highest quality products. We do weekly and monthly workload planning and our Group Managers and Project Managers have the authority to adjust projects and teams as needed to hit all schedules.

We can state with confidence that we are able to respond to your needs on a short notice and meet your timelines.

Schedule

	2016			2017												2018		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Public Meetings		Visioning								Booster Days community event	Draft land use map			Town Hall meeting				
City Council	Kickoff					Review visioning						Draft land use map			Draft comprehensive plan		Approval	
Planning Commission	Kickoff		Review visioning		Density & housing	Land use scenarios	Land use scenarios		Land use and infrastructure			Review land use map and implementation		Draft comprehensive plan		Public hearing		
Optional Add-on Services																		
Economic Development Authority				SWOT		Strategic plan												
East Bethel Chamber of Commerce							Sunrise Business Breakfast update						Sunrise Business Breakfast (Tier 2)					
Public Meetings							Town Hall meeting (Tier 2)											

KEY:  = Optional Add-on Service

Compensation/Fee Schedule

Base Budget	
Land Use	\$18,500
Housing	\$7,250
Public Participation	\$7,500
Implementation	\$4,500
Assistance	\$2,250
Base Total	\$40,000
Zoning Ordinance Update*	\$95/hr

Add-ons**	
Economic Development	\$8,500
Tier 2 Public Engagement	\$3,000
Tier 3 Public Engagement	\$4,000
Optional Community Survey	\$2,750
Each Additional Meeting	\$1,250

* The scope of the Zoning Ordinance revisions will be determined within the "Implementation" Chapter of the Comprehensive Plan. Those revision will be conducted at an average billing rate of \$95/hr.

**Information about the optional economic development sand Tier 2 and 3 public engagement services can be found in the Supplemental Information section of the proposal.

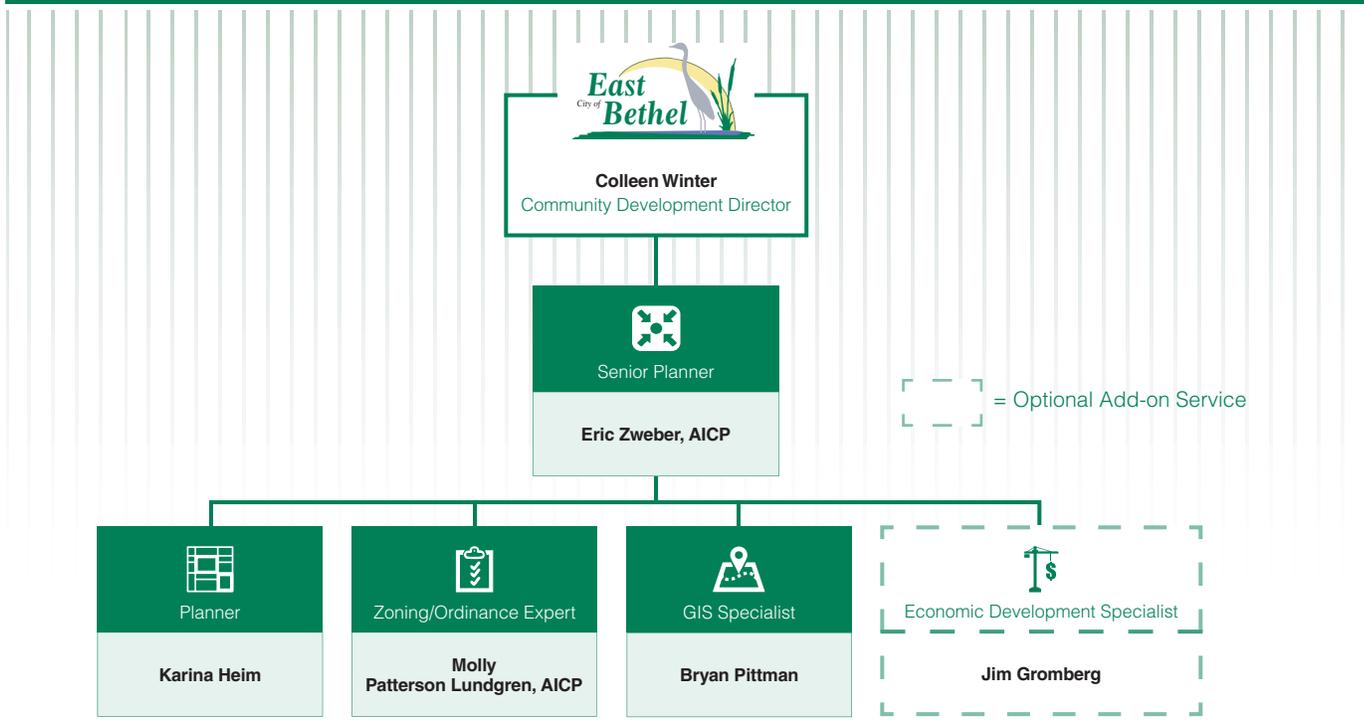
WSB 2016 Rate Schedule		Billing Rate/Hour
Principal		\$158
Associate / Senior Project Manager		\$137 \$147 \$158
Project Manager		\$121 \$127 \$133
Project Engineer		\$104 \$112 \$121 \$127 \$133
Graduate Engineer		\$80 \$85 \$92 \$98
Sr Landscape Architect / Sr Planner / Sr GIS Specialist		\$109 \$118 \$125 \$133 \$138
Landscape Architect / Planner / GIS Specialist		\$66 \$74 \$81 \$89 \$99 \$104
Engineering Specialist / Senior Environmental Scientist		\$90 \$98 \$105 \$112 \$121 \$130
Engineering Technician / Environmental Scientist		\$52 \$60 \$67 \$74 \$79 \$85
Construction Observer		\$87 \$94 \$99 \$105 \$110
Coring Crew		
One-Person Crew		\$162
Two-Person Crew		\$238
Survey Crew		
One-Person Crew		\$132
Two-Person Crew		\$164
Three-Person Crew		\$184
Underwater Inspection Dive Team		\$460
Office Technician		\$42 \$65 \$75 \$85

City of East Bethel Attn: Accounts Payable 2241 221 st Avenue NE East Bethel, MN	September 30, 2016 Project No: XXXXX-XXX Invoice No: 1		
Comprehensive Plan Professional Services from August 01, 2016 to August 31, 2016			
Professional Personnel			
	Hours	Rate	Amount
Phase I: Public Participation			
Zweber, Eric	10.00	118.00	1,180.00
Heim, Karina	10.00	52.00	520.00
Patterson-Lundgren, Molly	10.00	104.00	1040.00
Pittman, Bryan	10.00	109.00	1090.00
Totals	30.00		3,830.00
Total Labor			3,830.00
Billing Limits	Current	Prior	To-Date
Total Billings	3,830.00	0.00	3,830.00
Total this Invoice			3,830.00
Comments: _____			
Approved by: _____			
Reviewed by:			
Group Manager:		Breanne Rothstein, AICP	
Project Manager:		Eric Zweber, AICP	

WSB uses Deltek Project Management software to collect time and expense information for projects. Items are tabulated on a monthly basis and are reviewed by two team members (Project Manager and Group Manager). Invoices can be provided either in an electronic format or hard copy.

Costs associated with word processing, vehicle mileage, cell phones, reproduction of common correspondence and mailing are included in our hourly rates. Reimbursable expenses include costs associated with plan, specs and report reproduction, permit fee, delivery cost, etc.

Appendix A: Personnel Qualifications – Resumes



Eric Zweber, AICP Senior Planner

Education: Bachelor of Arts in Geography, University of Minnesota

Eric is a senior planner and land use specialist at WSB. He has 15 years of experience working directly with residents, business,

agencies, and other stakeholders on a variety of plans, programs, and projects. Eric has direct experience in single- and multi-family housing, commercial, industrial, institutional, and mixed-use developments. He has experience working for a number of communities in Minnesota, including Rosemount, Victoria and Wayzata, as well as for communities in Oregon and Wisconsin. He has a deep understanding of development and land use and takes a proactive approach to finding design solutions that meet the community’s goals and the existing market forces.



Karina Heim Planner

Education: Masters of Urban and Regional Planning, University of Minnesota; Bachelors of Arts in Environmental Studies – Sociology, Whitman College

Karina is a land use planner and public engagement specialist at WSB. She is a 2016 graduate from the University of Minnesota with a Masters of Urban and Regional Planning. Her experience at WSB has included assisting with the public engagement for the Medina and Minnetrista Comprehensive Plans, as well as conducting development fee and city code reviews for the MN Hwy 13 Redevelopment Study for Savage and the Economic Development Plan for Hastings. Prior to joining WSB, Karina worked for four years in the non-profit sector as a case manager and program coordinator in the housing and basic needs services sector. Karina will serve as both Eric and Molly’s primary back-ups as needed for the City of East Bethel.



Molly Patterson-Lundgren, AICP **Zoning/Ordinance Expert**

Education: Master of Arts in Urban Planning, Minnesota State University – Mankato; Bachelor of Arts in American Studies and Historic Preservation, St. Cloud state University

Molly has more than 15 years of experience in community development and planning. Molly was the City Planner for the City of Wabasha for nine years where she developed new zoning and signage regulations and oversaw the review of controversial projects related to the growing silica sand mining and transportation industry in Southeast Minnesota/Western Wisconsin. She successfully guided local government officials' review and regulation of two railroad loading facilities, managing the public hearing process and ongoing City efforts to update and refine its local review practice. As a planner for Scott County Minnesota during its period of rapid growth, her work included preparation of the Southeast Scott Comprehensive Plan Update, which considered growth management and land use needs over multiple jurisdictions in the I-35 corridor. Molly's experience includes development of shoreland standards for the Cities North St. Paul, Richfield, and New Brighton. She currently provides on-going planning and zoning administration for the City of Albert Lea.



Bryan Pittman **GIS Specialist**

Education: Master of Geographic Information Systems, University of Minnesota; Bachelor of Science in Environmental Science, University of Delaware

Bryan has 14 years of experience within the Geographic Information System (GIS) field. Bryan is

proficient with all products under the ArcGIS Platform. His experience working with various cities, counties, and states includes creating customized web mapping applications, creating and working with data models for utility and fiber data, easement and utility base map creation, creating and managing applications for sign collection and management, and Lidar data and spatial/3D visualizations and analysis. Bryan has been the lead GIS person on a number of different comprehensive plan updates with the most recent being for the Cities of Medina and Minnetrista.

Bryan has also worked closely with the City of East Bethel as part of the GIS and DataLink implementation project which began early in 2015. As part of this project, Bryan conducted a comprehensive needs analysis to determine and develop long term GIS strategies. He was instrumental in deploying WSB's DataLink Web GIS Platform which gave city staff the ability to easily access and analyze the City's GIS data through a web browser. Bryan still regularly communicates with City staff about upgrades and enhancements to DataLink that will continue building on the success of the GIS implementation project. WSB has other GIS specialists, who will support Bryan if needed for the City of East Bethel.



Jim Gromberg **Economic Development Specialist**

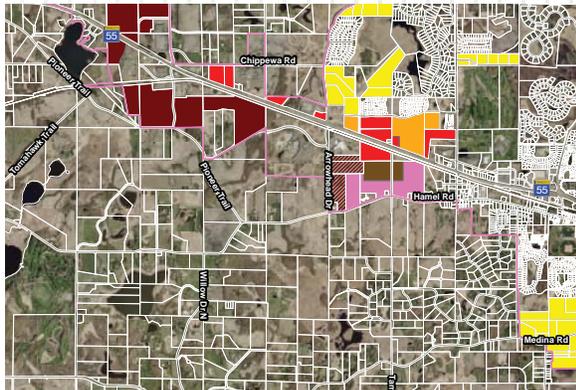
Education: Master of Business Administration, St. Cloud State University | Bachelor of Arts in Public Administration, St. Cloud State University

Jim has over 25 years of experience in economic

development including both redevelopment projects and greenfield developments. Most recently, Jim was the State of Minnesota's Business Development Representative for the Twin Cities metro area, focusing on the attraction of new businesses to the state and assisting businesses in expanding their current locations. Jim has also served as the Vice President for Business Banking for Landmark Bank focusing primarily on SBA lending, the Business and Community Relations Manager for Connexus Energy, City Manager for Isanti, and Economic Development Coordinator for the City of Ramsey. Jim has also served as the President of the Economic Development Association of Minnesota, President of the Anoka Area Chamber of Commerce, Vice-Chairperson of the Anoka-Ramsey Community College Foundation, and Mid-America Economic Development Council Board of Directors.

Appendix B: References

Comprehensive Plan City of Medina

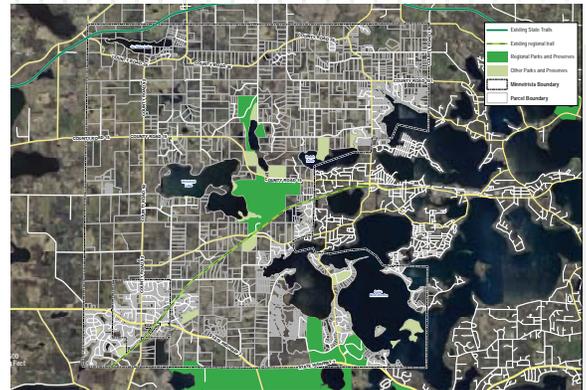


WSB is currently developing the City of Medina (2014 population 5,831) 2040 Comprehensive Plan with the assistance of City staff and a Steering Committee. WSB is completing all Metropolitan Council required elements including affordable housing, land use, transportation, sanitary sewer, water supply and surface water resource management. We have conducted the draft land use map public meetings in May in which over 60 residents attended.

Stakeholder engagement will include pop-up meetings, citizen forums and My Sidewalk. My Sidewalk was slow to take off in Medina because the City does not have a social media campaign (neither a Facebook page nor a Twitter account), but residents have begun to engage with the program with 9,216 views as of May 19. The 2040 Comprehensive Plan is expected to receive preliminary approval and be submitted to the neighbor community review in the 4th Quarter of 2016.

City of Medina
Dusty Finke
City Planner
(763) 473-8846
dusty.finke@ci.medina.mn.us

Comprehensive Plan Update City of Minnetrista

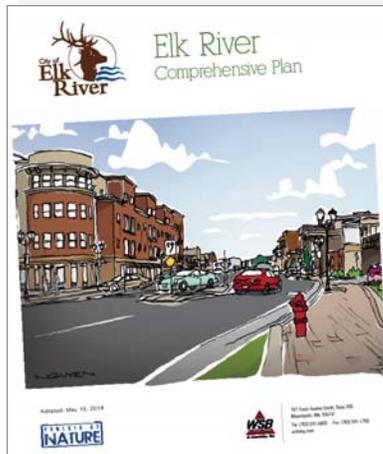


WSB is currently developing the City of Medina (2014 population 6,763) 2040 Comprehensive Plan with the assistance of City staff and a Steering Committee. WSB's first requirement was to work with Metropolitan Council staff to fix an error in the Metropolitan Council's sewer and unsewered household forecast.

WSB is completing all Metropolitan Council required elements including affordable housing, land use, transportation, sanitary sewer, water supply and surface water resource management and an unrequired campus and parks plan. The 2040 Comprehensive Plan is expected to receive preliminary approval and be submitted to the neighbor community review in the third quarter of 2017.

City of Minnetrista
Dave Abel
Community Development Director
(952) 446-1660
dabel@ci.minnetrista.mn.us

Comprehensive Plan Update City of Elk River



WSB is working with the City of Elk River on an update of its Comprehensive Plan. The update will be completed entirely by WSB and will include an update of all plan chapters, as well as set new goals and policies to address issues facing the community today. As is our approach to developing comprehensive plans, the process is focused on collaboration and stakeholder engagement. In Elk River, a Project Advisory Committee (PAC) includes members of City staff and the WSB team, and a Citizen Advisory Committee (CAC) is a broad-based citizen committee that includes members from the Planning Commission, the City Council, the HRA, the EDA, the Chamber of Commerce, the school district, and others. These groups were formed to effectively manage the planning process and make decisions. Work includes four meetings with the PAC and seven meetings with the CAC. Other creative engagement strategies are being utilized, including online survey software, social media, communicating with residents at community events, and engaging children through summer programs. As a way to allow stakeholders proper time to review the plan and give feedback, technical memos on each chapter of the plan are being provided throughout the planning process one at a time. The finished Comprehensive Plan will be a document that the City of Elk River can use every day as it works toward the implementation steps and sets new policy.

City of Elk River
Jeremy Barnhardt
Community Development Director (City of Orono)
(952) 249-4626
jbarnhart@ci.orono.mn.us

Clearwater Plan Update City of Clearwater



In 2014, WSB completed a Comprehensive Plan Update for the City of Clearwater. Situated strategically on the Mississippi River and I-94, Clearwater has many assets and opportunities to highlight. WSB helped the City envision their future, identify priorities, and put together a robust implementation plan to achieve their goals. The WSB team helped them create a concise document with actionable steps, including a parks and trails plan and a re-analysis of their land use map. The Plan also includes recommendations for economic development opportunities of their well-suited location on I-94.

City of Clearwater
Pete Edmonson
Mayor
(320) 223-1519
pete.cityofclearwater@gmail.com

WSB has previously provided East Bethel with GIS services.

Appendix C: Supplemental Information



Recommended Optional Elements

Economic Development

The City of East Bethel is outer-ring suburb that has seen growth in population over the course of the last ten years and will continue to see significant growth for the next 20 years and more. The community has been overshadowed by its larger neighbors to the south (Blaine) and its greater Minnesota regional centers to the north (Cambridge). This position has disadvantages for being a site for new business development since its land values are greater than Cambridge due to the proximity to the Twin Cities and the additional costs to deal with the additional regulation requirements within the Twin Cities without the proximity and transportation advantages of Anoka County communities like Blaine and Coon Rapids. East Bethel should focus on outside assistance and cooperation to attempt to mitigate these disadvantages. East Bethel should look to make use of any state's assistance programs available for projects in the community but also continue to work with organizations to maximize the value of being located within the seven-county metropolitan area.

If East Bethel chooses to approve the economic development add-on element, WSB will also engage the economic development agency twice: first to conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) exercise; and second to review and approve the strategic plan. WSB will also meet with the East Bethel Chamber of Commerce to provide an update review economic development concepts in the draft Comprehensive Plan.



Public Participation Tier 2

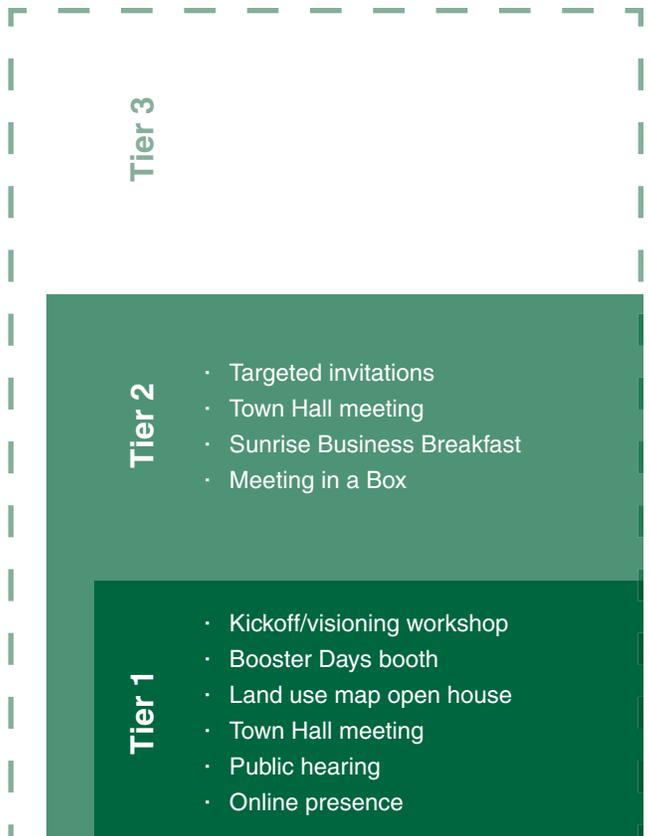
In addition to the public engagement described in the optional Economic Development Element, our proposed optional Tier 2 public engagement package includes all of the meetings from Tier 1, plus some additional informal interactions to provide opportunities for resident participation at common gathering places.

Targeted invitations: WSB will work with staff to send targeted invitations to formal events to specific groups that may not typically attend City events. These include, but are not limited to, senior citizens, residents of low income neighborhoods and group housing, and existing mailing lists from previous efforts such as the Smith Avenue Renaissance Plan.

Town Hall meeting: The April 2017 Town Hall meeting is timed early in the planning process where interactive polls and preference surveys can be conducted to involve residents before any major land use decisions are made. WSB staff would attend the April 2017 Town Hall meeting with short interactive exercise for residents and more hefty take-home material that residents could mail or email back to the City.

Sunrise Business Breakfast: Traditional public engagement focuses on the residents of the City which can ignore business owners whom live outside of the City. The Sunrise Business Breakfast is an ideal environment to gather comments and support from the commercial service and employment businesses that are so important to the community. This engagement activity would occur in October 2017.

Meeting in a Box: A Meeting in a Box is a portable format that any individual can take to host their own discussion. WSB will develop meeting materials and facilitator instructions so that City staff, community leaders and stakeholders can hold their own community workshops.



Public Participation Tier 3

Finally, Tier 3 includes the most intensive, targeted outreach to a wide range of constituents. Tier 3 strategies include all of those described in Tiers 1 and 2 plus more opportunities to reach out to those typically underrepresented. In Tier 3, the WSB team will develop specific strategies to involve the City's Hispanic population, seniors and low income neighborhoods.

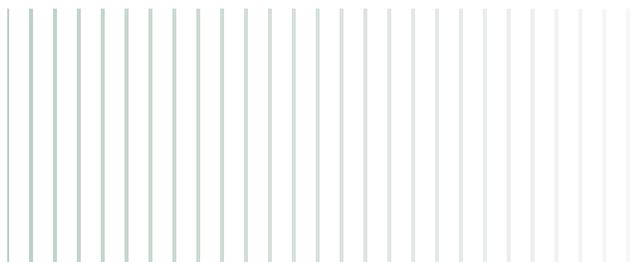
Neighborhood/site walkabouts: Gatherings held out in the field, while walking neighborhoods and sites of interest, allow the project team to understand specific areas of the City through the eyes of the participants. Gatherings such as these also tend to elicit more candid feedback and get larger numbers of residents to participate. Meetings are conducted on resident's "own turf," where people feel safe and welcome to participate.

Outreach through Early Childhood Family Education (ECFE): Coordinating with community education, team members would accompany ECFE staff to meet directly with families with young children. Each meeting is short but provides an easy and safe way for residents who do not typically participate in the planning process to express their visions, ideas and concerns. WSB is currently using this method of outreach in conjunction with the St. Anthony Comprehensive Plan.

Childcare and meals: To encourage broader participation in community workshops, including families with young kids, the WSB team will arrange for childcare, activities, meals and snacks to be provided at all events.

***Optional community survey:** As an additional, optional service to the Tier 3 public engagement, we can complete a comprehensive community survey which will include questions about assets, challenges, emerging issues and priorities for the City. The survey will be published in multiple languages and made available in hard copy and online formats. Key survey distribution locations will include the library, senior center, City Hall, local parks and community events.

**This is an optional add-on to the Tier 3 public engagement. See Compensation/Fee Schedule section of the proposal for a cost breakdown.*



Copy of Insurance Certificate

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 10/01/2015														
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p>																
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PRODUCER H. Robert Anderson & Assoc., Inc. 8201 Norman Center Drive Suite 220 Bloomington, MN 55437	CONTACT NAME: PHONE (A/C, No, Ext): 952.893.1933 FAX (A/C, No): 952.893.1819 E-MAIL ADDRESS: ADDRESS:															
INSURED WSB & Associates, Inc. 701 Xenia Avenue South Ste. 300 Minneapolis, MN 55416	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width:20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: The Phoenix Insurance Company</td> <td style="text-align: center;">25623</td> </tr> <tr> <td>INSURER B: The Travelers Indemnity Company</td> <td style="text-align: center;">25658</td> </tr> <tr> <td>INSURER C: The Travelers Indem Co of America</td> <td style="text-align: center;">25666</td> </tr> <tr> <td>INSURER D: XL Specialty Insurance Co.</td> <td style="text-align: center;">37885</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: The Phoenix Insurance Company	25623	INSURER B: The Travelers Indemnity Company	25658	INSURER C: The Travelers Indem Co of America	25666	INSURER D: XL Specialty Insurance Co.	37885	INSURER E:		INSURER F:	
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<p>COVERAGES CERTIFICATE NUMBER: 2015 - 2016 1 REVISION NUMBER:</p>																
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>																
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS									
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			680 8388R315 15	10/01/2015	10/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 _____									
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BA 8391R701 15	10/01/2015	10/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ _____									
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUP 8404R215 15	10/01/2015	10/01/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 _____									
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB 3930T72 0 15	10/01/2015	10/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000									
D	Professional Liability			DPR9726606	10/01/2015	10/01/2016	Each Claim/ \$ \$5,000,000 Annual Aggregate \$ \$10,000,000									
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)																
<p>This certificate or memorandum of insurance does not affirmatively or negatively amend, extend, or alter the coverages afforded by the insurance policies.</p>																
CERTIFICATE HOLDER				CANCELLATION												
BEING ISSUED FOR INFORMATIONAL PURPOSES ONLY				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.												
				AUTHORIZED REPRESENTATIVE 												
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Accountant's Letter

We are providing an accountant's letter, below, as a demonstration of financial stability and good standing. Our 2015 financials are currently being audited. Should you require additional information regarding our latest detailed audit or financial report, we would be happy to share that information confidentially upon request.



September 1, 2015

To Whom It May Concern:

As the accountant for WSB & Associates, Inc., I have been asked to submit a statement regarding the company's financial stability and adequacy of its accounting system.

Boulay PLLP has been the accounting firm for WSB & Associates, Inc. since 1995. The nature of the services we have performed for the company are as follows:

- Preparation of annual income tax returns
- Miscellaneous business and tax consulting
- Tax Planning

We have not audited, reviewed or compiled any monthly, quarterly or annual financial statements. Based on the limited services we have performed, it is my opinion that the company was financially stable as of the year ended December 31, 2014. I have not seen any internally prepared financial statements for 2015, but based on conversations with the company's accountant, I have no reason to believe the company's financial stability has diminished since the first of the year.

If I can be of further assistance, feel free to contact me.

Sincerely,

Gregory M. Margarit

D 952.893.3827 | gmarqarit@boulaygroup.com

/ams