

AGENDA
MAPLE PLAIN CITY COUNCIL – WORKSHOP
MAPLE PLAIN CITY HALL
JANUARY 6, 2014
5:30 PM

- I. ROLL CALL**
- II. 2014 CITY APPOINTMENTS**
- III. REPORT OF SHARED SERVICES COMMITTEE**
- IV. DISCUSSION OF REPLACEMENT OF CITY PLANNER**
- V. DISCUSSION OF PRIORITIES OF PROJECTS FOR 2014**
- VI. DISCUSSION OF CITY CODE 30.35**
- VII. OTHER ISSUES**

- VIII. ADJOURNMENT**

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: January 6, 2014
Re: 2014 City Appointments

BACKGROUND

Each year the City Council designates members to represent the City on a variety of internal and external boards and commissions of interest to the City of Maple Plain. In addition, appointments and designations are made by the Council. The following appointments and designations need to be made for 2014:

COUNCIL

Acting Mayor

COMMISSION & COMMITTEE APPOINTMENTS

Planning Commission liaison
Park Commission liaison
Lake Minnetonka Cable Commission
NW Hennepin League of Municipalities
Pioneer Sarah Creek WSD
Suburban Rate Authority
West Hennepin Public Safety
Fire Partnership
MN Department of Transportation
WAFTA Alternate

STAFF and CONSULTANTS

City Administrator
City Attorney
City Auditor
City Assessor
City Planner
City Engineer
Building Inspector
Emergency Management Director
Fire Department: Fire Chief, 1 st Assistant, 2 nd Assistant
City Forester
Newsletter Editor
Recycling Coordinator
WAFTA Director
Weed Inspector Assistant Weed Inspector

CITY COMMISSIONS

Planning Commission
Park Commission
Economic Development Authority (Members at Large)

DEPOSITORY & NEWSPAPER

Official Depository
Official Newspaper

ATTACHMENT:

Attached is a spreadsheet of current appointments to begin this discussion. Also attached are the rate changes for the City Attorney and City Engineer.

RECOMMENDATION

Staff recommends that the Council discuss current appointments and determine if there are any changes for 2014.

2013 CITY APPOINTMENTS

Staff appointments made January 13, 2014; Council appointments made April 14, 2014.

	2014 Appointments	2013 Appointments	2012 Appointments	2011 Appointments	2010 Appointments	2009 Appointments
COUNCIL						
Acting Mayor		Jerry Young				

COMMISSION & COMMITTEE APPOINTMENTS

The City Council designates members to represent the City on a variety of internal and external boards and commissions of interest to the City of Maple Plain.

Planning Commission liaison		Dave Eisinger Michael DeLuca (alt)	Dave Eisinger Roger Hackbarth (alt)	Dave Eisinger Roger Hackbarth (alt)	Dave Eisinger Roger Hackbarth (alt)	Dave Eisinger Roger Hackbarth (alt)
Park Commission liaison		Roger Hackbarth Jerry Young (alt)	Roger Hackbarth Jerry Young (alt)	Jerry Young	Jerry Young	Jerry Young
Lake Minnetonka Cable Commission		Roger Hackbarth Michael DeLuca	Roger Hackbarth John Sweeney	Roger Hackbarth <i>Vacant</i>	Roger Hackbarth <i>Vacant</i>	Roger Hackbarth Rhonda Burman
NW Hennepin League of Municipalities		Roger Hackbarth Michael DeLuca (alt)	Roger Hackbarth	Roger Hackbarth	Roger Hackbarth	Roger Hackbarth
Pioneer Sarah Creek WSD		Michael DeLuca Dave Eisinger	John Sweeney Dave Eisinger (alt)	John Sweeney Dave Eisinger (alt)	John Sweeney Dave Eisinger (alt)	John Sweeney Mardelle DeCamp (alt)
Suburban Rate Authority		Roger Hackbarth	John Sweeney Gene Couser (alt)			
West Hennepin Public Safety		Roger Hackbarth Dave Eisinger Justin McCoy (alt)	John Sweeney Gene Couser Dave Eisinger (alt)	John Sweeney Gene Couser Dave Eisinger (alt)	John Sweeney Gene Couser Dave Eisinger (alt)	John Sweeney Gene Couser Dave Eisinger (alt)
Fire Partnership		Roger Hackbarth Justin McCoy Michael DeLuca (alt)	John Sweeney Gene Couser Roger Hackbarth (alt)			
MN Department of Transportation		Justin McCoy Roger Hackbarth	John Sweeney Gene Couser	John Sweeney Gene Couser	John Sweeney Gene Couser	John Sweeney Gene Couser
WAFTA Alternate		Dave Eisinger	Gene Couser	Gene Couser	Gene Couser	Gene Couser

All Council members shall serve as an alternate to the various boards and commissions in the event that the appointed person is unable to attend a scheduled meeting.

	2013 Appointments	2012 Appointments	2011 Appointments	2010 Appointments	2009 Appointments	
STAFF & CONSULTANTS						
City Administrator	Tessia Melvin	Jason Ziemer	Jason Ziemer	Jason Ziemer	Jason Ziemer	
City Attorney	Jeff Carson	Jeff Carson	Jeff Carson	Jeff Carson	Jeff Carson	
City Auditor	Abdo, Eick & Meyers	Abdo, Eick & Meyers				
City Assessor	Rolf Erickson	Rolf Erickson	Rolf Erickson	Rolf Erickson	Rolf Erickson	
City Engineer	Stantec <i>Dan Boyum, City Engineer</i>	Stantec <i>Dan Boyum, City Engineer</i>	Stantec <i>Dan Boyum, City Engineer</i>	Bonestroo <i>Dan Boyum, City Engineer</i> <i>Ryan Capelle, Assistant</i>	Bonestroo <i>Dan Boyum, City Engineer</i> <i>Ryan Capelle, Assistant</i>	Bonestroo <i>Dan Boyum, City Engineer</i> <i>Ryan Capelle, Assistant</i>
City Planner		MFRA <i>Tom Goodrum, Plan Dir.</i>	MFRA <i>Tom Goodrum, Plan Dir.</i>	MFRA <i>Tom Goodrum, Plan Dir.</i>	MFRA <i>Tom Goodrum, Plan Dir.</i>	
Building Inspector	Metro West Inspections	Metro West Inspections	Metro West Inspections	Metro West Inspections	Metro West Inspections	
Emergency Management Director	Ray McCoy	Ray McCoy	Ray McCoy	Ray McCoy	Ray McCoy	

2008 Appointments

Jerry Young

Roger Hackbarth Mardelle DeCamp (alt)
Jerry Young
Roger Hackbarth
Mardelle DeCamp
John Sweeney Gene Couser (alt)
John Sweeney Gene Couser (alt)
John Sweeney Gene Couser Roger Hackbarth (alt)
John Sweeney Gene Couser
John Sweeney Gene Couser Gene Couser

2008 Appointments

Jason Ziemer
Jeff Carson
Abdo, Eick & Meyers
Rolf Erickson
Bonestroo <i>Dan Boyum, City Engineer</i> <i>Ryan Capelle, Assistant</i>
MFRA <i>Tom Goodrum, Plan Dir.</i>
Metro West Inspections
Ray McCoy

Nate Jerde Brad Couser Tom Lowrey
Dennis Nelsen Trudy Lehmeyer
Trudy Lehmeyer Ron Maas
Ron Maas

Barb Rose <i>Vacant due to resignation</i>
Cynthia Jacobson Lon Limesand Jack Henrich John Quinlivan

2008 Appointments

Bank of Maple Plain 4M Fund Laker/Pioneer

ENGAGEMENT LETTER

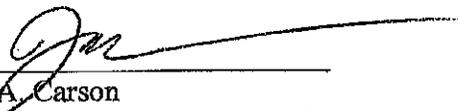
The Law Firm of Carson, Clelland & Schreder agrees to represent the City of Maple Plain for civil legal services and for municipal prosecution services in 2014.

Civil services include meeting attendance, staff consultation and the production of work relating to ordinances, zoning, special assessments, development contracts and other contractual matters. Representation for EDA matters is also anticipated. In addition to the before mentioned subjects, any other services as needed and directed by the City Council will be gladly performed. Charges for the civil work will be \$142.50 per hours.

The criminal prosecution services included the prosecution of petty misdemeanors, misdemeanors and gross misdemeanors as they occur; review and preparation of criminal complaints and consultation and advice with officers and police administration. The prosecution services include vehicle forfeitures. The prosecution services are billed at \$97.50 per hour for attorney and \$37.50 per hour for legal assistant.

The firm will also provide human resources and labor consultation and representation if desired by the City. These services will be billed at the civil rate.

Sincerely,



Jeffrey A. Carson
on behalf of Carson, Clelland & Schreder

APPROVED BY CITY OF MAPLE PLAIN

By: _____
Its Mayor

By: _____
Its Clerk



Stantec Consulting Services Inc.
2335 Highway 36 West
St. Paul MN 55113
Tel: (651) 636-4600
Fax: (651) 636-1311

January 2, 2014

Ms. Tessia Melvin
City of Maple Plain
P.O. Box 97
Maple Plain, MN 55359-0097

Reference: 2014 Stantec Rates

Dear Tessia:

We would like to take this opportunity to say thank you for allowing us to provide you our professional services in 2013. We truly appreciate our partnership with you in helping Maple Plain realize its vision. Our personal and corporate commitment will always be to deliver excellent quality service. We look forward to continuing our relationship into the future and are committed to providing the service that you need.

We understand the financial constraints cities must operate under in today's economy. To best serve you, Stantec is committed to employing good people while keeping our technical capabilities innovative and effective. Our overall rate schedule in Maple Plain was last adjusted in 2008. In keeping with our desire to balance affordable engineering rates with retaining the best staff, we are proposing to hold our rates to an average increase of 3%.

We are sensitive to your desire to control costs and the impacts it has on your residents. Please be assured that we will continue to strive internally to minimize cost increases to our clients and look for cost saving measures in our day to day operations with staff to help reduce your engineering costs. To help Maple Plain Control expenses for 2014 in general engineering costs, we will continue the practice that was implemented in 2013:

- We will charge 8 hours of general engineering time per month at a reduced rate of \$60 per hour.

We highly value our relationship with you. We will continue to focus our efforts on providing the City with high quality service, while being sensitive to budgets. My team and I have enjoyed working on many challenging projects over the years in Maple Plain as you build on your past for a prosperous future, thus making Maple Plain a great place to live and work.

We look forward to continuing our services to you in 2014, and propose this letter act as a Contract Extension to the 2011 Contract with the City of Maple Plain.

Sincerely,
STANTEC CONSULTING SERVICES, INC.

Dan D. Boyum, City Engineer, Stantec

Roger Hackbarth, Mayor, City of Maple Plain

Lee Mann, Principal, Stantec

Tessia Melvin, Administrator, City of Maple Plain

SHARED SERVICES RECOMMENDATIONS-Dec. 2013

The shared services committee between the Cities of Independence and Maple Plain has met for several months. We studied the following areas and met with staff from each city:

- Public Works
- Administration
- Consulting Services

The committee recognizes the incredible hard work that the staffs of both cities are doing. When meeting with the teams it became apparent that the teams are dedicated to the service they are performing and have a genuine commitment to the cities. We also noted that in several areas there is informal sharing between the cities, particularly in the areas of public works.

In addition the cities of Maple Plain and Independence currently share police and fire services through cooperative arrangements. Additionally, Independence and Maple Plain are bonded together in other venues such as the Pioneer Sarah Creek Watershed Commission and the Lake Minnetonka Communications Commissions to pool resources.

As a committee we feel there may be additional opportunities where shared services and cooperation may have additional value and/or cost savings to both cities, particularly in the area of public works. We therefore offer the following recommendations to the respective city councils:

1. The administrators from Maple Plain and Independence meet to look into shared opportunities in the administrative area. Specifically, they should study consulting services and purchased services.
2. The administrators from Maple Plain and Independence meet to look at additional opportunities in the public works area. Specifically, they should study call pay, overtime, backup and use of each other's staff for maintenance and snow plowing. Consideration should be given to the idea of common management of the public works area if that is determined to be feasible.
3. Work with applicable planning organizations to coordinate and plan together city celebrations and activities (e.g. Heritage Days, Circus and Maple Plain Days, City Clean Up Days, City Newsletters) We feel it is important that each city holds their respective celebration. However, there are potential to support each other. Examples of areas to study might include planning calendars together, jointly purchasing a stage or other supplies/equipment that the two cities currently rent, sharing contracts for services, supporting each others celebration through publicity or purchased advertising and starting or ending the Maple Plain 5K run at Heritage Park.
4. Hold joint city council meetings 2 times a year. The joint council meetings will be an opportunity to discuss common issues and concerns. More detailed reports from applicable shared organizations such as police and fire could be presented at these joint meetings as well as legislative updates and reports from the County Commissioner. Each city shall designate a liaison to the other council to seek out additional opportunities for sharing and cooperation and to promote communication between the cities.

Administrators will present recommendations back to the Shared Services Committee by May 1, 2014. At that time the committee will meet again and prepare additional information for the two city councils.

Mayor Marvin Johnson, Independence City Council
Justin McCoy, Maple Plain City Council
Norm Wenck, Independence City Council
Mike DeLuca, Maple Plain City Council

Date: December 17, 2013

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: January 6, 2014
Re: PUBLIC WORKS

Background

The City of Maple Plain currently has two full-time employees dedicated to Public Works and two part-time staff. Both part-time employees make \$12 per hour. The snow plow driver is asking for an increase in his hourly rates.

Research

The table below illustrates what other cities pay part-time help for snow plowing.

City	Hourly Rate
Medina	\$18
Independence	\$17
Greenfield	\$20 with a \$300 starting bonus
Hanover	\$20 with a \$500 starting bonus
Long Lake (two years ago)	\$15 and are currently looking for someone

Recommendation

Staff recommends that the City Council consider increasing the snowplow's hourly rate to at least \$16, as he is experienced and trained. He is a former MN-DOT snowplow driver with experience and trained to use heavy equipment. The City does not utilize the snowplow driver very much. In 2012, the City only used Don for 15 hours and in 2013 only 4 hours to date. However, not knowing the conditions of Mother Nature, it is critical to have streets and sidewalks plowed and safe for residents, employees of local businesses and visitors. With a lean public works staff of two, staff believes it is critical to have a highly trained replacement to assist in times of need and would recommend an increase to the snowplow driver's hourly rate.

This item raises the issue of pay equity between part-time staff. Both Public Works part-time staff make \$12 per hour. The Administrative Department has a part-time employee assisting with minutes and makes \$15 per hour, but is asking for \$20 per hour.

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: January 6, 2014
Re: City Planner

BACKGROUND

Tom Goodrum of MFRA has served the City of Maple Plain as City Planner for more than seven years. On Friday, December 27, Tom resigned from MFRA to take a new position at Westwood, a Land and Energy Development company. Tom's new company does not do municipal planning.

RESEARCH

Currently the City pays Tom an hourly rate of \$95 for work and \$50 per meeting that he attends. The benefit of working with Tom is that he has additional staff to help out in other areas, if needed.

Staff discussed possibilities of City Planning services with Tom and also researched what other cities are currently doing.

Option 1:

The City could continue contracting their Planning Services to MFRA and work with Ben, but his rates would increase from \$95 per hour to \$114 per hour, which is a reduction from his current rate of \$132 per hour.

PROS	CONS
MFRA has knowledge of Maple Plain	Increased Pricing
Easy Transition	
MFRA has additional resources that can be used and billed a various levels	

Option 2:

The City could contract with Mark Kaltsas, who also provides planning services for the City of Independence and Watertown. Mark is recommended by Tom, City of Independence and several references. Attached is Mark's resume.

PROS	CONS
Knowledge of area	May need to hire additional services to assist
Easy Transition	May need to schedule planning items to last council meeting of the month, as the first meeting conflicts with Independence's Planning Commission
\$70 per hour rate	
Shared Services with Independence	

Option 3:

The City could contract with Ben Wikstrom, who also provides planning services for the City of Big Lake and Emily. Ben is recommended by Tom and several references. Attached is Ben's resume.

PROS	CONS
Knowledge of area	May need to hire additional services to assist
Easy Transition	May need to schedule planning items to last council meeting of the month, as the first meeting conflicts with Independence's Planning Commission
\$60 per hour rate	
Shared Services with Big Lake	

Option 4:

The City could contract with Jennifer Haskamp, who also provides planning services for cities and created the Maple Plain Design Guidelines. Jennifer is recommended by another colleague and several references.

PROS	CONS
Knowledge of area	Increased rate for project management
Easy Transition	
Created Maple Plain’s Design Guidelines	
Experience in project management	
Hourly Rate of \$75 for planning Increased rate for project management	

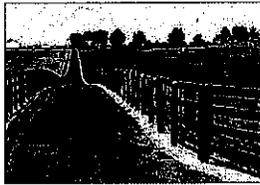
Option 5:

The City could go out for RFPs on Planning Services, but staff feels due to recent developments, this may create a weak transition.

RECOMMENDATION

Staff recommends that Council consider one of the first four above options for a six-month trial. After six months Council could extend the contract or go out for RFPs on Planning Services.

Proposal for
Professional Planning Services
City of Maple Plain, MN



shc swanson haskamp consulting, llc

Proposal for
Professional Planning Services

submitted by | Jennifer Haskamp, Owner | Planner
Swanson Haskamp Consulting, LLC

contact | c. 651.341.4193
jhaskamp@swansonhaskamp.com

address | 1043 Grand Avenue, #550
Saint Paul, MN 55105

website | www.swansonhaskamp.com

date | 11.15.2013



January 3, 2014

Ms. Tessia Melvin
City of Maple Plain
1620 Maple Avenue
Maple Plain, MN 55359
Transmitted via e-mail

RE: Proposal for Professional Planning Services

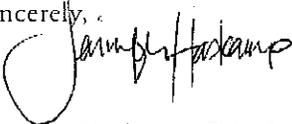
Dear Ms. Melvin,

Please accept this short letter proposal from SHC, LLC in response to your request for information yesterday. First and foremost, thank you for reaching out yesterday - it is always rewarding to hear that other colleagues have recommended SHC, and we look forward to the opportunity to begin a similar relationship with you and your community. As I indicated in our brief correspondence, I am very familiar with the City of Maple Plain, and was involved during the last comprehensive planning process as a resource to your previous consultant, and also prepared the Design Guidelines for the community (that I believe remain in place today) while performing as a subconsultant.

Included in this proposal is a short company profile, my resume and a general fee schedule. Please let me know if you have any questions or would like additional information to assist in your decision making.

Thank you again for contacting me, and I look forward to hearing from you soon!

Sincerely,



Jennifer Haskamp, Principal & Owner
Swanson Haskamp Consulting, LLC

City of Maple Plain

Firm Profile

Swanson Haskamp Consulting, LLC (SHC) is a small land use planning company providing professional planning and project management services in the Twin Cities metropolitan area and western Wisconsin. Our company is focused on helping municipal agencies, regulatory bodies, developers and landowners realize their land use and planning objectives. Initially established in July of 2007 as a sole proprietorship, SHC later reorganized into a limited liability company in 2010.

As a small consulting firm we are able to provide the same level of service and expertise as a large firm, with the personal touch only a small company can offer. In these challenging market times, it is essential for small communities such as Maple Plain to have a consultant they can trust and engage when needed - SHC is the perfect match to provide your community with tailored planning services as you need them.

The following information provides a summary of some of the land use planning services that would be available to you if you select SHC as your planning consultant.

- Plan review, including variances, subdivisions, conditional use permits, and other land use applications
- Project management and facilitation of redevelopment and development initiatives
- Attend and facilitate meetings
- Assist residents and property owners with land use issues.
- Prepare and update geographic land use information
- Perform and prepare environmental reviews such as EAWs, AUARs and EIS documents.
- Comprehensive Planning, drafting of updates, amendments, and updates
- Small area studies, redevelopment plans, etc.
- Prepare updates or new ordinances that respond to the goals and objectives of the community.
- Ensure accuracy and consistency of ordinances to help reduce conflict and potential law suits.

Jennifer Haskamp

Founder and President

Introduction

Ms. Haskamp is owner and president of Swanson Haskamp Consulting, LLC (SHC) which was founded in 2007. Ms. Haskamp has spent most of her career as a consultant working directly with municipalities, landowners and developers. She has served as consulting municipal planner, lead facilitator and project manager on several complex planning projects that have ranged from standard daily planning activities to large scale comprehensive planning and redevelopment efforts. She brings design experience, including graphic design, free hand drawing, and urban design skills. Ms. Haskamp is committed to helping communities plan for their future, and creating meaningful plans that are implementable and enforceable.

The following projects demonstrate some of her project management, municipal planning, and design experience:

Consultant City Planner

Responsibility: Daily Planning services, Project Management and Coordination
Client: City of Grant, Washington County, Minnesota

Perform daily planning functions for the City of Grant. Daily tasks include plan and application review and facilitation; ordinance review and updates; meeting attendance and coordination and collaboration with regional agencies including the watershed districts, Washington County and the Metropolitan Council.

Comprehensive Plan Update

Responsibility: Comprehensive Plan Update
Client: Lent Township, Chisago County, Minnesota

Performed as the project manager leading the Comprehensive Plan Update process for the Township. Prepared extensive mapping and graphics to support the overall plan. Helped establish focus areas for growth and increased commercial opportunities within the community and integrating the plans within the comprehensive Plan's land use chapter.

Environmental Assessment Worksheet – Fields of Woodbury

Responsibility: Project Manager
Client: Hunter Emerson and City of Woodbury

Prepared the Environmental Assessment Worksheet (EAW) for the Fields of Woodbury single-family residential project located in the south-central developing area of the community. The project reviewed potential environmental impacts for a subdivision planned for 325-375 units. Performed as the project manager facilitating the process with the engineers, developers and City.

Parks, Trails and Open Space Comprehensive Plan, and Overall Comp Plan

Responsibility: Lead Facilitator, and PTOS Comprehensive Plan (Performed while at Pulse)
Client: City of Maplewood

Facilitated and guided the Advisory Panel for the Parks, Trails, and Open Space Comprehensive Plan. The AP worked to establish a comprehensive set of goals and objectives for the PTOS system in the community. The information was used to create the general update to the Parks, Trails, and Open Space portion of the Comprehensive Plan. Also, participated in the development of the overall Comprehensive Plan including strategy, process development, mapping (GIS), and document development.

Skills that directly support your project:

- Comprehensive, efficient and effective project management abilities;
- Process oriented to minimize cost, waste, and political backlash.
- Exceptional public speaker and communicator.
- Effective and concise negotiator between stakeholders, cities and neighborhoods.
- Concise direction of projects through planning and political processes.
- Forward thinking and entrepreneurial attitude with a desire to be exceptional;
- Commitment to continually learning and building knowledge base.

Unique computer skills:

- Adobe Package including Photoshop, Illustrator, InDesign and Acrobat
- GIS, Working knowledge of AutoCAD and AutoDesk products

Design Guidelines

Responsibility: Lead Facilitator, Design Guidelines Document
Client: City of Maple Plain, MN

Lead facilitator and project manager for the development of the Design Guidelines for three specific districts in the city of Maple Plain. The project included participation and management of a Design Team to work through the creation of the design standards. The process included a visual preference survey and other public involvement techniques to involve the residents and other members of the community. Project included drawings and sketches to represent the desired direction and character for each district, and was supported through text and supporting ordinances. Also drafted corresponding Mixed-Use zoning district to support the Design Guidelines.

Environmental Management Commission Manager

Responsibility: EMC Manager and Facilitator
Client: City of Oakdale, MN

Perform as the manager for the City of Oakdale's Environmental Management Commission. Currently there are three large initiatives that include the following: 1) establishing the City's Carbon Footprint, developing a plan for reduction, and tracking the city's progress; 2) working with the commission to identify ways to improve recycling in the community focusing on commercial and multi-family users in the community; and 3) improving involvement and education of the Adopt-a-Wetland program in the community. The primary objective of the commission is to work towards improving the environment and improving the green quality of the neighborhood.

Acting City Planner and Comprehensive Plan Project Manager

Responsibility: Acting City Planner and Project Manager (Partially completed while at Landform)
Client: City of Medina, MN

On behalf of the City, performed all daily planning activities of the City Planner position. Reviewed land use applications, worked with residents, performed code enforcement, presented to the planning commission and the city council. Prepared the decennial comprehensive Plan update and performed as the project manager facilitating the Advisory Panel.

Education

Masters of Urban and Regional Planning
University of Minnesota, Twin Cities, 2006

B.A. Architecture
University of Minnesota, Twin Cities, 2001

Minor in Business Management - Carlson School of Management
University of Minnesota, Twin Cities, 2001

Work Experience

*Swanson Haskamp
Consulting, LLC, Founder
and President*

*Past:
Pulse Land Group, Inc.
Owner, President & CFO*

*Landform Engineering
Company
Project Manager and Project
Planner*

*DSU
Planner & Project Manager*

*TKDA, Inc.
Planner & Small Project
Manager, Marketing
Coordinator*



Basis for Compensation

SHC proposes to conduct and perform services based upon a standard hourly billing rate, broken down to the nearest quarter-hour. We also understand that special projects may require individual scoping and project budget proposals, and we are happy to provide such estimates at any time. As provided in the rate schedule, SHC offers a flat meeting rate for up to 3 hours of time, which includes travel time, and applies to all public meetings including planning commission, task force meetings (if applicable), and city council meetings. If meetings exceed three hours, the standard hourly rate will be charged for each additional hour. Any other meeting to conduct business on the City's behalf will be billed at the standard hourly rate.

rate schedule

(Jan 2014 – Dec 2014)

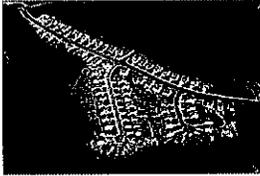
Service	Rate
Hourly Rate*	\$90/Hour
<ul style="list-style-type: none"> ▪ Daily Planning Services ▪ Plan Review ▪ Ordinance Drafting ▪ Staff meetings 	
Meeting Rate, 3 Hours (Planning Commission, Work sessions, City Council – travel time included)	\$200
Mileage rate (Standard IRS rate)	\$0.56/mile
Printing and Mailing Services**	Actual Expenses

**Project budgets can be established for specific project based work, if requested, and a specific project scope developed.*

****Daily printing and small print will not be charged. Large scale or large quantity print jobs will be billed at actual expense rates. Average printing costs are \$0.10/copy for full color 8 1/2" x 11".*

References

SHC takes pride in building long-lasting professional relationships with our clients as demonstrated by the many years of service provided to the representative clients provided.



Contact: Mr. Bob Streetar
Community Development Director
bob.streetar@ci.oakdale.mn.us
(t) 651.730.2806

Contact: Mr. Tim Benetti
Planning & Zoning Specialist
tim.benetti@ci.brooklyn-center.mn.us
(t) 651.763.569.3319

Contact: Ms. Kim Points
Administrator/Clerk
clerk@cityofgrant.us
(t) 651.426.3383

BEN WIKSTROM

3824 Meadowview Terrace ▪ St. Bonifacius, MN 55375 ▪ 612.801.7992 ▪ benwikstrom@gmail.com

CONSULTING LAND USE PLANNER & REAL ESTATE DEVELOPMENT PROFESSIONAL

Seasoned professional with fifteen years of practice providing expertise and leadership across a breadth of land use planning and real estate development projects throughout the country. Consulting planner for three cities, with vast experience in writing ordinances, comprehensive plans, staff reports, and grant applications. Private sector responsibilities included budgeting, hiring, public speaking, securing entitlements, and due diligence reporting. Expert in assessing the development potential of sites via demographic, financial, and physical characteristics; years in the public sector allow a valuable insight into what is expected and required of developers, as well as what incentives and creative solutions are available. Proven ability to manage multi-disciplinary teams toward achieving a common goal.

Professional Experience

LAND USE PLANNING CONSULTANT

2003 to Present

Cities of Big Lake/St. Bonifacius/Emily, MN

Bahram Akradi, LLC

Maxfield Research, Inc.

Key Results and Responsibilities:

- Drafted entire 2030 Comprehensive Plan and updated zoning ordinance for the City of St. Bonifacius. Continue to act as Consulting Planner and volunteer on Downtown Redevelopment Committee.
- Act as Consulting Planner for the Cities of Big Lake and Emily (P&Z Administrator).
- Led efforts of Bahram Akradi, LLC and Trillium Bay Homeowners' Association to shape principal characteristics of a 1,000+ unit housing development on the shores of Lake Minnetonka.
- Saved property owners roughly \$500,000 in assessment charges by proving to city councilors that a developer was the sole beneficiary of proposed road improvements.
- Perform real estate market research and analysis for Maxfield Research, Inc.

REAL ESTATE PLANNING MANAGER/DEVELOPMENT MANAGER

2001 to 2009

Life Time Fitness, Inc.

Key Results and Responsibilities:

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

PLANNER/ECONOMIC DEVELOPMENT DIRECTOR

1998 to 2001

Maricopa County, AZ

City of Minnetonka, MN

City of Belle Plaine, MN

Key Results and Responsibilities:

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

Education

UNIVERSITY OF MINNESOTA

Bachelor of Arts in Geography/Planning, 1998

MARK L. KALTSAS, PLA

Curriculum Vitae
(952) 292-2458
mark@terra-mark.com

Mr. Kaltsas, RLA, has been involved in the landscape architecture, planning and development field for the past 18 years. He has worked in both the private and public sectors. Mr. Kaltsas brings a fresh and innovative approach to landscape architecture, planning and development which translates into the advance of unique, functional and realistic solutions. Mr. Kaltsas is known as an excellent communicator and is particularly skilled in resolving complex problems involving diverse stakeholders. His work has covered a broad spectrum of areas and includes award winning designs. In his current capacity, Mr. Kaltsas provides his clients with a wide array of services including land use planning, park and trail planning, downtown redevelopment and urban design, economic development, subdivision review, zoning administration, site analysis and layout, landscape design, planning and construction plans and specifications and expert testimony. Prior to starting his own consulting practice, Mr. Kaltsas served as the Interim City Administrator and Community Development Director for the City of Victoria, MN, Landscape Architect and Planner for the Village of Hoffman Estates, IL, Landscape Designer/Project Manager for Jacobs/Ryan Associates, Chicago, MN, and Landscape Designer for Brandstetter Carroll, Inc., Lexington, KY.

PROFESSIONAL REGISTRATION Registered Landscape Architect – States of Minnesota, Illinois, Wisconsin, North Dakota, South Dakota, Missouri, Iowa, Michigan and Indiana

EDUCATION University of Kentucky, Lexington; Bachelor of Science in Landscape Architecture (Professional Degree).
St. Bonaventure University, Olean, NY

PROFESSIONAL ASSOCIATIONS/ Council of Landscape Architects Registration Boards - Certified
American Society of Landscape Architects
Urban Land Institute – Past Full Member

SERVICE NCAA Division I lacrosse player
Head Varsity Men's Lacrosse Coach, Chaska/Chanhassen High School

OVERVIEW **Municipal Planning and Administration**

- Worked in all areas of administration.
- Responsible for hiring new employees.
- Worked with and acted as the liaison to the City Council helping to set goals, develop policy and implement services.
- Worked on the development of an incentive pay plan for the city.
- Responsible for the review and coordination of all land development within the city.
- Coordinated the review and approval of all land use proposals within the city
- Worked with developers and land owners to coordinate the development/review process with the city.
- Managed code enforcement and zoning regulations including citing violations of the ordinance.

- Wrote, revised, updated and amended the ordinances of the city

Project Management

- Responsible for overall management of projects for conception to completion
- Performed a wide range of landscape architectural, urban design and land planning services for a diverse array of projects.
- Work includes urban design, downtown redevelopment, comprehensive planning, park master planning, playground design, landscape planting plans, site analysis drawings, design plans, presentation drawings, design development and construction documents, technical specifications, contract administration, project management and permitting.
- Preparation of site analysis drawings, design plans, presentation drawings, design development and construction documents, technical specifications, contract administration, project management and permitting.
- Expert testimony for various projects including the review and preparation of plans and specifications.

PROFESSIONAL EXPERIENCE

General Consulting

Consulting Community Development Director, City of Watertown, MN

Provides a wide array of landscape architecture and planning services including the following:

- Coordinated the downtown redevelopment plan
- Negotiated land acquisition
- Negotiated park land donation
- Manage development contracts and agreements
- Liaison and advisor to the Economic Development Authority
- Developed and negotiated the Orderly Annexation Agreement with adjoining township
- Developed landscape architecture design standards for the city park system

Consulting Planner, City of Independence, MN

Provides a wide array of planning services for the city including:

- Development of the Comprehensive Plan
- Special studies and reports
- Subdivision review and master plan review
- Day to day planning and zoning services

Project Development/Management

Granit City Green Communities, Granite City, IL

Provided full landscape architecture services for sustainable public housing project for the Granite City Housing Authority including:

- Site assessment and analysis
- Existing tree survey and evaluation
- Development of native plant palette

- Preparation of complete plans and specifications for full landscape, storm water/bio-retention /infiltration, vegetative swales construction details and irrigation plans

Target Food Distribution Center, West Jefferson, OH

- Preparation of complete plans and specifications for full landscape, bio-retention /rain gardens/ vegetative swales/infiltration, construction details and irrigation plans

Crow River Plaza, City of Watertown, MN

- Preparation of complete plans and specifications for full landscape, decorative paving for public plaza, pergola and construction details

Seasons 52 Restaurant, Indianapolis, IN

- Preparation of complete plans and specifications for full landscape, bio-retention /rain gardens/infiltration, construction details and irrigation plans

Chase Banks, Anaheim, Riverside, CA

- Preparation of complete plans and specifications for full landscape, bio-retention /rain gardens/infiltration, construction details and irrigation plans

City of Watertown, Downtown Redevelopment, Watertown, MN.

- Developed downtown redevelopment concept plan including detailed landscape plan
- Initiated Tax Increment Financing to fund project
- Negotiated land acquisition, development contracts
- Secured grant funding
- Solicited developer
- Coordinated land trade with DNR

Chilis Restaurants, Illinois, Kentucky, Wisconsin

- Preparation of complete plans and specifications for full landscape, bio-retention /rain gardens/infiltration, construction details and irrigation plans

Sonic Restaurants, Illinois

- Preparation of complete plans and specifications for full landscape, infiltration, construction details and irrigation plans

Olive Garden Restaurants, Midwest

- Preparation of complete plans and specifications for full landscape, infiltration, construction details and irrigation plans

Longhorn Steakhouse Restaurants, Midwest

- Preparation of complete plans and specifications for full landscape, infiltration, construction details and irrigation plans

Whispering Ridge Housing Development, Eden Prairie, MN

- Preparation of complete plans and specifications for full landscape, rain gardens and construction details

Community Park Master Plan, City of Watertown, MN

- Preparation of master plans 40 acre community park
- Prepared and implemented extensive public participation process
- Negotiated, on behalf of City, the donation of property for community park

Airport Crossing Comprehensive Development Plan, Regency Group, Portage IN

- Worked carefully with the City and client to develop a comprehensive master plan for a 100 acre mixed use residential and commercial development

City of Stacy, Future Land Use and Annexation Staging Plan, City of Stacy, MN

- Worked with the City Engineer, Attorney and applicable Council Members to develop a plan that met the goals and vision of the city.
- Designed and developed a future land use plan for approximately 1,000 acres that was petitioned to be annexed to the city. The future land use plan includes a staging plan relating to the annexation. The plan established the future land use patterns and density projections and was directly tied to development of adequate public facilities.
- Identified opportunities and constraints for future development types based on existing natural resources, transportation systems and proximity to compatible development types.

City of Victoria Comprehensive Park, Trail and Open Space Master Plan, City of Victoria, MN

- Designed and developed a Comprehensive Park, Trail and Open Space Master Plan
- Worked with the Park and Recreation Committee and City Council to develop a Comprehensive Park and Trail master plan
- The plan takes the city from the development of a park vision through a detailed implementation plan. The public input played a large part in the development of the plan.

City of Victoria, Downtown Redevelopment, Victoria, MN.

- Developed downtown redevelopment concept plan including detailed landscape plan
- Initiated Tax Increment Financing to fund project
- Managed design and construction team through public approval and implementation.

City of Watertown, Highland Park Plaza, Watertown, MN.

- Developed master plan for the primary park including concept site plans for a new plaza located adjacent to the city baseball complex and grandstand
- Developed detailed construction drawings, including landscaping, grading and drainage, hardscape plans and a materials palette following public input process.

Kohl's Stores, Nationwide

- Developed detailed landscape plans and specifications for various new stores.

Advanced Auto Parts, Nationwide

- Developed detailed landscape plans and specifications for various new stores.

Brinker International Restaurants, Nationwide

- Developed detailed landscape plans and specifications for various new restaurants.

Murphy Oil Gas Stations, Nationwide

- Developed site plans for various locations in Illinois, Michigan, Ohio, South Carolina, Indiana and North Carolina.
- Developed detailed landscape plans including presentation drawings for Murphy Oil, USA.

Hillcrest Cemetery, Landscape Plan, Hillcrest, IL.

- Developed detailed landscape plans for the new columbarium project adjacent to the cemetery.

Diamond Gate Development Landscape Plan, Apple Valley, MN

- Reviewed and developed landscape master plan and construction drawings for a new residential development.

Gray Gardens Office and Garden Display Complex, St. Bonifacius, MN.

- Designed conceptual and final site plan, facility and building layout for a new Garden Center and office complex.
- Designed final landscape plan, oversaw lighting plan design and coordinated engineering through the City of St. Bonifacius.

Cherry Street Plaza, Waconia, MN.

- Developed landscape plan, cross-sections and presentation drawings for a professional office park.

City of Watertown, City Hall/Library, Watertown, MN.

- Developed concept landscape plan and detailed landscape plan for an update to the City Hall and Library facility in downtown Watertown.

5160 Linden Lane Medical Office Building, Shorewood, MN

- Developed concept site plans, detailed site plans, detailed landscape plans including presentation drawings for approximately 10,000 square foot medical office building. Responsibilities included obtaining a Conditional Use Permit and rezoning through the City of Shorewood.

Project Development/Management (while employed by Jacobs/Ryan Associates)

Museum of Science and Industry, Chicago, IL

- Developed landscape master plan and site amenities design,
- Provided design development, working drawings and construction administration for the landscape design of a new underground-parking garage.
- The project included on-structure planting and design of a vintage bus shelter and various site furnishings, such as bicycle racks and benches, complementing the historic museum site.

Moody Bible Institute, Alumni Student Center, Chicago, Illinois

- Prepared concept sketches, plans and working drawings for this campus landscape including an extensively used public plaza, reconfiguration of parking and pedestrian areas, streetscape, and planting.
- Prepared drawings and presented them to the Board of Trustees and was responsible for taking the project through the approval and permitting process.

Arlington Town Square, Arlington Heights, Illinois

- Responsible for the design development work and construction drawings for this mixed-use project, which included retail, office and residential.
- Coordinated design review issues with village landscape architect and engineer for issuance of permits and acceptance by design review committee.

Lincoln Park Zoo, Chicago, Illinois

- Designed perennial garden and path layout for new welcome center and prepared individual plant care and identification sheets for this landscape, which is extensively used by people and animals.

Sandburg Village Mall Renovation & Play lot, Chicago, Illinois

- Prepared conceptual design, design development and the production detailed drawings for the 1997 Sandburg Village Mall Renovation.
- This complex project involved renovation and re-development of residential landscape and urban plazas all on-structure for underground parking facility.
- Developed concepts and working drawings for a play-lot for preschoolers in the Village.

Town of Fort Sheridan, Lake County Illinois

- Worked on the development plans for the preservation and renovation of a historic military base being converted into a mixed-use residential neighborhood.
- This development is located along Lake Michigan north of Chicago.

- The base is being converted into a new town development. Performed historic tree inventory and analysis work in the predevelopment phase of this very large military base closure.
- Developed drawings and assisted in presentations to the public and also to the Joint Planning Commission for the cities of Highwood and Highland Park.
- Worked on the development of the landscape design of Fort Sheridan.

St. Charles Road Improvement Project, Lombard, Illinois.

- Developed schematic, design development and working drawings for a one-mile long stretch of St. Charles Road.
- Presented design development drawings to the Department of Community Development and city officials for review and approval.
- Worked with both the owners of private businesses and park district officials to coordinate a successful project.

Prairie Oaks/Spring Meadows Housing Development, Crystal Lake, Illinois

- Developed conceptual, schematic and final site master plan for a mixed-use site.
- The project included both a multi-family development and a senior housing complex.
- Provided necessary graphic and technical information for city meetings, including color renderings.

**CONFERENCE
PRESENTATIONS**

Designing Great Places - "Planning in a New Decade" Upper Midwest Regional Planning Conference, Mankato, MN, September 2010

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: January 6, 2014
Re: City Code 30.35

Background

Current City Code 30.35 states the following:

30.35 SALARIES OF MAYOR AND COUNCILMEMBERS.

(A) *Mayor salary.* From and after the effective date of this section, until otherwise changed pursuant to law, the salary of the Mayor of the city shall be in the sum of \$350 per month.

(B) *Council member salary.* From and after the effective date of this section, until otherwise changed pursuant to law, the salary of a Council member of the city shall be in the sum of \$250 per month.

(C) *Payment for meetings and business.* In addition to the salaries pursuant to divisions (A) and (B) above, the Mayor and the City Council shall be paid \$25 for each official meeting attended and mileage at the business rate authorized by the federal government.

(D) *Coverage in Worker's Compensation Act.* Pursuant to M.S. § 176.011, Subdivision 9, clause 6, as may be amended from time to time, the Mayor and City Council are included in the coverage of the Worker's Compensation Act for all acts performed in their official duties with the city.

(Ord. 223, passed 6-23-2008)

The City Administrator would like some guidelines on what are considered official meetings.

Research

In order to prepare for auditing the City Administrator would like some guidelines on what events would be considered "official meetings." The City Administrator researched neighboring cities to determine how other Councils are compensated.

Independence	Mayor \$3,000 per year (\$250 per month) Council \$1,800 per year (\$150 per month)
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	No additional compensation for meetings
Orono	Mayor \$4,200 (\$350 per month) Council \$3,500 (\$292 per month) No additional compensation for meetings
Medina	Mayor \$4,250 (\$354 per month) Council \$3,000 (\$250 per month) No additional compensation for meetings
Corcoran	Mayor \$1,800 (\$150 per month) Council \$1,200 (\$100 per month) No additional compensation for meetings

The issue of the amount of total compensation is not at question, but for auditing purposes, the City of Maple Plain should provide guidelines for official meeting compensation or create a set monthly salary.

Recommendations

Option One: Set a monthly compensation to cover the average of meetings for Mayor and Council

Option Two: Create a list of approved official meetings and business

Below is suggested language and guidelines that the Council may want to consider:

An Official Meeting, is any meeting that a Councilmember attends that proper public notice is provided. Meetings may include:

- Boards
- Commissions
- Special Council Meetings
- Council Meetings and Workshops