

City of Ramsey
Agenda
City Council Work Session
Tuesday, September 14, 2021

5:00 pm
Lake Itasca Room, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings. To maximize social distancing due to the COVID-19 Pandemic, those that can join remotely are encouraged to do so. Those joining remotely and requesting to speak are asked to use a webcam when speaking.

1. Call to Order

2. Topics for Discussion

1. Discuss Finalists for the Deputy City Administrator/Community Development Director Position
2. Discuss Civil Legal Services Contract Finalists
3. Update from Legislative Consultant El Tinklenberg
4. Continued Discussion on 2022 Budget/Levies
5. Discuss Community Development Staffing
6. Discuss City Meeting Minutes and Video/Audio Archiving Recordings of City Council Work Sessions

3. Topics for Future Discussion

1. Review Future Topics/Calendar

4. Mayor/Council/Staff Input

5. Adjournment*

***Note: the City Council may motion to recess this Work Session meeting and reconvene after the regular City Council meeting if items on the agenda are not completed.**

Meeting Date: 09/14/2021

Information

Title:

Discuss Finalists for the Deputy City Administrator/Community Development Director Position

Purpose/Background:

The purpose of this discussion is to seek feedback from the City Council regarding the selection of the next Deputy City Administrator/Community Development Director (DCA/CDD).

Background:

Following second interviews, staff was directed to advance two candidates on to participate in a Leadership Assessment. The assessments were conducted by Dr. Norma DiLorenzo, Psy.D. at Martin McAllister, Consulting Psychologists, Inc. Both candidates participated (separately) in an online portion of the assessment, one-on-one personal interviews with the doctor, and role playing/in-basket assignments that mirror situations the candidate would encounter on the job. In summary, both candidates met the criteria to be recommended for hire.

Next Steps:

Based on Council feedback this evening, staff will contact the selected candidate and negotiate details such as wages and start date, etc. It is anticipated that a Council case to hire the selected candidate will be presented at the September 28th regular City Council meeting.

Timeframe:

Funding Source:

Not applicable at this time.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

Based on discussion.

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 09/09/2021

Reviewed By

Kurt Ulrich

Date

09/09/2021 12:06 PM

Started On: 09/07/2021 03:38 PM

Meeting Date: 09/14/2021

Information

Title:

Discuss Civil Legal Services Contract Finalists

Purpose/Background:

The City conducted interviews for City Civil Legal Services on Monday, August 23, 2021. Five law firms were interviewed and two firms were advanced for additional consideration. The two firms are Hoff Barry, P.A. and Holstad & Knaak, PLC.

The City Administrator completed references checks and obtained additional information regarding rates and billing options that will be discussed with the City Council Tuesday evening. Each firm was provided information about the number of hours billed by the attorney over the last few years (see attached). Attached are the initial proposals and follow-up correspondence with each attorney.

Attached:

Hoff Barry Proposal and follow-up

Holstad & Knaak Proposal and follow-up

Timeframe:

15 Minutes

Funding Source:

N/A

Responsible Party(ies):

Kurt Ulrich, City Administrator

Outcome:

Seeking consensus direction on the selection of the City's new law firm for Civil Legal Services.

Consensus direction for staff to negotiate a contract with the selected firm to be brought back to the Council for consideration within the next 30 days, or other.

Attachments

[Attorney Hours History](#)

[Hoff Barry Proposal](#)

[Hoff Barry Follow up](#)

[Hoff Barry Rate Chart](#)

[Holstad & Knaak Proposal](#)

[Holstad Knaak Response](#)

Holstad Knaak Follow up

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 09/09/2021

Reviewed By

Kurt Ulrich

Date

09/09/2021 03:12 PM

Started On: 09/07/2021 03:27 PM

ATTORNEY HOURS

RETAINER

	2018
JAN	9.8
FEB	30.1
MAR	23.5
APR	8
MAY	10.7
JUN	16.3
JUL	8.1
AUG	10.8
SEP	10.3
OCT	17.6
NOV	12.8
DEC	5.7
Total/yr	163.7

	2019
JAN	15.4
FEB	15.3
MAR	10.1
APR	14.4
MAY	13.4
JUN	25.2
JUL	22.2
AUG	18.1
SEP	23.8
OCT	Not Available
NOV	Not Available
DEC	10.9
Total/yr	168.8

	2020
JAN	20.1
FEB	10.7
MAR	29
APR	24.8
MAY	16
JUN	28
JUL	15.2
AUG	15.2
SEP	25.7
OCT	17.7
NOV	10.3
DEC	18.7
Total/yr	231.4

NON-RETAINER

2018 HOURLY BILLING

	Hrs	Regular Rate	Hrs	3rd Party Rate
JAN	4		1.2	
FEB	0.3		2.2	
MAR	3.9		2.7	
APR	2.8		1.3	
MAY	22.4		0.4	
JUN	16.5		6.2	
JUL	4.8		1	
AUG	6.1		8.8	
SEP	6.6		3.5	
OCT	31.9		4.5	
NOV	18.2		0.1	
DEC	1.8		0	
Total/yr	119.3		32	

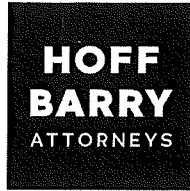
HOURLY BILLING

	2019	Hrs	Regular Rate	Hrs	3rd Party Rate
JAN		31		0.5	
FEB		61		0.5	
MAR		28.2		0.2	
APR		47.3		0	
MAY		27.1		0.1	
JUN		12.3		0.1	
JUL		25.7		0	
AUG		18.8		9.1	
SEP		3.7		0.7	
OCT		28.4		2.1	
NOV		4.6		1.4	
DEC		1.1		0.8	
Total/yr		289.2		16	

HOURLY BILLING

	2020	Hrs	Regular Rate	Hrs	3rd Party Rate
JAN		7		0	
FEB		8.3		0	
MAR		2.7		0	
APR		15.7		0	
MAY		6.6		0	
JUN		8.3		0	
JUL		10.5		3.2	
AUG		10.3		0	
SEP		5.1		0.4	
OCT		2.7		0	
NOV		6.8		5.7	
DEC		8.9		1.8	
Total/yr		92.9		11	

Received 7-6-21 AL



Interview @ 8:25pm
confirm sent 8.12.2021

Sarah Schwarzhoff | Of Counsel | 952.746.2713 | sswarzhoff@hoffbarry.com

July 1, 2021

City of Ramsey
Attn: Colleen Lasher, Administrative Services Director
7550 Sunwood Drive NW
Ramsey, MN 55303

RE: **City of Ramsey's Request For Proposals For City Attorney Legal Services**

Dear Ms. Lasher:

Please find enclosed nine paper copies of Hoff Barry, P.A.'s proposal to provide legal services for the City of Ramsey. In submitting this proposal, we commit to perform the work as requested and declare that this proposal is an irrevocable offer open for 90 days. We are fully capable of performing the scope of legal services requested by the City and have extensive experience representing municipal clients. We work to develop positive open communications with city staff and officials to facilitate good working relationships and to respond to the city's concerns in a timely fashion. We have found that when the relationship between city staff and city officials is dynamic and trusting, ultimately, the city council and city's residents are the beneficiaries. Our office strives to return all client communication within the same business day it is received. We are aware that our clients often have deadlines for meetings and we seek to ensure that our responses occur in a timely fashion that allows the city to meet those deadlines. We utilize the best qualities of each member of the firm to solve our municipal clients' legal needs.

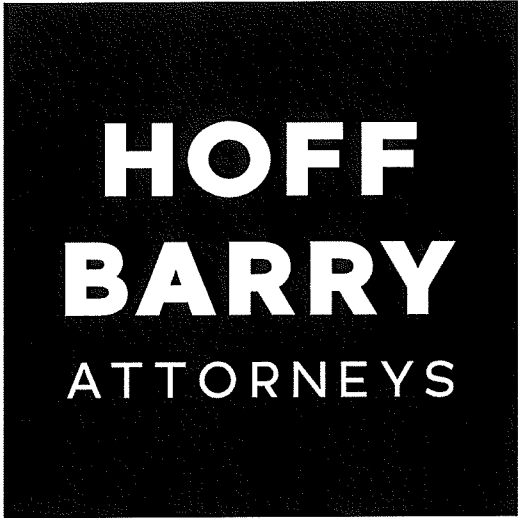
We focus on remaining current on legal issues that affect cities to ensure that our clients can take timely action on new and emerging issues. We continually keep up-to-date on all areas of municipal law by attending and presenting at relevant continuing legal education seminars. We often deal with issues for one client that are relevant to our other clients. We bring those issues and our experience to the attention of all of our clients.

Thank you for the opportunity to submit this response to your Request for Proposals.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Schwarzhoff", written over a horizontal line.

Sarah Schwarzhoff
HOFF BARRY, P.A.
Enclosure



**RESPONSE TO CITY OF RAMSEY'S REQUEST FOR
PROPOSALS FOR CITY ATTORNEY LEGAL SERVICES**

July 1, 2021

Submitted By:

HOFF BARRY, P.A.
100 Prairie Center Drive, Suite 200
Eden Prairie, MN 55344
(952) 746-2700

Contact Person/Lead Attorney

Sarah E. Schwarzhoff
Direct: (952) 746-2713
E-mail: sschwarzhoff@hoffbarry.com

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A. FIRM BACKGROUND

Introduction/History

Hoff Barry, P.A. (the “Firm” or “Hoff Barry”) submits this proposal (“Proposal”) in response to the City of Ramsey’s (“City”) Request for Proposals for Professional Legal Services (“RFP”) in the area of municipal representation.

Hoff Barry concentrates its practice in the area of municipal law and attorneys in the Firm have extensive experience in both municipal representation and municipal litigation defense. Approximately 90 percent of the Firm’s billable hours are devoted to representing public sector clients. We have been named among “*Best Law Firms*” from 2012 through the present by *U.S. News & World Report* and “*Best Lawyers*” in the areas of Municipal Law and Municipal Litigation. These accolades signify both the depth of our experience and quality of representation we provide to our clients.

Approach to Representation and Timeliness

The primary goal of our municipal representation is to provide timely and legally sound advice to the City. In addition to assisting the City in making reasonable decisions on a routine basis, when necessary, we want City staff and Council to feel prepared to make difficult ones.

To provide prompt and effective municipal representation, we work collaboratively with City staff to identify the City’s objectives and time frame for the completion of projects. In order to accomplish that goal, we seek to develop relationships with City staff and engage as counselors. We strive to create positive open communication with City staff and officials. In other words, City staff should feel as if we are just down the hall. As a result, we are able to help identify and prioritize alternative approaches to issues and engage in a creative problem-solving process.

Part of developing trust and rapport with our city clients is simply being there. We take pride in prompt response times. If our attorneys receive a voicemail or e-mail, they typically respond within hours. Additionally, we work with City staff to develop appropriate expectations with respect to long-term projects and meet those agreed upon parameters. The Firm will typically provide updates on current projects and litigation matters by having continual contact with City staff and the City Council. In our experience, very few projects are outstanding for a period of time longer than a month. However, a monthly reporting system can be established after discussions regarding the City’s desires and needs.

In addition to establishing an effective working relationship with City staff, the significant number of local governments that Hoff Barry represents provides the Firm with a broad knowledge of current issues and topics that affect cities. The Firm represents a variety of cities, small and large, rural and urban. This diversity of experiences as it relates to municipal development and local priorities enables our attorneys to harness a wealth of internal perspectives as we address questions or problems that arise for our clients. The Firm’s team approach is an integral part of our practice that allows our client cities to reap the benefits of the skills and experiences of all our attorneys.

Office, Attorneys, Support Personnel

Hoff Barry is located at 100 Prairie Center Drive, Suite 200, Eden Prairie, Minnesota 55344. Telephone: (952) 746-2700. Facsimile: (952) 941-7968. The Firm’s website address is www.hoffbarry.com.

There are a total of 6 attorneys associated with the Firm:

Sarah E. Schwarzhoff, Of Counsel
Shelley M. Ryan, Partner
Justin L. Templin, Partner
Scott B. Landsman, Partner
George C. Hoff, Of Counsel
Thomas G. Barry, Jr., Of Counsel

The Firm employs a paralegal and an office manager:

Sarah Reinhart, Litigation and General Municipal Support Paralegal
Nancy Raley, Office Manager

Attorneys in the Firm are involved in the planning committee for the Minnesota Association of City Attorneys Conference and regularly present at both the annual conference and at other Continuing Legal Education programs sponsored by the League of Minnesota Cities. Our Firm's involvement and relationship with other practitioners assists in remaining current on all legal developments that affect cities and evaluating responses to legal issues facing cities.

The Firm has extensive experience in working with cities as city attorney and defense counsel. The Firm works in a collegial, team-centered environment. From time to time, the unique perspective or knowledge of all our attorneys may be utilized on behalf of a client.

Client Conflict

We do not presently represent, nor have we represented, clients who have been involved in, or benefited from, litigation with the City, or who are involved in development within the City. Further, we do not anticipate any conflicts between representing the City and our other municipal clients.

Real Estate Developers

We do not represent any real estate developers.

Jurisdiction

We do not represent any local units of government having jurisdiction within or contiguous to the City of Ramsey.

Conflict Checks

Prior to accepting retention of new matters and clients, the Firm conducts an electronic search of open and closed files for any matters that may present a conflict of interest. Additionally, all Firm attorneys meet on a regular basis to discuss and keep the Firm apprised of matters and clients currently represented.

Technology/Legal Research

Hoff Barry has complete online access to all federal and state statutes, cases, rules, and regulations allowing us to do necessary legal research from our office. Our utilization of online research and email allows the Firm to streamline legal services and provide cost savings to our clients. Our

attorneys and paralegals routinely interact with clients via e-mail and are able to share documents through e-mail, Dropbox, or ShareFile. Attorneys and paralegals use Microsoft Word for document drafting and editing as well as Adobe.

Ethics Complaints

In 2021 a complaint for prosecutorial misconduct was filed against Sarah Schwarzhoff. Ms. Schwarzhoff was not the prosecutor for the city in question and the Minnesota Board of Professional Responsibility dismissed the complaint without investigation, determining that prosecutorial misconduct did not occur. No other ethics complaints have been filed against the Firm or its attorneys in the last five years.

B. MUNICIPAL LEGAL SERVICES AND RESPONSIBILITIES

The Firm prides itself in providing timely and effective representation to its municipal clients. Our nationally recognized firm will provide the following legal services:

Ordinances and Resolutions. We have wide-ranging experience in drafting and reviewing ordinances and resolutions. We work with staff and the Council to ensure resolutions and ordinances reflect the objectives of the city and its residents.

Zoning and Subdivision. We have extensive experience with zoning and subdivision regulations from drafting codes to enforcing compliance. We regularly work with staff to interpret code and statute provisions in specific situations. We draft relevant documents including conditional and interim use permits, variance approvals or denials, and agreements with residents and applicants. We negotiate with developers and draft development agreements and PUD agreements which are recorded against the property to ensure future compliance.

Review of Council Agenda Items and Minutes. We regularly review the agenda items and minutes for our clients. We find that reviewing agenda items before the meetings allows us to identify any concerns and address those concerns prior to consideration by the Council.

Bidding and Contracts. We work with our clients on the purchasing and contracting process to ensure compliance with State statute. We assist in the drafting of requests for bid/proposals to guarantee that all information the city needs to make an informed decision is provided. We have a great deal of experience in drafting, reviewing and negotiating contracts. We review and revise contracts to ensure that the city is protected, and we negotiate with third parties to reach mutually agreeable solutions. We have drafted and negotiated numerous agreements for our clients including service and equipment contracts with private parties, Joint Powers Agreements with local cities and counties, and cooperative agreements with other parties such as the Shakopee Mdewakanton Sioux Community.

Meetings and Phone Conferences with Council, Manager and Staff. As described above, our municipal representation relies heavily on our relationship with the City Manager and staff. Our availability and close relationship ensures we are familiar with city operations and can often address issues before they arise.

Code Enforcement. We regularly advise our clients on drafting, updating and enforcement of the city code. We work with staff to ensure that the code reflects the views of the city and its residents. We focus on clarity and procedure to ensure that enforcement can be timely and cost effective. We have worked informally with residents to ensure code compliance but have also pursued litigation when necessary. We have experience with regulation relating to emerging and longstanding issues such as short-term rentals, right-of-way management, food trucks, digital signs and public nuisances.

Real Estate and Condemnation. We have extensive experience in real estate legal services, including drafting title and plat opinions, drafting and negotiating complex purchase agreements and real estate documents, and providing consultation and direction on a variety of municipal real estate issues and transactions. Further, we have experience in negotiation, preparation and acquisition of

easements for street, utility and other public purposes, and initiation and prosecution of eminent domain proceedings.

Public Projects. We provide legal consultation and direction on issues relating to public improvement projects. In Minn. Stat. Chap. 429 proceedings, we assist staff in drafting resolutions and special assessment agreements and recommending appraisers. We review the notices and process to ensure that requirements of the statute are met. In negotiating the resolution of assessment appeals, we maintain the city's position, ensuring that the city has not compromised itself for future assessment projects. If necessary, we represent cities in assessment appeals.

Legal Updates. We frequently provide our clients with updates related to legislation and court opinions. Our extensive municipal clientele means that we often have firsthand information on arising issues. We also attend regular updates sponsored by entities such as the League of Minnesota Cities to ensure we can keep our clients update on new legal matters.

Municipal Financing. We have assisted in negotiating and drafting TIF agreements. We have litigated lawsuits over TIF and taxing authority issues. We are familiar with and have worked with federal grants administered through USDA and state grants through DEED and MPCA on municipal projects.

Municipal Litigation. We regularly represent cities throughout Minnesota as defense counsel appointed through the League of Minnesota Cities Insurance Trust and as special counsel. We have handled a wide variety of cases, including but not limited to: land use litigation and development issues, including constitutional, Religious Land Use and Institutionalized Persons Act and historic preservation claims; zoning and licensing disputes; construction claims; contract claims; TIF claims; alleged open meeting law violations; public bidding; and other disputes questioning municipal authority. In addition to trial work at the district court level, we are experienced in appellate work and have argued over 90 cases in the Minnesota Court of Appeals, Minnesota Supreme Court and the federal Eighth Circuit Court of Appeals. We have handled over 400 civil litigation cases for the League of Minnesota Cities Insurance Trust in both State and Federal courts. In addition, we have been hired as special counsel by a number of cities where conflict situations exist in a variety of areas, including development and personnel. Our extensive litigation experience provides us with a unique ability to recognize potential liability and provide advice for our clients.

Personnel. We regularly work on personnel matters for our clients from hiring and updating personnel policies to discipline and termination. We have represented our clients in veterans' preference hearings and grievance hearings and we have negotiated and drafted settlement agreements for departing employees. We have been involved in labor negotiations and disputes including meetings, hearings, mediations, arbitrations and litigation.

Data Practices and Open Meeting. We have extensive experience in data practices and open meeting issues. We regularly review data practices requests and work with staff to provide appropriate and timely responses. We have drafted and updated data practices policies to ensure compliance with the ever-changing regulations. We also work with staff to reduce the costs of data requests by ensuring that the requests are appropriately narrowed and if necessary by providing a

phased response or requiring prepayment from the requestor. We also provide regular advice regarding the application of the open meeting law.

Comprehensive Plan and Metropolitan Council. With several clients in the metropolitan area we regularly work with the Metropolitan Council in connection with comprehensive plans, grant funding, sanitary sewer operations and transportation.

Federal and State Law. We regularly work with our clients to ensure that their practices comply with Federal and State law as well as with any existing City Code or City policy. Ensuring our clients are in compliance with existing applicable law is essential.

Annexation. We have worked with our clients to negotiate and enter into orderly annexation agreements. We have worked with the Office of Administrative Hearings relating to orderly annexation agreements, annexation by ordinance and contested cases. We have represented our clients in both contested cases and orderly annexation matters.

C. ATTORNEY QUALIFICATIONS

Sarah E. Schwarzhoff will serve as the Lead Attorney for the City with Justin L. Templin serving as secondary. Ms. Schwarzhoff will be responsible for undertaking the responsibilities detailed in this Proposal with Mr. Templin and other attorneys at the Firm providing assistance only as needed. Ms. Schwarzhoff will attend all City Council meetings and committee meetings as requested by the City Manager. We pride ourselves on our ability to treat all of our clients as our priority. With four full time attorneys with extensive experience in municipal law we are able to ensure excellent and timely responses on all City matters. If Ms. Schwarzhoff is ever unable to respond to a City concern in a timely manner, one of the other expert attorneys is always available to address the matter.

SARAH E. SCHWARZHOFF

sschwarzhoff@hoffbarry.com

- a. B.A., *magna cum laude*, Drake University, 2005; J.D., *magna cum laude*, University of Minnesota, 2008.
- b. Sarah Schwarzhoff joined the Firm, as of counsel, in 2018 after several years of practice at another highly ranked municipal law firm. Ms. Schwarzhoff has focused on municipal law since 2008 and has developed extensive experience. She has worked with clients on numerous land use, eminent domain and real estate issues. Ms. Schwarzhoff is the City Attorney for the City of Prior Lake and represents Delano Municipal Utilities and Dresbach Township. In her representation of Prior Lake, she has advised the City during its establishment of Technology Village, a business incubator, and worked with the City on an extensive review of the City's ordinances and bylaws. She has drafted numerous development agreements, planned unit development agreements and assessment agreements. She has worked on all manner of municipal contracts including energy contracts under Minn. Stat. §471.345 and cooperative agreements and grants involving cities, counties, the State and the Shakopee Mdewakanton Sioux Community. She has worked extensively with the Data Practices Act and Open Meeting Law, advising clients on general compliance and on solutions for specific issues. She has also worked with various clients to draft and review new and updated ordinances and resolutions. Ms. Schwarzhoff has worked with several of her clients on personnel and labor relations matters. Ms. Schwarzhoff also has experience working in annexation and detachment issues, road establishment, protection and vacation, and municipal contracting.
- c. Ms. Schwarzhoff is admitted to the Minnesota Bar.
- d. Ms. Schwarzhoff will serve as lead attorney.

Ms. Schwarzhoff will be assisted by the other attorneys at the Firm. A brief description of their qualifications and experiences follows:

JUSTIN L. TEMPLIN

jtemplin@hoffbarry.com

- a. B.A., Phi Beta Kappa, University of Minnesota, 1996; J.D., *cum laude*, University of Minnesota, 2000.
- b. Justin Templin joined the Firm in 2002. Mr. Templin's practice includes representing Minnesota cities, both in the metropolitan area and statewide, in the litigation and dispute resolution of complex land use and constitutional matters. Mr. Templin is the City Attorney for the City of Maple Grove, and advises City staff and officials on a range of matters including contracts, data practices, ordinance interpretation and enforcement, and land use and zoning issues. He has managed large procurement projects on behalf of City governments, and has significant experience in negotiating contracts. In addition to public sector representation, Mr. Templin has represented private entities and individuals in a variety of business matters, including drafting and revising operating agreements, employment matters, asset sales and acquisitions, and reorganizations.
- c. Mr. Templin is admitted to the Minnesota State Bar, the U.S. District Court for the District of Minnesota, and the U.S. Court of Appeals for the 8th Circuit.
- d. Mr. Templin will provide advice on data practices issues, general legal services, and general litigation support.

SHELLEY M. RYAN

sryan@hoffbarry.com

- a. B.S., University of Minnesota, 1999; J.D., *magna cum laude*, Hamline University School of Law, 2005.
- b. Mrs. Ryan currently serves as the City Attorney for the City of Circle Pines ("Circle Pines") and has served in that capacity since approximately June 2015. In her role with Circle Pines, Mrs. Ryan advises the City on general municipal law matters, including, but not limited to, data practices, municipal contracting law, the Open Meeting Law, development agreements, code enforcement (nuisance and zoning violations), hazardous building removal, and employment issues. Mrs. Ryan also serves as an assistant City Attorney for the City of Maple Grove ("Maple Grove"). In that role, Mrs. Ryan advises staff on issues relating to municipal contracting and code enforcement. Mrs. Ryan has extensive experience in working with property owners and license holders to ensure compliance with city code provisions, including, when necessary, representing Circle Pines and Maple Grove in legal proceedings to compel compliance.

- c. Mrs. Ryan is admitted to the Minnesota State Bar, the U.S. District Court for the District of Minnesota and the U.S. Court of Appeals for the 8th Circuit.
- d. Mrs. Ryan will provide advice on code enforcement, general legal services, and general litigation support as needed.

SCOTT B. LANDSMAN
slandsman@hoffbarry.com

- a. B.A., University of Minnesota-Duluth, 1994; J.D.; Hamline University School of Law, 1998.
- b. Scott Landsman has been with the Firm since 1999. He is extensively involved in the general municipal representation, real estate and improvement projects by, among other things, handling real estate transactions, negotiating and drafting developer's agreements and planned unit development agreements, attending city meetings, ordinance and code enforcement and drafting, negotiating and drafting municipal contracts, advice and assistance to representative cities in the bidding process, TIF financing, eminent domain, land use regulations, zoning and planning, and providing consultation and direction on a wide range of municipal issues. He has represented several municipalities as special counsel in the formation of joint powers entities and as development special counsel. Mr. Landsman is the current City Attorney for the cities of Maple Plain, Zumbro Falls, Hammond and Seaforth and the Board Attorney for the Joint Water Powers Board of St. Michael, Albertville and Hanover. He also serves as Assistant City Attorney for Maple Grove and Watertown, and Special Counsel for the cities of New Brighton, Waconia, Hamburg and Seaforth. Mr. Landsman has been recognized as an expert on shoreland regulation and land use, presenting frequently at continuing legal education seminars. Mr. Landsman is part of *The Law of the Great Outdoors Quick Answer Book*, published July, 2018 and August, 2020 by Minnesota CLE. He has been selected as one of Minnesota's "Rising Stars" in the legal profession as featured in the publication *Minnesota Law & Politics*.
- c. Mr. Landsman is admitted to the Minnesota State Bar, the U.S. District Court for the District of Minnesota and the U.S. Court of Appeals for the 8th Circuit.
- d. Mr. Landsman will provide advice on development issues, general legal services, and general litigation support as needed.

GEORGE C. HOFF

ghoff@hoffbarry.com

- a. B.A., University of Minnesota, 1970; J.D., *cum laude*, William Mitchell College of Law 1977.
- b. George Hoff has been with the Firm since 1977. Mr. Hoff has represented cities in Minnesota consistently since his entry into practice in 1977, as a city attorney, special counsel and defense counsel. Ninety-five percent of his current practice consists of municipal representation, including general representation and litigation involving cities and their elected officials. The remaining five percent of his practice is in the area of real estate and general civil litigation. Mr. Hoff has been involved in complex litigation for client cities and through the League of Minnesota Cities Insurance Trust since 1986, with a special emphasis on land use, redevelopment and civil rights claims. Further, Mr. Hoff has extensive experience in negotiating and drafting agreements related to development and redevelopment. Mr. Hoff is a frequent lecturer to municipal officials, and has lectured at Continuing Legal Education matters with respect to municipal issues. He was selected from 1994 through the present as one of the “Leading Lawyers” in Minnesota by the publication *Guidebook to Law and Leading Lawyers* and a “Super Lawyer” in the publication *Minnesota Law & Politics* since 2003 and was also selected in the Top 100 Lawyers in Minnesota from 2011 through 2013. From 2008 through the present he was selected for inclusion in *The Best Lawyers in America* in the specialty of Municipal Law. He has served as past President of the Minnesota City Attorney's Association. Mr. Hoff has extensive trial and appellate experience.
- c. Mr. Hoff is admitted to the Minnesota State Bar, the U.S. District Court for the District of Minnesota, the U.S. Court of Appeals for the 8th Circuit, and the United States Supreme Court.
- d. Mr. Hoff will provide support and advice on all matters affecting the City on as need basis.

SARAH R. REINHART

sreinhart@hoffbarry.com

- a. B.A., Criminal Justice, St. Cloud State University, St. Cloud, MN; M.S, Criminal Justice, St. Cloud State University, St. Cloud, MN.
- b. Ms. Reinhart is responsible for all paralegal duties at the firm, including overseeing day-to-day responsibilities for all of our litigation on behalf of municipalities. Ms. Reinhart performs legal and factual research to support our clients and is responsible for drafting and editing legal documents, including court pleadings, agreements, contracts, and legal memoranda.

D. FIRM'S CLIENTS

The Firm has not done any recent work for the City of Ramsey. Attorneys with the Firm currently serve as designated civil city attorney for the following governmental entities:

- City of Prior Lake (Sarah Schwarzhoff)
- City of Cannon Falls (Sarah Schwarzhoff)
- City of Circle Pines (Shelley Ryan)
- City of Maple Grove (Justin Templin)
- City of Maple Plain (Scott Landsman)
- City of Zumbro Falls (Scott Landsman)
- City of Hammond (Scott Landsman)
- City of Seaforth (Scott Landsman)
- Joint Water Powers Board of St. Michael, Albertville, and Hanover (Scott Landsman)
- Delano Municipal Utilities (Sarah Schwarzhoff)
- Dresbach Township (Sarah Schwarzhoff)

Attorneys with the Firm routinely represent the following governmental clients as special counsel:

- City of Minneapolis
- City of Elk River
- City of Orono
- City of St. Cloud
- City of Baxter
- City of Rochester
- City of Waconia
- City of LaPorte
- City of Hollandale
- City of Garrison
- City of Dayton
- City of New Brighton
- Lake Minnetonka Conservation District

Over the last two decades, attorneys with the Firm have represented hundreds of cities of various sizes throughout the state as litigation defense counsel through the League of Minnesota Cities Insurance Trust.

E. REFERENCES FOR SARAH SCHWARZHOFF AND HOFF BARRY

Neil Jensen
City Administrator
City of Cannon Falls
913 River Road
Cannon Falls, MN 55009
Telephone: (507) 263-9300
Email: njensen@cannonfallsmn.gov
Reference for: Sarah Schwarzhoff

Paul Twite
General Manager
Delano Municipal Utilities
11 Bridge Avenue West
PO Box 65
Delano, MN 55328
Phone: (763) 972-0557
Email: ptwite@delanomn.us
Reference for: Sarah Schwarzhoff

Kim Low
Town Clerk
Dresbach Township
46851 Riverview Drive
La Crescent, MN 55947
Phone: (608) 484-0700
Email: dresbachmn@gmail.com
Reference for: Sarah Schwarzhoff

Heidi Nelson
City Administrator
City of Maple Grove
12800 Arbor Lakes Parkway
P.O. Box 1180
Maple Grove, MN 55311
Telephone: (763) 494-6000
Email: hnelson@maplegrovern.gov
Reference for: Justin Templin and Hoff
Barry

Mark Rossow
Assist. Program Claims Manager
League of Minnesota Cities
145 University Avenue West
St. Paul, MN 55103
Telephone: (651) 281-1282
Email: mrossow@lmc.com
Reference for: Justin Templin and Hoff
Barry

F. FEES

General Legal Services

Hoff Barry proposes hourly fees as follows:

The fees for general legal services that are paid from the City's general fund are as follows:

- | | |
|--------------------------------|-------------------|
| 1. Partners/Of Counsel | \$165.00 per hour |
| 2. Associate Attorneys | \$155.00 per hour |
| 3. Paralegals | \$100.00 per hour |
| 4. Legal Assistants/Law Clerks | \$ 90.00 per hour |

The fees for litigation related matters that are paid from the City's general fund are as follows:

- | | |
|--------------------------------|-------------------|
| 1. Partners/Of Counsel | \$185.00 per hour |
| 2. Associate Attorneys | \$155.00 per hour |
| 3. Paralegals | \$100.00 per hour |
| 4. Legal Assistants/Law Clerks | \$ 90.00 per hour |

Legal matters that are reimbursed by a developer, other third-party or non-general fund are as follows:

- | | |
|--------------------------------|-------------------|
| 1. Partners/Of Counsel | \$240.00 per hour |
| 2. Associate Attorneys | \$225.00 per hour |
| 3. Paralegals | \$120.00 per hour |
| 4. Legal Assistants/Law Clerks | \$100.00 per hour |

The City will be billed at our cost for expenses such as postage, court filing fees, process server fees, courier or delivery charges, witness fees, document recording and closing fees, court reporter transcription fee, and off-site photocopies.

The Firm does not charge for on-site photocopying and access to Westlaw.

The fees for legal services will be billed at .25 hour increments.

Hoff Barry will send the City monthly billing statements for fees and costs incurred. The billing statements will indicate in detail the work completed, the matter number, the individual conducting the work, the amount of time spent, the hourly rate, and the total costs for the work.

G. INSURANCE COVERAGE

Malpractice Claims and Insurance Coverage

No malpractice claims have been filed against Hoff Barry or its attorneys in the last five years. The Firm's professional carrier is New York Marine and General Insurance Company. The insurance policy contains limits of liability of \$2,000,000 per claim and \$2,000,000 in the aggregate, which is consistent with maximum municipal tort liability under Minn. Stat. § 466.04.

Hoff Barry carries insurance with CNA Insurance. The Firm carries policies as follows: general liability insurance (\$2,000,000 per occurrence, \$4,000,000 aggregate); umbrella coverage (\$2,000,000 each incident, \$2,000,000 aggregate); commercial automobile (\$1,000,000 each incident); workers compensation (\$100,000 each accident). A copy of the Firm's insurance is available on request.

From: [Sarah Schwarzhoff](#)
To: [Kurt Ulrich](#)
Cc: [Colleen Lasher](#)
Subject: RE: City Attorney Proposal
Date: Wednesday, September 1, 2021 10:29:43 AM
Attachments: [image001.png](#)
[Hoff Barry Rate Proposal.docx](#)

Mr. Ulrich: As requested this email includes cost options for a retainer as well as confirmation of attorney back up.

First, attached are the proposed billing options. One is our standard hourly rate system that we use for most of our clients. The other is a proposed retainer system. The retainer is a bit of a shot in the dark. Because this would be a new relationship it is difficult to predict what work will be needed on a monthly basis and what will be less common. If the City selects the retainer system I would recommend that we review after 6 months to ensure the retainer amount and the items included/excluded are appropriate.

Second, the primary back up for Ramsey will be Justin L. Templin. While I will be Ramsey's direct contact and I generally provide over 95% of the services to each of my clients there are times when I will be unavailable. Mr. Templin's primary client is Maple Grove which has Council meetings on Monday, therefore he would be available to cover Council meetings if needed. That being said, we work very cooperatively at Hoff Barry and all four of us focus on municipal law. If I am ever unavailable you will always be able to reach someone knowledgeable on City municipal topics. If you have any questions or need any additional information please let me know. Thanks.

Sarah Schwarzhoff

Of Counsel | 952.746.2713

Hoff Barry, P.A.

100 Prairie Center Drive, Suite 200

Eden Prairie, MN 55344

952.746.2700 | www.hoffbarry.com

sschwarzhoff@hoffbarry.com

This message may contain privileged or confidential information and is intended for the addressee only. If you have received this message in error, please contact the sender and delete the original message immediately. Thank you.

From: Kurt Ulrich [<mailto:kulrich@ci.ramsey.mn.us>]

Sent: Friday, August 27, 2021 3:18 PM

To: Sarah Schwarzhoff

Cc: Colleen Lasher

Subject: City Attorney Proposal

Dear Ms. Schwarzhoff:

I am pleased to inform you that Hoff and Barry has been selected as one of the two firms the City Council is considering further for the Ramsey City Attorney. As part of this process we will be contacting your listed references in the next couple of weeks.

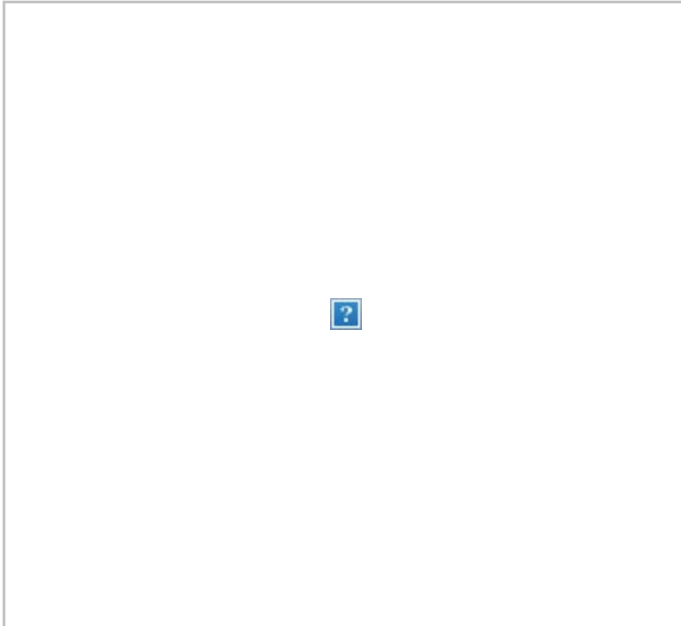
Please provide the additional information below by Friday, September 3 for our consideration:

- A proposed cost for a monthly retainer, with a detailed list of items covered by the retainer and any limitations.
- Please confirm (or not) that the primary back-up as City Attorney would be Justin L. Templin.

To assist you in formulating a retainer cost, I am including an accounting of retainer hours, non-retainer hours, and 3rd party hours performed or billed by our current attorney. Note, that number

of non-retainer hours billed are sporadic and typically represent contested claims, personnel matters, and other related investigations not covered by the retainer. Please let me know if non-retainer or 3rd party rates change from your current proposal. The Council is currently undecided on a retainer or hourly rate structure for the contract and would like to consider both options. Thank you for your interest in serving the City of Ramsey. Please let me know if you have any questions.

Thank you,
Kurt



HOFF BARRY RATE PROPOSAL

Option 1 - Hourly rate:

The fees for general legal services that are paid from the City's general fund are as follows:

- | | |
|--------------------------------|-------------------|
| 1. Partners/Of Counsel | \$165.00 per hour |
| 2. Associate Attorneys | \$155.00 per hour |
| 3. Paralegals | \$100.00 per hour |
| 4. Legal Assistants/Law Clerks | \$ 90.00 per hour |

The fees for litigation related matters that are paid from the City's general fund are as follows:

- | | |
|--------------------------------|-------------------|
| 1. Partners/Of Counsel | \$185.00 per hour |
| 2. Associate Attorneys | \$155.00 per hour |
| 3. Paralegals | \$100.00 per hour |
| 4. Legal Assistants/Law Clerks | \$ 90.00 per hour |

Legal matters that are reimbursed by a developer, other third-party or non-general fund are as follows:

- | | |
|--------------------------------|-------------------|
| 1. Partners/Of Counsel | \$240.00 per hour |
| 2. Associate Attorneys | \$225.00 per hour |
| 3. Paralegals | \$120.00 per hour |
| 4. Legal Assistants/Law Clerks | \$100.00 per hour |

Option 2 - Retainer plus hourly rate:

The fees for general legal services that are paid from the City's general fund are covered by a \$7,000 per month retainer. The retainer includes all general municipal legal matters including: 2 Council meetings per month with travel; drafting/reviewing ordinances and resolutions; review of Council agenda items and minutes; bidding and contracts; phone conferences and emails with staff; real estate; City improvement projects including 429 process; labor and personnel matters; data practices and open meeting; and annexation.

The retainer excludes the following:

Litigation – representation of the City related to litigation, hearings, grievances, appeals, mediation, and arbitration, which will be billed at the following rates:

- | | |
|--------------------------------|-------------------|
| 1. Partners/Of Counsel | \$185.00 per hour |
| 2. Associate Attorneys | \$155.00 per hour |
| 3. Paralegals | \$100.00 per hour |
| 4. Legal Assistants/Law Clerks | \$ 90.00 per hour |

Legal matters that are reimbursed by a developer, other third-party or non-general fund, which will be billed at the following rates:

- | | |
|--------------------------------|-------------------|
| 1. Partners/Of Counsel | \$240.00 per hour |
| 2. Associate Attorneys | \$225.00 per hour |
| 3. Paralegals | \$120.00 per hour |
| 4. Legal Assistants/Law Clerks | \$100.00 per hour |

Non-standard projects such as recodification, which will be billed at the following rates:

- | | |
|--------------------------------|-------------------|
| 1. Partners/Of Counsel | \$165.00 per hour |
| 2. Associate Attorneys | \$155.00 per hour |
| 3. Paralegals | \$100.00 per hour |
| 4. Legal Assistants/Law Clerks | \$ 90.00 per hour |

For both options:

- The City will be billed at our cost for expenses such as postage, court filing fees, process server fees, courier or delivery charges, witness fees, document recording and closing fees, court reporter transcription fee, and off-site photocopies.
- The Firm does not charge for on-site photocopying and access to Westlaw.
- The fees for legal services will be billed at .25 hour increments.
- Hoff Barry will send the City monthly billing statements for fees and costs incurred. The billing statements will indicate in detail the work completed, the matter number, the individual conducting the work, the amount of time spent, the hourly rate, and the total costs for the work

Frederic W. Knaak*
fknaak@klaw.us
Craig J. Beuning
cbeuning@klaw.us



Received 7-8-21 AL
Interview at 7:05 p.
Of Counsel
Thomas M. Dailey, P.A.
(1943-2015)
Wayne B. Holstad**

Paralegal
BethAnn Hanson
bhanson@klaw.us

**Also Licensed in
Wisconsin & Colorado
*Qualified Neutral under Rule 114
**Also Licensed in Iowa,
Federal Court of Claims,
& US Court of Appeals
Washington, D.C.*

July 8, 2021

Mr. Kurt Ulrich, City Administrator
City of Ramsey
7550 Sunwood Drive NW
Ramsey MN 55303

**VIA ELECTRONIC MAIL
AND PERSONAL DELIVERY**
kulrich@ci.ramsey.mn.us

Re: Request for Proposal for City Legal Services

Dear Mr. Ulrich:

Enclosed herewith please find our firm's proposal to provide the City of Ramsey with civil legal services. We believe that our strong commitment in providing exceptional, customized representation for our public sector clients sets us apart from the firms that are unable to dedicate their time in the same way. Our focus over the years has been this approach with the cities we represent, and it has been successful and appreciated by our clients.

We appreciate the opportunity to offer our services to the City of Ramsey and hope to be able to discuss how we can be of service with you.

Best regards,

A handwritten signature in cursive script, appearing to read 'Frederic W. Knaak', is written over the typed name.

Frederic W. Knaak, Esq.

Enclosures

(9 copies delivered via personal service)

PROPOSAL

OF

HOLSTAD & KNAAK, PLC,

TO PROVIDE LEGAL SERVICES

FOR

THE CITY OF

RAMSEY, MINNESOTA

Submitted on June 28, 2021

By: Frederic W. Knaak, Esq., for

Holstad & Knaak, PLC.
4501 Allendale Drive
St. Paul, MN 55127
Office: (651) 490-9078
Facsimile: (651) 490-1580
Email: fknaak@klaw.us

Introduction and Proposal Summary

The law firm of Holstad & Knaak, PLC, is very pleased for the opportunity to respond to the request for proposals offered by the City of Ramsey, Minnesota, for legal services. We firmly believe that our firm possesses unique qualities with its mix of qualified attorneys and considerable experience in handling challenging municipal issues for small cities in Minnesota over its forty-year history; its aggressive use of new technology, and its emphasis on its Minneapolis - St. Paul suburban roots and community experiences – all of which would make the firm an exceptionally good fit to serve the City of Ramsey as its legal counsel

Using principally the talents of attorney Frederic W. ("Fritz") Knaak, we are proposing a **monthly flat fee** of **\$4,250.00** for all civil matters, or a base hourly rate of \$150.00 per hour for all work performed, excluding major litigation, as specified in more detail below. As a practical matter, the City of Ramsey could expect to remain a priority client of Mr. Knaak and the required work would be done almost entirely by him and his legal assistant. He would be assisted, as needed, in this service by two other experienced attorneys currently working with the firm. Annualized, this contract would be **\$51,000.00 per year**. The use of a fixed amount in the agreement avoids "fee creep", or slow, imbedded increases and requires any future increases to be with the express agreement of the City.

Firm Background and Qualifications

General Background:

Holstad & Knaak PLC is a suburban, Twin Cities metropolitan area law firm, with nearly forty years of experience in dealing with the unique problems of cities and other forms of local government. In addition to the practices of principal, Frederic Knaak, are the practices of Donald Kohler, Craig Beuning and Bryce Holstad. Wayne Holstad remains actively of-counsel to the firm.

The lawyers practicing in the firm take care in assuring the firm retains its status as a full-service, suburban law practice. Its smaller size and selective client base assure the availability of lawyers when needed by staff or council members, yet it is not so large as to suffer from the inflexibility of assignments and methods that can create problems with larger firms, as well as add to high overhead costs. We are proud of the excellent relationship we have had over many years with our municipal clients, and would be singularly proud to serve as legal counsel for the City of Ramsey. The Firm's municipal practice consisted of approximately 45% of its billings in the past year. It has been and remains fully compliant with all federal and state requirements regarding civil rights, both as to its employment practices and its handling of public matters for its clients.

Attorneys:

As a practical matter, the attorneys in this practice have developed extensive experience in specific venues - particularly municipal and land use law. Mr. Knaak, for example, had been the City Attorney for the City of Newport, Minnesota, since 1982, providing both civil and prosecutorial legal services. In that capacity, he was directly involved in the financial and bonding matters involved in the creation of the tax increment financing district in that City related to the construction of the RDF plant and the ongoing industrial redevelopment of that City. He had represented the City of Newport in the full range of services that relate to municipal practice. He is also currently the City Attorney for Afton, Minnesota, having represented that City in all civil matters and prosecutions for more than ten (10) years.

Mr. Knaak was the City Attorney of Fridley, Minnesota, a suburban community of about 30,000 residents in Anoka County, Minnesota, where he served for sixteen years on civil matters and prosecution of zoning code enforcement. He has also served as City Attorney for the City of Lake Elmo from 1985 to 1990 on civil matters, where he was involved in a wide range of matters related to development and represented that City in a particularly difficult period in its development history. He has also served as City Attorney for Maplewood, Minnesota, as well as the White Bear Lake Conservation District.

Mr. Knaak and our other attorneys in the firm have been involved in all levels and areas of municipal practice, from arbitration of labor disputes to zoning matters, including civil litigation practice (involving trials and appeals in both State and Federal courts), ordinance drafting, as well as code and criminal prosecutions. Mr. Knaak, specifically, has been involved in labor negotiations with employees, large and small project tax increment financing and development issues, assessments and assessment hearings, as well as fielding everyday inquiries and complaints from citizens. The strength of the firm's experience in these areas lie in the fact that its municipal clients have been smaller cities and other local units of government who are dependent on a high level of service from their legal counsel, and Mr. Knaak and the firm are well aware of the difficulties and pressures that cities of this size, as well as their councils and staff, can face.

In addition, Mr. Knaak's ten-year tenure in the Minnesota legislature, including a major leadership role, has given him a considerable background in many areas of law, including municipal finance and data privacy - two areas of particular legislative and statutory expertise acquired by him in that period. His familiarity with the legislative process has come into play for municipal clients on several occasions when he has been called upon to assist in lobbying specific proposals on their behalf. Mr. Knaak is the former Chairman of the Minnesota Bar Association Technology Committee and Co-Chair of the Minnesota Electronic Real Estate Recording Task Force. He is currently a board member for LCL, Lawyers Concerned for Lawyers, a nationally recognized organization of support for lawyers and judges in Minnesota. He is a frequent lecturer on matters of municipal law for attorneys in Minnesota and Wisconsin.

Mr. Donald Kohler currently assists on matters for the Cities of Newport and Afton, Minnesota. Mr. Kohler has extensive experience in district court, as well as extensive appellate experience. He has argued cases before the Minnesota Court of Appeals, Minnesota Supreme Court, and the Workers' Compensation Court of Appeals. He is

particularly knowledgeable in the areas of labor law and employer liability.

Mr. Kohler is the former chairman and a board member of the City of White Bear Lake Planning Commission, from 2005 – 2010. Previously, Mr. Kohler was a member of the White Bear Lake Conservation District Board for over 3 years. Mr. Kohler has been practicing law since 1999 and is a well-regarded general practitioner with experience in a wide range of areas. In the summer of 2009, he was mentioned in the local publication “Law and Politics” under the “Who’s Who” section of workers’ compensation practitioners.

Craig J. Beuning has been an active attorney with the firm for nearly 20 years. His deep experience is primarily in the real estate and criminal appellate areas of law.

Bryce Martin Holstad joined the firm in July of 2020. Prior to becoming an associate at HKB, Mr. Holstad earned his J.D., *cum laude* from Michigan State University College of Law in 2019 and Bachelor of Science from the University of Minnesota in 2014. Mr. Holstad started his legal career at Iowa’s largest law firm, serving the North Central Lakes region of Iowa Legal Aid as a staff attorney. At Iowa Legal Aid, Mr. Holstad represented low-income clients in pro-bono cases primarily in real-estate takings, municipal, landlord-tenant, and family law. Prior to entering law school, Mr. Holstad started a title company with a local law firm in the Twin Cities, Arden Title, and continues to serve as their Chief Counsel. With ten years of title experience prior to becoming an attorney, his extensive real estate knowledge offers a wide array of insight to legal issues facing participants in real estate matters.

The resumes of Messrs. Knaak, Beuning, Kohler and Holstad are attached, and we ask that they be considered included in this proposal by reference. It is expected that Mr. Knaak would continue to serve as the attorney principally responsible on all Ramsey matters.

Support Personnel & Infrastructure

The support staff for the firm consists primarily of Paralegal BethAnn Hanson, who can be expected to be the principal non-attorney staff person designated to work on the City of Ramsey matters. Ms. Hanson has come to our firm with a high level of experience in litigation and general practice management. She has over 30 years of legal experience including, but not limited to, extensive real estate, corporate document drafting, banking and class action suits. She echoes our belief that providing exceptional service and being accessible to our clients is of primary importance. Ms. Hanson takes pride in building and maintaining outstanding relationships with clients and professional personnel alike, and ensures that our clients have the most up-to-date information on their cases. Ms. Hanson employs a high level of skill in drafting documents, trial preparation, general research and office management, and takes great pride in ensuring the best outcome for our respective clients. The firm also hires experienced contract support personnel on an as-needed basis.

The office is organized as a highly efficient, fully networked, computer-intensive practice

utilizing numerous online research services, such as Lexis®. The firm also has a large, more traditional law library. We would welcome an inspection or tour of our office for a further review of these resources. It is our assessment that these assets are currently being used at nowhere near their full capacity. Our expectation would be that the City's needs and requests would continue to receive our highest priority in utilization of our resources.

Municipal "Flowchart"

Two types of work currently arrive at the firm from its public body clients, criminal and civil, and each is handled differently. All matters related to civil issues, either in terms of requests for work or matters that arise through the course of the representation of the client, are handled through Mr. Knaak, who is directed by the City Administrator. All work done for the City is supervised by Mr. Knaak. Although some contact does occur normally between other City personnel and other attorneys in the firm, all such contacts requiring work are reported and memorialized. Any work done by the lawyers in the firm in cooperation with City personnel is directed through the Administrator. We find this practice reduces possible conflict and redundancy. We expect Mr. Holstad will be Mr. Knaak's principal backup in this area.

Throughout the nearly 40 years of representing cities, Mr. Knaak has developed an excellent working relationship with the League of Minnesota Cities, its staff, the League's insurance trust, and the various firms the LMC has used in representing cities on insured litigation issues in the past. Mr. Knaak is very actively involved in teaching and training activities done under the auspices of the League and State Bar Association for city attorneys and law firm personnel, and within the past two years has conducted continuing legal education seminars for City Attorneys in the area of subdivision law, the use of development agreements, open meeting laws, data practices and legal ethics.

Bond and Finance Experience

Although attorneys in this practice have extensive experience in representing municipalities in dealing with bond issues on a variety of matters, none could be considered a "bond counsel" as that term is generally understood in the legal community. It is generally not accepted practice for bond counsel and a city attorney representing a municipality issuing bonds to be of the same firm because of ethical conflict considerations. This firm also has extensive experience on issues of private sector banking, securities and financing issues, and a growing practice in that area, but we do not expect to become bond counsel or a securities-related practice at this time or in the foreseeable future.

Fixed Monthly Fee Proposal:

Civil

Experience has shown us that a **fixed-fee** arrangement is preferable over traditional retainer arrangements, where feasible, for cost-conscious municipal clients. Over the past several decades, we have been a leader among municipal law firms in advancing this concept and are pleased to see it becoming a more common practice. We are proposing such an arrangement here. While it imposes some risk on the part of the firm for increased and unanticipated needs and demands for services by the City, particularly over time, it has the benefit, from our perspective, of a predictable and consistent revenue stream.

From the City's perspective, it has the benefit of a fixed, budgeted amount for services that eliminates the risk of an unpleasant "surprise" during a month in which legal counsel's presence is required more often than usual. Moreover, a fixed fee tends to be a good preventative measure, eliminating the disincentive that exists in an hourly fee arrangement to consult an attorney early in the process, when a lot of problems can be more easily solved with timely advice and help.

We propose to represent the City of Ramsey on all civil matters, except individual civil litigation files requiring more than ten hours of attorney time in any month, as part of a flat monthly fee of \$4,250.00. We have reviewed, assessed and included in that amount those items listed in the Request for Proposal, as stated and qualified as follows:

- A. Attend City Council meetings and other City Board, Authority, Commissioner or Committee meetings as requested by the City Council or City Clerk/Administrator.
- B. Draft and/or review ordinances, resolutions, and correspondence, as requested. Review City Council agendas and meeting minutes as requested.
- C. Advise the Mayor, Council Members, City Clerk/Administrator, Department Heads and other staff on city legal matters.
- D. Prepare and/or review municipal contracts, such as contracts for public improvements, joint powers agreements, construction, and purchase of equipment.
- E. Review of the Municipal Code on a regular basis and provide assistance in the drafting of any needed modifications or amendments.
- F. Represent City in matters related to the enforcement of City building and zoning codes.
- G. Research and submit legal opinions on municipal or other legal matters, as requested by City Council or City Clerk/Administrator.

- H. Meet with the City Council, Economic Development Authority, City Administrator, Department Heads and City Staff as needed to review Council agenda items, and the status of all legal matters before the City.
- I. Provide legal briefings regarding new or proposed legislation affecting municipal operations and activities.
- J. Provide advice and training on open meeting law, data practice, parliamentary procedure, records retention and privacy issues, including HIPPA.
- K. Provide advice and training on open meeting law, data practice, parliamentary procedure, records retention and privacy issues, including HIPPA.
- L. Represent, as needed, the City in employment related issues, labor negotiations, arbitration, administrative hearings and in litigation involving same.
- M. Interpret and advise with respect to municipal employment matters including, but not limited to PERA, labor agreements, personnel policy, FMLA, Veterans' Preference.
- N. Defend City in litigation (except in those cases where insurance companies are required to provide defense) including, but not limited to, 1) human rights claims; 2) condemnation; 3) permits and administrative actions; and 4) labor and employment matters.
- O. Defend City in uninsured claims and other insurance matters.
- P. In coordination with Bond Counsel, review of financing, special assessments, bonds and insurance requirements required by or for City contracts or activities.
- Q. Represent City in the acquisition of properties for public improvements, easements, and parks.
- R. Represent City in condemnation proceedings for public improvement projects.
- S. Represent City in workers' compensation matters.
- T. Initiate litigation on behalf of City as requested by City Council.
- U. Interpret and advise regarding zoning and/or land use questions.

- V. Interpret and advise regarding impact fees and legal uses.
- W. Advise and represent the City on environmental matters.
- X. Prepare and/or review the following:
 - a. Conditional Use Permits and Documentation
 - b. Vacation of Rights-of-way
 - c. Special Assessments
 - d. Planned Unit Developments
 - e. Development Agreements
 - f. Subdivision and Zoning Requests
- Y. The firm shall not subcontract out or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City.

In addition, we would impose the additional requirement of meeting from time to time with the City Administrator and the staff to review the status of all legal matters before the City and providing a written status report on all current litigation and unresolved matters.

In instances where cumulative litigation time on any given file exceeds ten hours in a single month for that individual file, time spent on that file beyond ten hours would be billed at the hourly rate of \$150.00 per hour for attorneys, with no distinction between them as to rate, and \$80.00 per hour for paralegal or clerk time. Our review of the City's circumstances, as well as our experience with municipalities in the past, leads us to believe this sort of occurrence would be a very infrequent occurrence.

To the extent possible, all hourly billed services that could be performed by a paralegal or law clerk will be billed at the paralegal rate irrespective of whether they are performed by a paralegal or an attorney. The minimum increment of time billed by the firm is the tenth (1/10) of an hour, or six minutes. Long distance calls totaling under \$25.00 per month, and copying costs up to 2000 copies per month, would be included in the fee. Time and copies in excess of those figures would be billed at cost. The production of trial exhibits and any disbursements related to securing a witnesses' testimony through a subpoena would be billed at nominal cost. Ordinarily, where witness fees have been less than \$200, we have not billed them.

Our firm would expect to provide monthly statements and summaries that would fully itemize all time spent, as well as a detailed accounting of expenditures, to the City. We have the capacity to modify this report to provide such additional information as the City of Ramsey might require.

Notwithstanding the foregoing proposal, this firm is willing to be engaged for civil legal services with the City, under a traditional hourly billing rate, if that would be the approach preferred by the City.

Assurances, Insurance and Conflict Disclosures

The signatory of this proposal made on behalf of the firm of Holstad & Knaak, PLC, is Frederic W. Knaak, who represents by this Proposal that he has full and complete authority to make all representations made herein on behalf of himself and the Firm, and to bind the Firm in any contract made with the City of Ramsey as the result of this proposal.

While we have been fortunate in originating no claims for any errors caused by our representation over the past forty years, we believe that the protection of an ample insurance coverage for clients is part of responsible municipal legal practice. The Firm's professional liability coverage is provided by the Berkley Insurance Group for \$2,000,000 for any individual claim related to its professional services, with a \$2,000,000 aggregate cap for any single occurrence, and a \$5000 deductible per claim. The firm also maintains similar coverages on its Error and Omission policy related to any work in the real estate and title insurance areas of its practice. A copy of the Declarations Page of the policy is attached, included and incorporated by reference.

After a complete review of our current and former clients, we represent that we are unaware of any current or likely potential conflict of interest with the City or that would in any way conflict with our ability to serve as the City's attorney. Our representations as to possible conflicts involve currently known matters to Mr. Knaak and the law firm. All members of the Firm review, on regular basis, a summary of all new clients of the Firm with the express purpose of determining whether any conflicts may exist with existing clients. It is our policy to both advise clients when a conflict occurs and withdraw from representation. We have never experienced a situation in which the policy has had to be implemented. If a conflict were to arise, our priority would be the continuing servicing of the City's needs and we would decline any representation that would conflict with it.

[the remainder of this page intentionally left blank]

Municipal References

The following individuals have agreed to serve as references for the firm and in particular, Mr. Knaak, with respect to legal representation:

Mr. Ronald Moorse
City Administrator, City of Afton
3033 Saint Croix Trail
Afton, MN 55001
(651) 436-5090

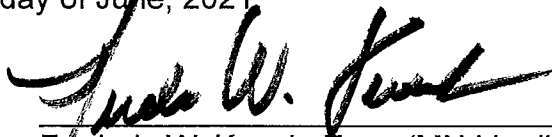
The Hon. Bill Palmquist
Mayor of Afton
3033 Saint Croix Trail
Afton, MN 55001
(651) 436-5090

Mr. Richard Pribyl
Former City Finance Director
City of Fridley
14952 Central Avenue
Ham Lake, MN 55304
(612) 701-2769

Mr. Timothy Geraghty
Newport Mayor of 33 years
120 17th Street
Newport, MN 55055
(651) 459-6790

Additional references and information supplementing and clarifying this proposal will gladly be furnished by Mr. Knaak upon request.

Signed and submitted this 30th day of June, 2021



Frederic W. Knaak, Esq., (MN Lic. #56777)
for Holstad & Knaak, PLC



INSURANCE BINDER

DATE (MM/DD/YYYY)
06/15/2021**THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON THE REVERSE SIDE OF THIS FORM.**

PRODUCER Mercer Consumer, a service of Mercer Health & Benefits Administration LLC PO Box 310179 Des Moines, IA 50331-0179		COMPANY Berkley Insurance Company		BINDER # 1	
		EFFECTIVE DATE 06/14/2021		EXPIRATION DATE 07/14/2021	
		EFFECTIVE TIME 12:01		TIME <input checked="" type="checkbox"/> 12:01 AM <input type="checkbox"/> NOON	
PHONE (A/C, No, Ext): 800-435-7904		FAX (A/C, No):		<input type="checkbox"/> THIS BINDER IS ISSUED TO EXTEND COVERAGE IN THE ABOVE NAMED COMPANY PER EXPIRING POLICY #: PLP-1382855-P6	
CODE:		SUB CODE:		DESCRIPTION OF OPERATIONS/VEHICLES/PROPERTY (Including Location)	
AGENCY CUSTOMER ID KN109593		INSURED Holstad & Knaak, PLC Attorneys at Law			

TYPE OF INSURANCE	COVERAGE/FORMS	LIMITS		
		DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input type="checkbox"/> SPEC <input type="checkbox"/> _____ <input type="checkbox"/> _____				
GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ RETRO DATE FOR CLAIMS MADE:		EACH OCCURRENCE		\$
		DAMAGE TO RENTED PREMISES		\$
		MED EXP (Any one person)		\$
		PERSONAL & ADV INJURY		\$
		GENERAL AGGREGATE		\$
		PRODUCTS - COMP/OP AGG		\$
		COMBINED SINGLE LIMIT		\$
VEHICLE 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 <input type="checkbox"/> _____ <input type="checkbox"/> _____		BODILY INJURY (Per person)		\$
		BODILY INJURY (Per accident)		\$
		PROPERTY DAMAGE		\$
		MEDICAL PAYMENTS		\$
		PERSONAL INJURY PROT		\$
		UNINSURED MOTORIST		\$
				\$
VEHICLE PHYSICAL DAMAGE DED <input type="checkbox"/> ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES <input type="checkbox"/> COLLISION: _____ <input type="checkbox"/> OTHER THAN COL.: _____		<input type="checkbox"/> ACTUAL CASH VALUE <input type="checkbox"/> STATED AMOUNT <input type="checkbox"/> _____		\$
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <input type="checkbox"/> _____		AUTO ONLY - EA ACCIDENT		\$
		OTHER THAN AUTO ONLY:		\$
		EACH ACCIDENT		\$
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM RETRO DATE FOR CLAIMS MADE:		AGGREGATE		\$
		SELF-INSURED RETENTION		\$
		<input type="checkbox"/> WC STATUTORY LIMITS		\$
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY		E.L. EACH ACCIDENT		\$
		E.L. DISEASE - EA EMPLOYEE		\$
		E.L. DISEASE - POLICY LIMIT		\$
SPECIAL CONDITIONS/ OTHER COVERAGES Lawyers' Professional Liability Claims Made Retro Date Full Prior Acts Policy # PLP-1382855-P7 Per Incident \$2,000,000 Aggregate Limit \$2,000,000 Deductible PC \$5,000 Includes forms and endorsements as listed on the quotation accepted on 06/11/2021. This binder is subject to receipt of premium in full by 07/14/2021 or within 30 days, otherwise this binder is null and void.		FEES		\$
		TAXES		\$
		ESTIMATED TOTAL PREMIUM	\$	12,495.00

NAME & ADDRESS Holstad & Knaak, PLC Attorneys at Law 4501 Allendale Drive Saint Paul, MN 55127	MORTGAGEE LOSS PAYEE <input type="checkbox"/>	ADDITIONAL INSURED
	LOAN #	
	AUTHORIZED REPRESENTATIVE <i>Anita G. Brown</i>	

CONDITIONS

This Company binds the kind(s) of insurance stipulated on the reverse side. The Insurance is subject to the terms, conditions and limitations of the policy(ies) in current use by the Company.

This binder may be cancelled by the Insured by surrender of this binder or by written notice to the Company stating when cancellation will be effective. This binder may be cancelled by the Company by notice to the Insured in accordance with the policy conditions. This binder is cancelled when replaced by a policy. If this binder is not replaced by a policy, the Company is entitled to charge a premium for the binder according to the Rule and Rates in use by the Company.

Applicable in California

When this form is used to provide insurance in the amount of one million dollars (\$1,000,000) or more, the title of the form is changed from "Insurance Binder" to "Cover Note".

Applicable in Delaware

The mortgagee or Obligee of any mortgage or other instrument given for the purpose of creating a lien on real property shall accept as evidence of insurance a written binder issued by an authorized insurer or its agent if the binder includes or is accompanied by: the name and address of the borrower; the name and address of the lender as loss payee; a description of the insured real property; a provision that the binder may not be canceled within the term of the binder unless the lender and the insured borrower receive written notice of the cancellation at least ten (10) days prior to the cancellation; except in the case of a renewal of a policy subsequent to the closing of the loan, a paid receipt of the full amount of the applicable premium, and the amount of insurance coverage.

Chapter 21 Title 25 Paragraph 2119

Applicable in Florida

Except for Auto Insurance coverage, no notice of cancellation or nonrenewal of a binder is required unless the duration of the binder exceeds 60 days. For auto insurance, the insurer must give 5 days prior notice, unless the binder is replaced by a policy or another binder in the same company.

Applicable in Maryland

The insurer has 45 business days, commencing from the effective date of coverage to confirm eligibility for coverage under the insurance policy.

Applicable in Michigan

The policy may be cancelled at any time at the request of the insured.

Applicable in Nevada

Any person who refuses to accept a binder which provides coverage of less than \$1,000,000.00 when proof is required: (A) Shall be fined not more than \$500.00, and (B) is liable to the party presenting the binder as proof of insurance for actual damages sustained therefrom.

Applicable in the Virgin Islands

This binder is effective for only ninety (90) days. Within thirty (30) days of receipt of this binder, you should request an insurance policy or certificate (if applicable) from your agent and/or insurance company.

Lawyers Professional Liability Insurance

NOTICE: THIS POLICY PROVIDES COVERAGE ON A CLAIMS MADE AND REPORTED BASIS SUBJECT TO ITS TERMS. THIS POLICY APPLIES ONLY TO ANY CLAIM FIRST MADE AGAINST THE INSUREDS AND REPORTED TO THE INSURER DURING THE POLICY PERIOD OR ANY EXTENDED REPORTING PERIOD THAT MAY APPLY.

PLEASE READ AND REVIEW THE POLICY CAREFULLY AND DISCUSS THE COVERAGE WITH YOUR INSURANCE AGENT OR BROKER.

IF INDICATED IN ITEM 5. A. BELOW, THE LIMIT OF LIABILITY AVAILABLE TO PAY DAMAGES OR SETTLEMENTS SHALL BE REDUCED AND MAY BE COMPLETELY EXHAUSTED BY AMOUNTS INCURRED AS LEGAL DEFENSE COSTS. THE INSURER SHALL NOT BE LIABLE FOR LEGAL DEFENSE COSTS OR FOR THE AMOUNT OF ANY JUDGMENT OR SETTLEMENT AFTER EXHAUSTION OF THE LIMIT OF LIABILITY.

Whenever printed in this Declarations Page, the boldface type terms shall have the same meanings as indicated in the Policy.

- Item 1. Name and Address of Named Insured:** **Policy Number: PLP-1382855-P6**
Holstad & Knaak, PLC Attorneys at Law
4501 Allendale Drive
Saint Paul, MN 55127
- Item 2. Policy Period:** From June 14, 2020 (inception date) to June 14, 2021 (expiration date)
(Both dates at 12:01 a.m. Standard Time at the address of the **Named Insured**)
- Item 3. Limits of Liability for the Policy Period:**
A. \$2,000,000 each **Claim**, but in no event exceeding
B. \$2,000,000 in the aggregate for all **Claims**
- Item 4. Supplemental Coverages Limit of Liability:**
\$100,000 in the aggregate for all Supplemental Coverages during the **Policy Period**
- Item 5. Claim Expenses for the Policy Period:**
 A. **Claim Expenses** Reduce the Limit of Liability in Item 3. above
 B. **Claim Expenses** in Addition to the Limit of Liability in Item 3. above
Claim Expense Limit: \$2,000,000 in the aggregate for all **Claims** during the **Policy Period**
- Item 6. Deductible:**
 A. **Aggregate Deductible - All Claims** \$5,000
 B. **Each Claim Deductible** N/A
 i. The Deductible applies to **Damages and Claim Expenses**
 ii. The Deductible applies only to **Damages**
- Item 7. Death or Disability and Non-Practicing Extended Reporting Period Limit of Liability (inclusive of Damages and Claim Expenses):**
A. \$2,000,000 each **Claim**, but in no event exceeding
B. \$2,000,000 in the aggregate for all **Claims**
- Item 8. Premium:** \$12,186

BERKLEY INSURANCE COMPANY

Item 9. Forms and Endorsements attached at inception: LPL 39400 (rev. 12-14)

1	701-CR-	0419	CLAIM REPORTING PROCEDURES
2	LPL 205201	(05-14)	Disciplinary Proceeding Supplemental Coverage for Privacy Breach Claims
3	LPL 306901	(05-14)	Prior Acts Date for Listed Insured
4	LPL 306902-CW	(02-15)	Addition of Insured
5	LPL 400907	(09-14)	Specific Entity Exclusion
6	LPL 504901	(07-14)	Addition to Section V. D. Other Insurance
7	LPL 604101	(05-14)	Mercer Consumer Modification to Non-Practicing Extended Reporting Period
8	LPL-MN-PAE	(05-14)	Minnesota Policy Amendatory Endorsement
9	LPL-MN-PHN	(05-14)	Minnesota Policyholder Notice

Item 10. Notice to the Insurer as provided in section V. A. shall be sent to: All other notices to be given to the Insurer shall be sent to:

Berkley Select Claims Department on behalf of
Berkley Insurance Company
550 W. Jackson Blvd, Suite 500, Chicago, IL 60661
Toll Free: (844) 465-6256 Fax: (312) 207-1933
Email: newclaim@berkleysselect.com

Berkley Select on behalf of
Berkley Insurance Company
550 W. Jackson Blvd, Suite 500, Chicago, IL 60661
Toll Free: (800) 446-2100

These Declarations along with the completed and signed Application and the Lawyers Professional Liability Insurance Policy shall constitute the contract between the Named Insured and the Insurer.

Authorized Representative: _____



Date Issued: June 15, 2020

CURRICULUM VITAE

Frederic W. ("Fritz") Knaak
Attorney at Law

HOLSTAD & KNAAK, PLC
4501 Allendale Drive
St. Paul, Minnesota 55127
fknaak@klaw.us
651-490-9078 – telephone
651-490-1580 - facsimile

EMPLOYMENT =====

2013 – Present, **President, HOLSTAD & KNAAK, PLC**

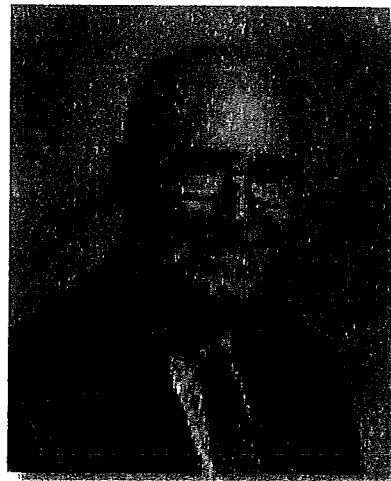
2009 - 2013, **Partner, HOLSTAD & KNAAK, PLC**
St. Paul, Minnesota

1998 - 2001, **Partner, HOLSTAD & KNAAK, PLC.**
Vadnais Heights, Minnesota

2002 – 2007, **KNAAK & KANTRUD, P.A.**
Vadnais Heights, Minnesota

1995 - 1997 **Of Counsel, HOLSTAD & LARSON, P.L.C.,**
Vadnais Heights, Minnesota

1985 - 1995 **RAUENHORST & KNAAK,**
Roseville, Minnesota
(Formerly Rauenhorst, Carlson & Knaak)



In private general practice of law with rapidly-expanding law firms in northeast suburban Twin Cities area. Broad background includes substantial trial and appellate litigation experience in state and federal courts over approximately 38 years of private law practice; legal counsel and former City Attorney for cities of Fridley, Maplewood and Lake Elmo (including criminal prosecution), current legal counsel (civil and prosecution for the cities of Afton and Newport, Minnesota, Legal Counsel, Independent School District 833. Forest Lake, Minnesota, the White Bear Lake Conservation District, and a variety of medium-sized and smaller private, corporate, other business and individual clients, American located primarily in the Twin Cities Metropolitan Area. The client base also includes a number of European businesses. Served as counsel, officer and member on the boards of directors of several corporate clients, including one "Inc. 500" national business concern, and charitable organizations, including as legal counsel for the White Bear Lake Area Lions Club. Principal areas of practice are general litigation, administrative and public law, criminal law, business law and litigation, local government, zoning, municipal law and probate. From 1996 through 2000, practice also included responsibilities as an appointed Contract Administrative Law Judge for the State of Minnesota.

Knaak has served as local counsel on a number of major constitutional cases before the Federal Courts, recently serving as legal counsel to the Minnesota Secretary of State in the recent Redistricting litigation. He was also lead counsel for the Minnesota Senate Republican Caucus and for the Senator Norman Coleman Recount.

1983 - 1993: MINNESOTA STATE SENATE, St. Paul, Minnesota

Elected: State Senator in 1982; re-elected 1986 and 1990. Served as Senator from District 53 including parts of Ramsey and Washington Counties in the northeastern suburban metropolitan area. Elected: Floor Leader and Assistant Minority Leader.

Committees: Judiciary, Education, Education Funding Subcommittee, Metropolitan Affairs, Rules and Administration; Member, Legislative Commission to Review Administrative Rules; Member,

State Council on Black Minnesotans; Member, Legislative Commission of Children, Youth and Family Members; 1992 Legislator of the Year, Minnesota Association of Treatment Programs.

1978 - 1985: PETERSON, POPOVICH, KNUTSON & FLYNN,
St. Paul, Minnesota (Currently Knutson, Flynn, Hetland & Deans)

Private practice as Associate Attorney for law firm representing Minnesota School Board Association and over 100 school districts and other public employers in Minnesota and neighboring states. Experience includes advising large organization on employment and labor-related matters, including: work stoppages, employee benefits, contract management and interpretation; appearances in trial and administrative tribunals.

PROFESSIONAL ASSOCIATIONS & ACTIVITIES =====

Member, Anoka, Ramsey and Washington County Bar Associations

Member, Minnesota, Wisconsin, Colorado

Member, American Bar Association and Association of Trial Lawyers of America

Member, Gamma Eta Gamma Law Fraternity

Member, Minnesota City Attorney's Association

Qualified Neutral under Rule 114

Member Representing Attorneys, Minnesota Electronic Real Estate Recording Task Force (Appointed 2005, reappointed by Governor Pawlenty in 2006)

Minnesota Lawyers Concerned for Lawyers Member, (a private, non-bar affiliated organization of Minnesota attorneys dedicated to assisting chemically dependent lawyers and their families), 1984 - Present; (Board of Directors, 1986 - 1993; Secretary, 1987)

Administrative Law Judge, State of Minnesota (1996 - 2000)

COURTS =====

Admitted: to the Courts of the State of Minnesota, October, 1979
Admitted: the Courts of the States of Colorado and Wisconsin, 1994
Admitted: as Attorney and Counselor to United States Court District of Minnesota, March, 1980
Admitted: as Attorney and Counselor to United States Supreme Court and the Court of Appeals, Eighth Circuit
Admitted: Pro Hoc Vice, Superior Court, Maricopa County, Phoenix, Arizona, 1994

EDUCATION =====

University of Minnesota Law School, Juris Doctor, December, 1978
St. John's University, Bachelor of Arts, Summa Cum Laude, 1975
State University of Florence, Italy
University of Foreigners, Perugia, Italy
Rutgers College
White Bear Lake Senior High School, Honors, 1971

PERSONAL =====

Children: Benjamin, 29; Andrew, 28; Joseph, 25; Paul, 23; and Mary, 21 years old

Member, American Land Title Association (ALTA), Vadnais Heights Economic Development Corporation; White Bear Lake Area Chamber of Commerce

Hobbies and Pastimes: Reading (history, law & poetry); Internet and computers; running & exercise; poetry; gardening; Italy & things Italian; Regular Political Analyst, KTCA TV (Almanac), Minnesota; Political Commentator WLKX, Forest Lake, Minnesota.

FOREIGN LANGUAGES =====

Italian: (fluent)
Spanish: (reading knowledge and some speaking ability)
French: (reading knowledge and some speaking ability)

REFERENCES =====

Mr. Ronald Moorse
City Administrator
City of Afton
3033 Saint Croix Trail
Afton, MN 55001
651-436-5090

Mr. Richard Pribyl
Former City Finance Director, City of Fridley
14952 Central Avenue
Ham Lake, MN 55304
612-701-2769

Ms. Deb Hill
City Administrator
City of Newport
596 Seventh Avenue
Newport, MN 55055
651-459-5677

Further references will be furnished on request.

Donald W. Kohler, Attorney at Law
4525 Allendale Drive
White Bear Lake, MN 55127
(651) 426-1869
Email: dkohler@kohlerlaw.com

EDUCATION

Hamline University School of Law, Saint Paul, MN
December 1998 Graduate; Admitted to the Minnesota Bar 1999

Metropolitan State University, Saint Paul, MN
Bachelor of Arts, Communications, 1991

**WORK
EXPERIENCE**

Donald W. Kohler, Attorney at Law
(December 1999 - Present)

- Represent clients throughout the legal process
- Practicing mainly in the areas of personal injury and workers' compensation, insurance law, and estate planning

Knaak & Associates, P.A., Vadnais Heights, MN
Of Counsel

(June 2002 - Present)

- Cover city prosecution, council meetings, and associate on municipal client files

Schroeder & Mandel, P.A., Minneapolis, MN
Contract Attorney

(December 1999 - May 2000)

- Write and prepare settlement demands
- Contact clients regarding settlement issues
- Review medical records and write medical summaries

Of Counsel

(February 2009 - Present)

- Associate on workers' compensation files

Thomas W. Krauel & Assoc., White Bear Lake, MN
Law Clerk

(March 1997 - December 1999)

- Write and prepare settlement demands for presentation to insurers
- Draft pleadings, motions, memorandum and appellate briefs
- Assist with trial proceedings

Of Counsel

(December 1999 - Present)

- Associate on personal injury and workers' compensation files

Federal Public Defender's Office, Minneapolis, MN

Law Clerk

(May 1997 - October 1997)

- Wrote appeals to Federal District Court, 8th Circuit, and U.S. Supreme Court
- Performed legal research on Westlaw and hardcover
- Assisted and observed trial proceedings

Ramsey County Public Defender's Office, Maplewood, MN

Certified Student Attorney - Minnesota Justice Foundation Volunteer

(September 1996 - May 1997)

- Interviewed and represented defendants at arraignment
- Represented defendants at omnibus hearings
- Performed legal research and background investigations on clients

Legal Assistance of Washington County, Stillwater, MN

Law Clerk - Minnesota Justice Foundation Volunteer

(May 1996 - September 1996)

- Performed legal research
- Wrote pleadings and judgment decrees for marriage dissolutions
- Assisted with client intake

University Affiliated Family Physicians, Saint Paul, MN

Medical Records Representative

(September 1994 - September 1995)

- Wrote clinic policy manual for medical records department
- Supervised coding and filing departments
- Maintained and updated over 10,000 patient records
- Arranged for records to be transferred to other clinics
- Responded to request for release of patient records

Hennepin County Medical Center, Minneapolis, MN

Medical Records Clerk

(April 1994 - September 1994)

- Planned and implemented delivery of patient records to in-house clinics
- Updated records and correspondence

Cardiac Pacemakers, Inc., Arden Hills, MN

Library Assistant and Customer Service Representative/ Contract

Employee

(September 1992 - April 1994)

- Performed literature searches for physicians, sales representatives & engineers
- Processed orders, entered orders and arranged for shipments

Freelance Correspondent, Saint Paul, MN

Correspondent for community newspapers

St. Croix Valley Press, White Bear Press, The Monitor, and The Voice
(May 1991 - September 1992)

- Covered city council meetings for three local communities
- Interviewed community members for articles
- Researched and wrote community interest articles
- Assisted with editing and layout of newspapers.

United Parcel Service, Minneapolis, MN

Delivery Driver

(February 1980 - September 1991)

- Dealt with customer concerns about shipping policies
- Provided delivery services to businesses and private residences

OTHER

Memberships, Community Service, Misc.

- Volunteer Attorney Legal Assistance of Washington County
- Chair of Fee Dispute Panel 19th District Bar Association
- Member of Minnesota State Bar Association, Ramsey County Bar Association, and 19th District Bar Association
- Member of Minnesota Association for Justice
- Former Chairman and Board Member, City of White Bear Lake Planning and Zoning Commission (2005 -2010)
- Former Member White Bear Lake Conservation District Board Member (2002 - 2005)
- Mentioned in Law & Politics "Who's Who", Summer 2009

CRAIG J. BEUNING, JD

cbeuning@klaw.us

PROFESSIONAL PROFILE

As summarily identified herein, my professional profile includes extensive hands-on experience in numerous fields of business development and venture capital procurement (both nationally and internationally) including, but not limited to, healthcare industry legal/regulatory compliance, complex business litigation, contract negotiations and drafting, land acquisition and human resources.

WORK HISTORY

Holstad & Knaak, P.L.C.

- Conducted litigation under the supervision of Mr. Knaak and Mr. Holstad including, but not limited to, contract disputes, criminal prosecution, business law, real estate law, insurance litigation and municipal land-use projects. Acquired National Title Insurance licensing for entities seeking to conduct title insurance business in multiple states.

Beuning Consulting

- Financial consulting and venture capital procurement for entities and/or individuals involved in the fields of healthcare, clean energy, land acquisition and development, "green" building products and various IT/Wi-Fi based endeavors.

Green Deconstruction of the United States

- Company owner who worked with MS and LA state officials to implement a business model in which dilapidated housing in Mississippi and Louisiana was de-constructed by utilizing state-of-the-art technology to create an 80% landfill reduction by re-use of reclaimed materials.

ProTech Records

- Company owner in charge of, among other things, regulatory compliance and oversight with newly enacted Hipaa/Hitech laws and pending healthcare legislation (Affordable Care Act) at its infancy enactment stages in 2010

Rankin County School District, Brandon, MS

- Engaged as a substitute teacher for the Rankin County School District. I teach and have taught nearly every high school subject area and have successfully completed all Praxis Teaching Exams necessary for licensure with a concentration in business.

EDUCATION

Hamline University, Bachelor of Arts

Hamline University School of Law, Deans List, Juris Doctor, 2000

BRYCE MARTIN HOLSTAD

115 Linden St. E ♦ Stillwater, MN 55082 ♦ 651-398-0162 ♦ holstad1@msu.edu

PROFESSIONAL PROFILE

Innovative, analytical and results-driven Staff Attorney & Legal Advocate with over five years of proven experience in project management, legal analysis, research, compliance and negotiation and ten years of real estate title examination experience. Leverages documented expertise in cross-functionality, bolstering performance among staff and providing essential legal expertise. Cultivates excellence among workforce, providing exceptional public policy advice and assisting with practice recommendations. Collaborates and communicates on essential legal topics, devising effective methodologies for court presentation. Demonstrates unparalleled dedication to client interests through representation in legal and title proceedings.

AREAS OF EXPERTISE

- ♦ Specialized Knowledge
- ♦ Profit & Loss Analysis
- ♦ Project Management
- ♦ Critical Thinking
- ♦ Legal Research & Writing
- ♦ Strategic Planning
- ♦ Client Interviewing
- ♦ Negotiation & Consulting
- ♦ Community Networking
- ♦ Training & Mentoring
- ♦ Business Administration
- ♦ Trial & Litigation Experience

PROFESSIONAL EXPERIENCE

HKB LAW, P.A.

WHITE BEAR LAKE, MN

JULY 2020 – PRESENT

Attorney

- ♦ Demonstrated continued commitment to representation of low-income individuals continuing experience at Iowa Legal Aid in Landlord/Tenant disputes. Perform client intake conferences and conduct appropriate referrals to community agencies as necessary. Coordinate with firm attorneys to facilitate delivery of wide range of legal services. Established trust and rapport with clients.
- ♦ Assessed legal needs of clients and determined best methods to promote legal positioning in real estate, trust, estate and litigation. Coordinated cases with managing attorney and collaborated on cases with other attorneys. Negotiated ethical and beneficial solutions to legal matters.
- ♦ Develop strategy, arguments and testimony to present cases in court and other forums. Perform complex legal research on topics of constitutional law, real estate litigation and family matters. Prepare memorandums, briefs and documentation for court consideration. Maintain broad knowledge of changes in legislation and state statutes.

ARDEN TITLE, LLC

VADNAIS HEIGHTS, MN

2015 – PRESENT

Chief Council

- ♦ Examined and issued title insurance, quiet titles and probate procedures. Reviewed commitment requirements to properly convey title. Increased revenue from \$700K to \$3M in one year. Developed marketing strategy to maximize file intake volume and complex file acquisition. Established remote closing office in the Twin Cities area serving Minnesota, Wisconsin, Iowa and Michigan area. Reviewed work quality and performance, inserting

Bryce Martin Holstad

Résumé ♦ Page Two

PROFESSIONAL EXPERIENCE (Continued)

corrections as necessary to ensure adherence to customer requests, company procedures, regulatory compliance and accuracy.

- ◆ Resolved customer complaints by expediting orders and explaining procedures and legal compliance. Acted as consumer complaint manager by interacting directly with customers.
- ◆ Established new web system by customizing software, ensuring adherence to business directives. Crafted an automatic reporting system, displaying file deadlines and process completion. Researched case management systems to facilitate relationships with development companies and underwriters.
- ◆ Developed and implemented company operations policy. Participated in business development and community customer relations activities and seminars. Collaborated with a network of individual closers and conducted corporate and staff meetings. Nominated as Young Title Professional of the Year by Missouri Land Association.

IOWA LEGAL AID

MASON CITY, IA

2019 – JULY 2020

Staff Attorney

- ◆ Demonstrated commitment to representation of low-income individuals. Performed client intake conferences and conducted appropriate referrals to community agencies as necessary. Coordinated with private attorneys to facilitate delivery of wide range of legal services. Established trust and rapport with clients.
- ◆ Assessed legal needs of clients and determined best methods to promote client safety and stability. Communicated appropriate legal advice to clients. Provided civil legal representation to eligible clients consistent with professional standards and procedures. Coordinated cases with managing attorney and collaborated on cases with other staff attorneys. Negotiated ethical and beneficial solutions to legal matters.
- ◆ Developed strategy, arguments and testimony to present cases in court and other forums. Participated in client outreach and community networking events. Performed complex legal research on topics of tax, divorce, custody, benefits and evictions. Prepared memorandums, briefs and documentation for court consideration. Maintained broad knowledge of changes in legislation and state statutes.
- ◆ Maintained accurate records in case management system and performed administrative tasks. Participated in staff meetings and traveled to attend additional training seminars. Selected by senior management for recognition as tax advocate after participating in daily training on IRS client representation and tax law research.

LICENSES

Law Licenses

State of Minnesota

State of Iowa

Resident Title Producers License

Minnesota

Bryce Martin Holstad

Résumé ■ Page Three

Professional Experience (continued)

EDUCATION & ADDITIONAL TRAINING

Juris Doctor, *Cum Laude*

Great Lakes First Amendment Legal Clinic, Jurisprudence Award in Constitutional Law, Dean's List
Michigan State University College of Law, East Lansing, MI

Bachelor of Science in Political Science, Law & Government & Applied Business

University of Minnesota, Minneapolis, MN

**Consumer Debt Disputes, Difficult Clients, Public Assistance & Benefits, Landlord Tenant, Exonerations,
Divorce, Custody, & Protective Order Training**

Iowa Legal Aid

AFFILIATIONS

Member

Cerro Gordo County Bar Association, Minnesota State Bar Association & Iowa State Bar Association

Managing Member

Holstad Farms, LLC

Education Committee Member

American Land Title Association

651-398-0162 • holstad1@msu.edu

BethAnn M. Hanson

1833 100th Street
New Richmond, WI 54017
(612) 242-0214
AlphaBN1@hotmail.com

Experience

Paralegal/Office Manager – City Attorney’s Office, General Practice 05/2017 to Present
Holstad & Knaak, PLC – St. Paul, MN

- Answer and direct incoming telephone inquiries, e-mails;
- Responsible for and draft initial court filings and case management;
- Draft correspondence, discovery, pleadings;
- Monitor case status and proactively prepare for upcoming court dates;
- Initiate and maintain client contact for all matters;
- Maintain and manage court calendar;
- Manage and oversee all criminal proceedings for various cities; track and maintain criminal files; correspondence with court and deputies; request and review criminal records; prepare subpoenas; trial preparation;
- Prepare and present research; maintain filing; billing; miscellaneous office duties.

Paralegal/Office Manager – Criminal Defense, Personal Injury 11/2015 to 05/2017
Sand Law, LLC – St. Paul, MN

- Answer and direct incoming telephone inquiries, e-mails;
- Responsible for and draft initial court filings and case management;
- Draft correspondence, discovery, pleadings;
- Monitor case status and proactively prepare for upcoming court dates;
- Maintain client contact, provide case status updates to clients, follow up with clients to obtain documents necessary for future court dates;
- Manage calendars;
- Implement online postage system and office supply accounts;
- Update and maintain all filing systems;
- Miscellaneous office duties including scanning, e-filing, copying.

Paralegal/Office Manager – General Practice 06/2015 to 11/2015
Carl Ranum, Esq. – Stillwater, MN

- Answer and direct incoming telephone inquiries, e-mails;
- Responsible for and draft initial court filings and case management;
- Draft correspondence, discovery, pleadings;
- Accounts Receivable/Accounts Payable;
- Oversee and manage all areas of solo practitioner.

Paralegal – Family Law, Estate Planning, Foreclosure 11/2012 to 6/2013
Heywood, Cari & Anderson, S.C. – Hudson, WI

- Draft correspondence, discovery, pleadings, financial disclosure statements;
- Monitor case status and proactively prepare for upcoming court dates;
- Schedule and prepare for depositions, trial prep, pretrial submissions;
- Correspond with clients regarding changes, status, preparation for hearings;
- Draft and revise estate planning documents; witness;

Paralegal/Billing Manager – Family Law

08/2011 to 11/2012

Huson Law Firm, PLLC – Maplewood, MN

- Initiate new client contact, open new files in both billing and database;
- Prepare correspondence, discovery, pleadings as case progresses and initial case filings;
- Rectify previous billing system problems and maintain proper billing procedures;
- Track and clarify previous trust fund issues, maintain trust account, prepare monthly billing statements;
- Extensive client contact via e-mail and telephone to aid in the process of cases;
- Coordinate meetings, CLE information, filing information, deadlines;
- Review medical records and prepare medical summaries for expert review;
- Manage case files, deadlines, court filing, trial preparation, depositions;
- Maintain office supplies and bank deposits.

Legal Assistant – Workers' Compensation and Personal Injury

09/2010 to 08/2011

Thill Law Firm, P.A. – St. Louis Park, MN (*temporary position*)

- Review workers' compensation files, determine status of case and advise attorney of where matter is at and either perform next step or request how to proceed;
- Organize existing files and implement new process of organization for new files;
- Initial file work-up, including sending out client questionnaires and initial contact with DOLI, medical providers, Workers' Compensation Division and employers;
- Perform review of workers' compensation claim and summarize same;
- Review medical records and prepare medical summaries for furtherance of claim;
- Initiate and maintain client contact for status of ongoing treatment and providers; obtain authorizations to obtain records or same;
- Follow-up with insurance providers regarding wage loss checks;
- Manage files and perform customary/standard process follow-up;
- Draft general correspondence, memoranda, discovery; answer discovery and serve and file same;

Other Experience

I have been employed in the legal field since 1987. I have worked as a word processor, a legal secretary, a legal assistant, and a paralegal. I have experience in corporate, family, real estate, transactional, insurance defense, estate planning, banking, employment law, personal injury, immigration, and litigation areas of law. I am proficient with all office equipment, Microsoft Office, TABS, Clio, RingCentral, PC DOCS), Time Matters, Excel, ECF Filing, transcription machines, facsimile machines, telephones and scanning. I am familiar with court filing procedures and all related items thereto. I type at approximately 110 wpm and am extremely diligent in my work. I believe in working together as a team towards a shared goal, and am extremely skilled in soliciting important information and utilizing the same to be successful in my work. I enjoy my career, and it is reflected both in my work product and how I conduct myself while performing the same.

Education

Inver Hills Community College – Inver Grove Heights, MN (1987)

Legal Secretarial Science Program – Legal Secretary Certificate

[REDACTED]

Holstad & Knaak, PLC
4501 Allendale Drive
St. Paul, MN 55127
651- 490-9078

February 27, 2017

[REDACTED]

STATEMENT OF SERVICES RENDERED

Monthly Fee for General Legal Services

Flat Fee of [REDACTED] + Costs

<u>Date</u>	<u>Civil</u>	<u>Time</u>
1-30-17	Telephone conference with staff, review correspondence, research	1.50
2-2-17	Prepare for and attend City Council meeting	5.00
2-6-17	Telephone conferences, research	1.00
2-10-17	Review miscellaneous correspondence, research	1.75
2-13-17	Miscellaneous correspondence review and research	1.25
2-16-17	Prepare for and attend City Council Meeting, miscellaneous research	5.75
2-17-17	Miscellaneous correspondence review and research	1.00
2-20-17	Miscellaneous file review	1.00
2-23-17	Research, draft ordinance	1.50
2-24-17	Correspondence review, research	<u>1.00</u>
	HOURS	20.75

<u>Date</u>	<u>Criminal</u>	<u>Time</u>
1-26-17	Prepare for and attend omnibus/court trial calendar	2.50
1-31-17	Review for upcoming prosecution calendar	.75
2-1-17	Attend pretrials and arraignments	4.00
2-8-17	Attend pretrials and arraignments	4.00
2-9-17	Prepare for and attend omnibus/court trial calendar	3.00
2-15-17	Attend pretrials and arraignments	4.00
2-22-17	Prepare for and attend pretrials	2.50
2-23-17	Prepare for and attend omnibus hearings	<u>2.00</u>
	HOURS	22.75

Paralegal:

Review court notices, emails, requests for records and respond to same, correspondence to court, State Patrol, Washington County Sheriff's Department and defense attorneys regarding reports, files and court appearances; telephone conferences with victims, witnesses, defendants, draft complaints, compile records, reports and draft new case file sheet for court, miscellaneous correspondence, research regarding complaints, discuss prosecution files with attorney Knaak, review files in MNCIS and update files regarding same, prepare files for prosecutor, record dispositions, review reports, and draft complaints, investigation and jury trial preparation for jury trials, miscellaneous paralegal duties, etc.

Criminal 27.00

Assist with various civil files, correspondence, documents, ordinance matters, research, miscellaneous, personnel issues and drafting documents, correspondence and telephone conferences regarding same, miscellaneous civil matters

Civil 10.00

PARALEGAL HOURS: 37.00

COSTS: \$0 **SUMMARY**

TOTAL HOURS:	Civil:	30.75 hrs. (attorney and paralegal hours)
	Criminal	49.75 hrs. (attorney and paralegal hours)
	Litigation	<u>0</u>
	Total hours:	80.50
	Monthly amount	\$ [REDACTED]
	Costs	\$ 0
	TOTAL	\$ [REDACTED]

I certify this bill is accurate and correct.

s/s Frederic W. Knaak

Frederic W. Knaak
Attorney at Law

PLEASE MAKE YOUR CHECK PAYABLE TO: HOLSTAD & KNAAK, PLC

THANK YOU!

Frederic W. Knaak*
fknaak@klaw.us
Craig J. Beuning
cbeuning@klaw.us



Of Counsel
Thomas M. Dailey, P.A.
(1943-2015)
Wayne B. Holstad**

Paralegal
BethAnn Hanson
bhanson@klaw.us

**Also Licensed in
Wisconsin & Colorado
*Qualified Neutral under Rule 114
**Also Licensed in Iowa,
Federal Court of Claims,
& US Court of Appeals
Washington, D.C.*

September 2, 2021

Mr. Kurt Ulrich, City Administrator
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

VIA ELECTRONIC MAIL

Re: City of Ramsey Attorney RFP Follow-up

Dear Mr. Ulrich:

Thank you for your communication of Friday, August 27, 2021, informing us that we were one of two firms that remained under consideration for providing civil legal services to the City of Ramsey. Let me again state; we would be very pleased to be Ramsey's civil counsel. To that end, we are happy to answer questions and clarify our proposal in response to the Councils request for consideration of a lower retainer rate. Your Excel breakdown for the last three (3) years of billing was very helpful.

Prior to delving into the financial aspects of our proposal, please let me confirm that Donald Kohler would be my primary backup. He has functioned in this role for over twenty (20) years. During that time, he has "stepped in" all of perhaps six (6) times throughout my representation as City Attorney for the different cities I was responsible to. As indicated in my presentation, it has always been my practice to prioritize my municipal clients, allowing me to be the individual you would always have on hand. Mr. Kohler's role is truly that of an emergency back-up, and he is an excellent, experienced attorney.

As noted in our proposal to the City of Ramsey, we have proposed a "flat fee." This is really intended to include all manner of representation, including what would appear to be "retainer" and "non-retainer" hours in your spreadsheet. The "pressure valve" that is imbedded in our proposal on page eight is the provision that says that we can bill for litigation matters that exceed ten (10) hours in any given months. What that means is if a litigation matter ends up taking say, fifteen (15) hours in the course of a month, the City would be billed an additional five (5) hours, or fifteen (15) hours less the 10-hour allowance. We do this because we believe that routine or relatively minor litigation issues are part and

Mr. Kurt Ulrich, City Administrator

September 2, 2021

Page 2

parcel of normal municipal representation and should not be charged separately unless they are unusually demanding in nature. In the sixteen (16) years we represented Fridley, we were regularly in court on code enforcement matters as part of that civil contract. In that entire period, we never exceeded the 10-hour monthly cap for that service. Similarly, in both Afton and Newport, the surcharge was a relatively rare, every-few-years kind of event. In all three (3) of those cities, exceptions came from major condemnation cases. Again, billings were reduced by the 10-hour per month allowance in those instances. In all cases, the flat-rate amount remained unvaried over a period of more than ten (10) years.

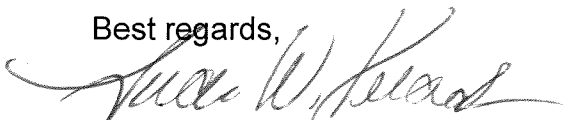
That same page eight of the proposal reveals our core billing rate of \$150 per hour. That amount is for all lawyers on all matters. We do not charge our public clients separate rates for litigation and non-litigation. Paralegals are billed at \$80 per hour on municipal matters. ***We are certainly willing to bill on an hourly rate, but we do encourage, for the reasons we noted in the proposal, the utilization of a flat fee to eliminate the disincentives inherent in an hourly system.***

The data you provided helps demonstrate the concept. Over the past three (3) years, the difference between billing the City for the hours it actually paid for in retainer and non-retainer matters, a \$150 per hour rate would have resulted in a total billing of \$159,795. Under our flat fee proposal, it would have resulted in a total billing of \$153,000, or a \$6,795 savings overall to the City. Our experience has been our cities benefit overall from this arrangement. It tends to even out costs in anomalous years. Moreover, actual hours tend to increase as the staff and council gain greater confidence that increased utilization of counsel will not result in an increase in fees.

We are keenly aware of the financial difficulties our cities face, as well as the strong desire to keep controllable costs to a minimum. Should 2019 represent an anomaly, we would be happy to use the 2020 figure as a baseline and propose a \$4,050.00 monthly flat fee. We would, however, ask the City to be flexible in returning to the proposed number if another 2019 were to occur and create a situation within which our effective hourly rate would be closer to \$100 (it would have been about \$111 in 2019 had we been operating under the proposal).

Once again, please accept our sincere appreciation to the Council for this wonderful opportunity to serve as your legal counsel.

Best regards,



Frederic W. Knaak

From: [Frederic Knaak](#)
To: [Kurt Ulrich](#)
Cc: [Beth Ann Hanson](#)
Subject: RE: City of Ramsey Attorney RPF Follow-up
Date: Wednesday, September 8, 2021 12:07:43 PM
Attachments: [image001.png](#)
[image002.jpg](#)

Hi, Kurt:

We include this work in the monthly fee, much like the hours of litigation time that we feel are part and parcel of the expected service.

A review of the data you submitted confirms that this arrangement would work here. The third party rates are only sporadically occurring or charged.

By the way, at least in Afton, where this occurs, they do bill developers for that portion of the bill that is spent on our time in drafting development agreements. That is not an extra to us, but a reimbursement to the City.

From: Kurt Ulrich
Sent: Wednesday, September 8, 2021 10:46 AM
To: Frederic Knaak
Cc: Beth Ann Hanson ; Diana Lund
Subject: RE: City of Ramsey Attorney RPF Follow-up

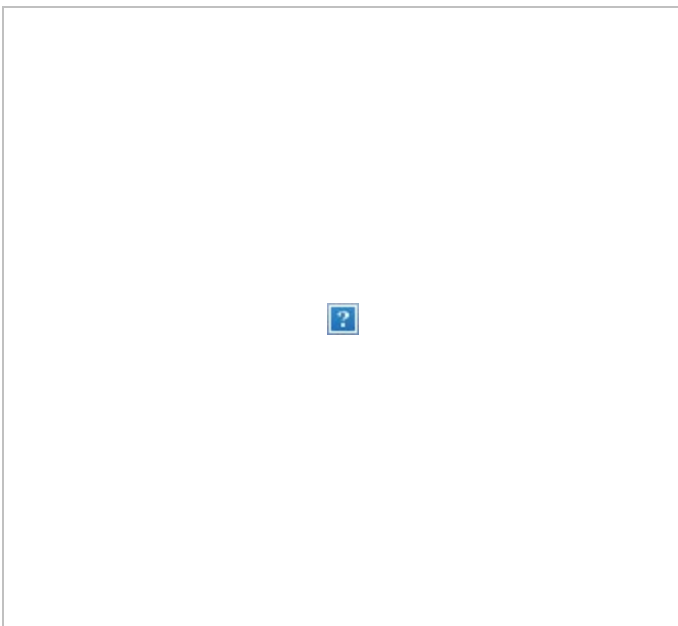
Hi Fritz:

As I prepare this case for next week's Council meeting, I had a question of how you bill legal work that is billable to a third party. In Ramsey's case, for example, we would bill a developer for the preparation of development agreements or real estate contracts. Is that type of work covered by your proposed retainer, or will you charge above the retainer and we would charge the third party for these services at your regular rate?

Please let me know.

Thanks,

Kurt



From: Beth Ann Hanson <bhanson@klaw.us>

Sent: Thursday, September 2, 2021 11:49 AM

To: Kurt Ulrich <kulrich@ci.ramsey.mn.us>

Cc: Frederic Knaak <fknaak@klaw.us>

Subject: City of Ramsey Attorney RPF Follow-up

Good morning (almost afternoon!) Mr. Ulrich. Attached please find Mr. Knaak's follow-up correspondence to your request for clarification on Friday, August 27, 2021.

Please let me know if you have any further questions or concerns.

Again – thank you for the opportunity to present ourselves to the City of Ramsey. Have a great rest of your day.

Regards,



BethAnn Hanson

Paralegal and Office Manager at

HKB Law, P.A.

4501 Allendale Drive

St. Paul, MN 55127

(651) 490-9078 (telephone)

(651) 490-1580 (facsimile)

Meeting Date: 09/14/2021

Information

Title:

Update from Legislative Consultant El Tinklenberg

Purpose/Background:

The purpose of this case is receive an update from the City's Legislative Consultant El Tinklenberg. The City Council reviewed Highway 10 funding at the work session on August 10 and discussed the status of "full funding" that is now in-place for the Ramsey Gateway project and the fact that the City's federal grant request is no longer necessary. The City's position was in consideration of Anoka's County's request not to compete with their efforts to secure funding for the "third-lane" congestion mitigation Highway10 project in Coon Rapids.

Mr. Tinklenberg will provide information about the current status of the transportation infrastructure bill (currently stalled in the house) and alternatives available to meet Council objectives. In addition, Mr. Tinklenberg will outline a proposed course of action for priority transportation projects that he will work on, and seek Council feedback.

Timeframe:

10 minutes

Funding Source:

NA

Responsible Party(ies):

Kurt Ulrich, City Administrator

Outcome:

Feedback provided to Legislative Consultant based upon discussion.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	09/09/2021 01:40 PM
Form Started By: Colleen Lasher		Started On: 09/07/2021 03:22 PM
Final Approval Date: 09/09/2021		

Meeting Date: 09/14/2021

Information

Title:

Continued Discussion on 2022 Budget/Levies

Purpose/Background:

At the July 13, 2021 budget work session the council was presented with the 2022 General Fund budget and its effect on the tax levy. This was the first look at the budget which included all department requests. At this work session it was requested that Council member Heineman's Ramsey Road Proposal (attached) be brought forward for discussion to the next budget work session.

At the July 27, 2021 work session, the work session was to review this road proposal and review the 2022 personnel requests, due to time constraints, discussion was limited to the discussion of new personnel requests.

At the August 10, 2021 work session, time was again limited and the remaining personnel requests were presented. As there was not time for Council member Heineman's proposal, staff inquired if numbers could be put together based on his proposal - 5% General Levy Increase over 2021 and a road funding levy based on 15% increase over 2021 General Levy.

At the August 24, 2021 work session, Council member Heineman's proposal was presented and staff went over the tax effect of this proposal. The road funding summary has been updated (attached) to reflect a full ten-years of the road levy. The majority of the council were in support of the 5% General Fund Levy Increase , plus a 15% Road Funding Levy portion as a maximum cap to be levied as part of the preliminary levy on September 28, 2021 (note: this is the first example on tax capacity calculation),

A few items remain in regard to the 2022 Budget including the on-going contract negotiations with AFSCME and Patrol Officers, Non-Union Wages and current charges on building-related permits.

The purpose of this case is to review some remaining budget/levy related items before final preliminary levy adoption on September 28, 2021. Additional budget discussions will occur after the preliminary levy is established, and these discussions may result in additional levy reductions. The levy can not be increased over the preliminary levy amount.

Timeframe:

30 minutes

Funding Source:

Responsible Party(ies):

Finance Director

Outcome:

Review remaining budget/levy related items before final preliminary levy adoption on September 28, 2021.

Attachments

Road funding levy

Tax Capacity Calculation

Building Permit Fees Comparison

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 09/09/2021

Reviewed By

Kurt Ulrich

Date

09/09/2021 02:17 PM

Started On: 08/30/2021 12:14 PM

15% ROAD FUNDING LEVY

2022 Road Funding:

2021 FF Fund Balance Est	\$ 1,500,000
July 31 Property tax collection 48%	<u>\$ 803,149</u>
	\$ 2,303,149
Road Projects	<u>\$ (1,900,000)</u>
Balance	\$ 403,149
Dec 31 Property tax collection 48%	<u>\$ 803,149</u>
Balance 12-31-22	\$ 1,206,298

2023 Road Funding

12-31-22 Balance	\$ 1,206,298
July 31 Property tax collection 48%	<u>\$ 843,306</u>
	\$ 2,049,604
Road Projects	<u>\$ (1,900,000)</u>
Balance	\$ 149,604
Dec 31 Property tax collection 48%	\$ 843,306
4% Delinquent Balance from 2022 Levy	<u>\$ 66,929</u>
Balance 12-31-23	\$ 1,059,840

2024 Road Fund

12-31-23 Balance	\$ 1,059,840
July 31 Property tax collection 48%	<u>\$ 885,472</u>
	\$ 1,945,312
Road Projects	<u>\$ (1,900,000)</u>
Balance	\$ 45,312
Dec 31 Property tax collection 48%	\$ 885,472
4% Delinquent Balance from 2023 Levy	<u>\$ 70,276</u>
Balance 12-31-24	\$ 1,001,059

2025 Road Fund

12-31-24 Balance	\$ 1,001,059
July 31 Property tax collection 48%	<u>\$ 929,745</u>
	\$ 1,930,805
Road Projects	<u>\$ (1,900,000)</u>
Balance	\$ 30,805
Dec 31 Property tax collection 48%	\$ 929,745
4% Delinquent Balance from 2024 Levy	<u>\$ 73,789</u>
Balance 12-31-25	\$ 1,034,339

2022 Road Levy Levy 1,673,227

2022 General Fud Levy	11,712,590
Road Tax Levy Increase	<u>15.00%</u>
2023 Road Levy	1,756,889

2023 General Fund Levy @ 5% increase	\$ 12,298,220
Road Tax Levy Increase	<u>15.00%</u>
2024 Road Levy	\$ 1,844,733

2024 General Fund Levy @ 5% increase	\$ 12,913,130
Road Tax Levy Increase	<u>15.00%</u>
2025 Road Levy	\$ 1,936,970

2025 General Fund Levy @ 5% increase	\$ 13,558,787
Road Tax Levy Increase	<u>15.00%</u>
2026 Road Levy	\$ 2,033,818

2026 Road Fund

12-31-25 Balance	\$ 1,086,056
July 31 Property tax collection 48%	<u>\$ 976,233</u>
	\$ 2,062,289
Road Projects	<u>\$ (1,900,000)</u>
Balance	\$ 162,289
Dec 31 Property tax collection 48%	\$ 976,233
4% Delinquent Balance from 2025 Levy	<u>\$ 77,479</u>
Balance 12-31-26	\$ 1,216,000

2027 Road Fund

12-31-26 Balance	\$ 1,216,000
July 31 Property tax collection 48%	<u>\$ 1,025,044</u>
	\$ 2,241,045
Road Projects	<u>\$ (1,900,000)</u>
Balance	\$ 341,045
Dec 31 Property tax collection 48%	\$ 1,025,044
4% Delinquent Balance from 2026 Levy	<u>\$ 81,353</u>
Balance 12-31-27	\$ 1,447,442

2028 Road Fund

12-31-27 Balance	\$ 1,447,442
July 31 Property tax collection 48%	<u>\$ 1,076,297</u>
	\$ 2,523,738
Road Projects	<u>\$ (1,900,000)</u>
Balance	\$ 623,738
Dec 31 Property tax collection 48%	\$ 1,076,297
4% Delinquent Balance from 2027 Levy	<u>\$ 85,420</u>
Balance 12-31-28	\$ 1,785,455

2029 Road Fund

12-31-28 Balance	\$ 1,785,455
July 31 Property tax collection 48%	<u>\$ 1,130,111</u>
	\$ 2,915,566
Road Projects	<u>\$ (1,900,000)</u>
Balance	\$ 1,015,566
Dec 31 Property tax collection 48%	\$ 1,130,111
4% Delinquent Balance from 2028 Levy	<u>\$ 89,691</u>
Balance 12-31-29	\$ 2,235,369

2030 Road Fund

12-31-29 Balance	\$ 2,235,369
July 31 Property tax collection 48%	<u>\$ 1,186,617</u>
	\$ 3,421,986
Road Projects	<u>\$ (1,900,000)</u>
Balance	\$ 1,521,986
Dec 31 Property tax collection 48%	\$ 1,186,617
4% Delinquent Balance from 2029 Levy	<u>\$ 94,176</u>
Balance 12-31-30	\$ 2,802,779

2026 General Fund Levy @ 5% increase	\$ 14,236,726
Road Tax Levy Increase	<u>15.00%</u>
2027 Road Levy	\$ 2,135,509

2027 General Fund Levy @ 5% increase	\$ 14,948,563
Road Tax Levy Increase	<u>15.00%</u>
2028 Road Levy	\$ 2,242,284

2028 General Fund Levy @ 5% increase	\$ 15,695,991
Road Tax Levy Increase	<u>15.00%</u>
2029 Road Levy	\$ 2,354,399

2029 General Fund Levy @ 5% increase	\$ 16,480,790
Road Tax Levy Increase	<u>15.00%</u>
2030 Road Levy	\$ 2,472,119

2030 General Fund Levy @ 5% increase	\$ 17,304,830
Road Tax Levy Increase	<u>15.00%</u>
2031 Road Levy	\$ 2,595,724

5% General Fund Levy Increase (CM Heineman's Proposal) With 15% road levy (CM Heinemans Proposal)

Use for Preliminary Levy 9-28-21

County #'s & TIF 8 add back (\$350,000) = 9.6% increase

	Certified	Fiscal Disp	Local Levy	County #'s Taxable Value	Estimated Tax Capacity
General	11,712,590 *	1,747,636	9,964,954	30,936,731	32.211%
Road Levy	1,673,227 **		1,673,227	30,936,731	5.409%
EDA	75,360 ***	11,236	64,124	30,936,731	0.207%
Bonds	1,860,101 ****	277,341	1,582,760	30,936,731	5.116%
Total Levy	15,321,279 *****	2,036,213	13,285,065		42.943%

* Levy increase of 5.00% over 2021 adopted - \$557,742 increase

***** Total Levy increase of 17.77% over 2021 adopted -\$2,311,471 increase

** Road Levy = 's 15% over 2021 General Fund levy of \$11,154,848

**EDA Levy constant with 2021 adopted

***Muni Debt reduced by \$300,000 to debt service fund balance - 2022 Only (would add approx .85% to tax cap rate)

2022 Requested (8-18-21) With 15% road levy (CM Heinemans proposal)

County #'s & TIF 8 add back (\$350,000) = 9.6% increase

	Certified	Fiscal Disp	Local Levy	County #'s Taxable Value	Estimated Tax Capacity
General	11,763,013 *	1,747,636	10,015,377	30,936,731	32.374%
Road Levy	1,673,227 **		1,673,227	30,936,731	5.409%
EDA	75,360 ***	11,236	64,124	30,936,731	0.207%
Bonds	1,860,101 ****	277,341	1,582,760	30,936,731	5.116%
Total Levy	15,371,701 *****	2,036,213	13,335,488		43.106%

*General Fund Levy increase of 5.45% over 2021 adopted - \$608,165 Increase

***** Total Levy increase of 18.15% over 2021 adopted -\$2,361,893 increase

** Road Levy = 's 15% over 2021 General Fund levy of \$11,154,848

**EDA Levy constant with 2021 adopted

***Muni Debt reduced by \$300,000 to debt service fund balance - 2022 Only (would add approx .85% to tax cap rate)

2022 Requested as of 8-18-21 (Current Budget Document)

County #'s & TIF 8 add back (\$350,000) = 9.6% increase

	Certified	Fiscal Disp	Local Levy	County #'s Taxable Value	Estimated Tax Capacity
General	11,763,013 *	1,747,636	10,015,377	30,936,731	32.374%
EDA	75,360 ***	11,236	64,124	30,936,731	0.207%
Bonds	1,860,101 ****	277,341	1,582,760	30,936,731	5.116%
Total Levy	13,698,474 *****	2,036,213	11,662,261		37.697%

*General Fund Levy increase of 5.45% over 2021 adopted - \$608,165 Increase

***** Total Levy increase of 5.29% over 2021 adopted -\$688,666 increase

**EDA Levy constant with 2021 adopted

***Muni Debt reduced by \$300,000 to debt service fund balance - 2022 Only (would add approx .85% to tax cap rate)

2022 All Budget Request

County #'s & TIF 8 add back (\$350,000) = 9.6% increase

	Certified		Fiscal Disp	Local Levy	Taxable Value	Tax Capacity
General	12,595,821 *		1,747,636	10,848,185	30,936,731	35.066%
EDA	75,360 **		11,236	64,124	30,936,731	0.207%
Bonds	1,860,101 ***		277,341	1,582,760	30,936,731	5.116%
Total Levy	14,531,282 ****		2,036,213	12,495,069		40.389%

*General Fund Levy increase of 12.92% over 2021 adopted - \$1,440,973 Increase

**** Total Levy increase of 11.69% over 2021 adopted -\$1,521,474 increase

**EDA Levy constant with 2021 adopted

***Muni Debt reduced by \$300,000 to debt service fund balance - 2022 Only (would add approx .85% to tax cap rate)

2021 Adopted

5.31%

	Certified		Fiscal Disp	Local Levy	County #'s Taxable Value	Estimated Tax Capacity
General	11,154,848 *		1,655,238	9,499,610	28,227,332	33.654%
EDA	75,360 **		11,182	64,178	28,227,332	0.228%
Bonds	1,779,600 ***		264,070	1,515,530	28,227,332	5.369%
Total Levy	13,009,808		1,930,490	11,079,318		39.251%

* Levy increase of 4.53% over 2020 adopted

**EDA Levy reduced by \$13,000 per EDA 8/13/20

***Muni Debt reduced by \$362,300 to debt service fund balance, \$2M internal loan for PW Campus, & Fund Balance from CARES Fund Balance

***Fire Station Debt Reduced by \$93,000 from closed debt service fund in 2019

2020 Final adoption 50% of Road Debt Funded via PIR Fund amended with TIF 14 Correction

7.86% Increase

	Certified		Fiscal Disp	Local Levy	County #'s Taxable Value	Estimated Tax Capacity
General	10,670,932		1,618,371	9,052,561	26,803,568	33.774%
EDA	91,413		13,865	77,548	26,803,568	0.289%
Bonds	1,746,887		264,936	1,481,951	26,803,568	5.529%
Total Levy	12,509,232		1,897,172	10,612,060		39.592%
PIR Funded	241,263					

SERVICE OR LICENSE		2018 Adopted	2021 Adopted (These rates been in place since 2019)	2021 Andover	2021 Anoka	2021 Champlin	2021 Coon Rapids	2021 Elk River
Building Construction								
Building permit		City of Ramsey Valuation Fee Schedule	City of Ramsey Valuation Fee Schedule- Currently using ICC table older than 2008	Total Valuation based on 1997 Uniform Bldg Code. Sq Ft Construction costs based on current ICC data and building official		Total Valuation based on 1997 Uniform Bldg Code. Sq Ft Construction costs based on 2012/2013 ICC data	Total Valuation based fees follow 1997 table with % increases	
Building plan check - Residential		65% of Bldg. Permit Fee	50% of Bldg. Permit Fee	65% of Bldg. Permit Fee		65% of Bldg. Permit Fee	65% of Bldg. Permit Fee	
Plan Review fee for Similar Plans		25% of Bldg. Permit Fee	25% of Bldg. Permit Fee	25% of Bldg. Permit Fee		25% of Bldg. Permit Fee	35% of Bldg. Permit Fee	
Plan Check Fee for Accessory Structures		65% of Bldg. Permit Fee	50% of Bldg. Permit Fee	65% of Bldg. Permit Fee		65% of Bldg. Permit Fee	65% of Bldg. Permit Fee	
Plan Check Fee for changes, additions, or revisions to plans		53.00/hr./Minimum 1 hr. (Non-Refundable)	53.00/hr./Minimum 1 hr. (Non-Refundable)					
Plan Check Fee for Commercial, Industrial & Apartments		52% of Bldg. Permit Fee (Non-Refundable)	50% of Bldg. Permit Fee (Non-Refundable)					50% of Bldg. Permit Fee
Plan Check Fee (Outside Contracted)		Actual Costs (Non-Refundable)	Actual Costs (Non-Refundable)					
Air Conditioner Replacement		53.00	50.00		1.5% of job cost \$25/min	31.00		
Air Conditioner & Furnace Replacement (Combination)		53.00	50.00		1.5% of job cost \$25/min	61.00 each each		
Deck Permit		105.00	50.00					
Demo Permit		105.00	50.00	150.00	100.00	100.00		150.00
Driveway Escrow		2,000.00	2,000.00					
Water Heater Replacement		53.00	50.00					
Electrical Permit Fee		Electrical Permit Fee Schedule	Electrical Permit Fee Schedule					
Erosion Control Escrow - New Construction		1,500.00	1,500.00					
Fence Permit - Over 7 Ft		City of Ramsey Valuation Fee Schedule	City of Ramsey Valuation Fee Schedule					
Fence Permit		26.00	10.00		25.00			
Fireplace Permit		105.00	25.00		1.5% of job cost \$25/min	36.00		
Furnace Replacement		53.00	50.00			46.00		
Home Improvement Erosion Control Escrow		500.00	100 + Assessment Agreement					
Inspections-After Hours/Weekend		79.00/hr./minimum 2 hr.	80.00/hr./minimum 2 hr.		47.00/hr./minimum 2 hr.			

SERVICE OR LICENSE		2018 Adopted	2021 Adopted (These rates been in place since 2019)	2021 Andover	2021 Anoka	2021 Champlin	2021 Coon Rapids	2021 Elk River
Investigation Fee		Equal to Permit Fee	Equal to Permit Fee					
Gas Line (Residential)		53.00	50.00	90.00				
Landscape Escrow		5,000.00	5,000.00					
Lawn Irrigation-Residential		53.00	25.00	60.00				
Lawn Irrigation-Commercial (Multi)		62.00	50.00	60.00				
Mechanical Permit-Residential		155.00	150.00	175.00				
		105.00	100.00	\$90 per fixture				
Mechanical permit-Commercial		1% of job value/minimum 206.00	150.00	\$90 pr fixture or 1.5% of Job Valuation Greater of				
		1% of job value/minimum 103.00	75.00	\$90 pr fixture or 1.5% of Job Valuation Greater of				
Plan Check fee (65% of commercial mechanical permit)		65% of Bldg Permit fee (Non-Refundable)	50% of Bldg Permit fee (Non-Refundable)	65% of Bldg. Permit Fee		65% of Bldg. Permit Fee	65% of Bldg. Permit Fee	
Moving Structure Permit		105.00	50.00	200.00	100.00			150.00
Moving Structure Permit Site Inspection		105.00	50.00					
Mobile Home Tie Down		53.00	50.00				77.00	
Mobile Home Water Hookup		66.00	50.00					
Plumbing permit- Residential/Single Family		206.00	100.00	175.00	25+			Greater \$45 or 1.5%
		105.00	100.00	\$90 or \$15 per fixture greater of				
Plumbing permit- Commercial		1% of job value/minimum 309.00	250.00					
		1% of job value/minimum 155.00	100.00					
Public Sidewalk Panels-Broken		Min \$500.00/Max \$1,500.00	Min \$500.00/Max \$1,500.00					
ReInspection Fees		53.00 per trip	80.00 per trip	45.00	47.00-90.00	100.00	49.00/77.00/154.00	
Re-Roofing/Shingling Permit-Residential		105.00	75.00	90.00	50.00	100.00	150.00-250.00	75.00
Re-Roofing/Shingling Permit-Commercial/Multi-Family		City of Ramsey Valuation Fee Schedule	City of Ramsey Valuation Fee Schedule					
Re-Siding Permit		105.00	75.00	90.00	50.00	100.00	150.00-250.00	75.00
Replacement Windows (Residential)		105.00	75.00	90.00	50.00	100.00		75.00
Septic system permit-residential		155.00	125.00	250.00			257.00	130.00
Septic system permit-commercial		258.00	250.00					
Septic Tank Installation Permit-Residential		155.00	125.00	250.00				130.00
Service Availability Charge (SAC)		2,485.00	2,485.00					
Septic Tank Pumping Permit		21.00	15.00	20.00				
Sewer permit (Utility Connection)-Residential		77.00	25.00	90.00	500.00	50.00	103.00	65.00
Sewer permit (Utility Connection)-Commercial		2% of Job Value/Minimum 258.00	2% of Job Value/Minimum 258.00			2.50% of job value		150.00
Site Evaluation Fee		53.00	50.00					
State Surcharge		1.00	1.00					

CITY OF RAMSEY
 2021 ADOPTED SCHEDULE OF RATES, FEES AND CHARGES
 Adopted November 24, 2020 Ordinance 20-20

SERVICE OR LICENSE	2018 Adopted	2021 Adopted (These rates been in place since 2019)	2021 Andover	2021 Anoka	2021 Champlin	2021 Coon Rapids	2021 Elk River
Swimming pool permit	129.00	100.00	90.00	25.00	90.00		75.00
Vacuum Breaker Verification for Irrigation System (RPZ)-Residential	53.00	50.00					
Vacuum Breaker Verification for Irrigation System (RPZ)-Commercial	66.00	50.00					
Water Availability Charge (WAC) - per address	1,299.00	1,399.00	4983/acre	2000.00			
Water Softener Permit-Residential	53.00	50.00	60.00		18.00	49.00	
Water permit (Utility Connection)-Residential	77.00	25.00	90.00		50.00		65.00
Water permit (Utility Connection)-Commercial	2% of Job Value/Minimum 258.00	2% of Job Value/Minimum 258.00			2.50% of job value		150.00

Meeting Date: 09/14/2021

Information

Title:

Discuss Community Development Staffing

Purpose/Background:

The purpose of this case is to discuss and receive a consensus from the City Council on two separate personnel matters in the Community Development Department.

Permit Technician Leave of Absence

The City has two part-time Permit Technicians. One of the two is anticipated to be out of the office for six to twelve weeks beginning this week or next week. Staff has explored many options for filling the temporary gap in coverage in order to ensure the busy Building Division can keep up on its work. Subject to pending City Council approval, staff explored options such as contacting a former City of Ramsey Permit Technician, reaching out to several current part-time employees for possible assistance with coverage, temporary reassignment of current full-time staff or shifting of duties, and utilizing the current Administrative Services Intern (Happy Days Intern) to assist in the Building Division. All but the last mentioned option were not viable for a variety of reasons.

Administrative Services Director Lasher consulted with the City Administrator, Interim Deputy City Administrator/Finance Director, Interim Community Development Director/City Engineer, as well as with Ms. Laubach, the current Happy Days Intern. Staff recommends that the City Council, by consensus this evening, give staff permission to terminate Ms. Nicole Laubach in her current Happy Days Intern role, effective immediately and rehire her as a temporary Building Division Intern to provide coverage during the aforementioned leave of absence.

If this action is approved, a case authorizing this action would be brought forward for formal approval at the September 28th City Council meeting. It should be noted, Ms. Laubach is currently working 40 hours per week at \$14.00 per hour. The approved intern wage scale is \$13.00 to \$18.00 per hour, D.O.Q. With a reduction from 40 to 20 hours per week, Ms. Laubach requires \$18.00 per hour and would accept an offer based on that pay. Ms. Laubach exceeds the minimum qualifications of the Intern position, has already passed the City's pre-employment checks, is familiar with the City's processes and has proven to produce high quality work. She is set to graduate in December with her Bachelor's of Science in Business Management. Staff feels that Ms. Laubach's qualifications and skill set warrant \$18.00 per hour. Staff recommends this action in order to provide coverage in the Building Division over the next six to twelve weeks.

Pending Retirement of the Community Development Assistant

Background: Ms. JoAnne Shaw is currently the City's Community Development Assistant and is working sixteen hours per week. She will be retiring from the City on November 4, 2021. The 2022 budget includes funding to fill the lost hours. In March 2020, Mr. Brian McCann was hired as a Planning Technician with the intent to learn Ms. Shaw's role. Mr. McCann has taken on a portion of Ms. Shaw's role, and the workload in the Planning Division over the last nineteen months has exceeded staff's ability to encompass the full role. There are many tasks (attached) that simply will not get done without replacing or back filling the hours lost by Ms. Shaw's departure; these tasks are listed on the left of the attached document. With that said, staff proposes downgrading Ms. Shaw's current position from a Community Development Assistant (higher pay grade) to an Administrative Assistant (lower pay grade).

The Finance Director has calculated the net savings (of this downgraded position) in 2022 to be \$2,405. This is based on hiring an Administrative Assistant at step 1 for twenty hours per week. Staff proposes hiring a twenty hour per week Administrative Assistant to work Monday - Friday, from 8:30 to 12:30 (approximately). This

schedule would complement customer service coverage while another part-time employee is off duty, providing for uniform counter coverage.

Staff is seeking a consensus to approve a recruitment for a twenty-hour per week Administrative Assistant.

Timeframe:

30 minutes

Funding Source:

2020 Budget Discussion

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

Based on discussion.

Attachments

Gap List

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	09/09/2021 01:01 PM
Kurt Ulrich	Kurt Ulrich	09/09/2021 02:05 PM
Form Started By: Colleen Lasher		Started On: 08/09/2021 12:25 PM
Final Approval Date: 09/09/2021		

JoAnn	Shared Duties	Brian
<ul style="list-style-type: none"> • Managing rental program • Rental licenses cases for CC • Scanning old paper files into system • Minutes for PC and EPB (both case and signatures on final copies) • Finalizing PC and EPB agendas, ability to help with CC and EDA agendas as needed • Elect chair and vice chair PC and EPB case • Scheduling inspections (backup) • PIN change process • Recycling mailing (new resident) • Recycling guide (where to find) • Sending planning magazine out • City Maps – handing out and replenishing • File mylars from County • Deposit 	<ul style="list-style-type: none"> • Managing public data requests (extra added for code enforcement) • Scanning everything into LaserFiche (e.g. all project files, resolutions, agreements) • General counter coverage • Building phone coverage • Scheduling meetings • Site location maps • Signatures on development agreements, mylars, etc. 	<ul style="list-style-type: none"> • Managing intake of Land Use Applications • Managing ~1/3 of code enforcement cases • Managing new variance, home occupation, CUP applications • Ordinance updates (ADUs, Animals, Parking Pads) • Helping review land use applications • Managing all zoning permits from intake to issuance (sheds, fences, paving) • Reviewing building permits • Managing 60 day rule • General zoning inquiries and zoning verification forms • Managing PIMS for permits and CE • General planning inquiries – phone and email • General counter coverage • Building phone coverage • Sending all public hearing notices for PC and EPB (both to paper and to neighbors and posting on bulletin board) • Backup finalizing agendas • Weed wrench • Compost bins • Interpreter information for public meetings • Coding billable time <p>Time breakdown: 1/3 Code Enforcement (maybe less) 1/3 Managing Projects 1/3 Permits/Questions/Reviews (maybe more)</p>

Meeting Date: 09/14/2021

Information

Title:

Discuss City Meeting Minutes and Video/Audio Archiving Recordings of City Council Work Sessions

Purpose/Background:

The purpose of this case is to discuss and consider options for providing additional detail in the City Minutes; as well as to discuss options regarding the possibility of recording City Council Work Sessions.

City Minutes

There has been some interest in providing additional detail in the City meeting minutes. Timesaver Off Site Secretarial, Inc. stated that at least one secretary is available to prepare near verbatim minutes. Near verbatim minutes are not "court reporting" but rather provides clean documentation of discussions, capturing a much greater level of detail. There may be technical needs to be worked out in order to capture adequate sound quality for the secretary to complete the minutes in this fashion. Staff will provide additional information on this matter, including a revised estimate of the potential increase in cost, during the meeting.

Video Recording Work Sessions

The City's current meeting software, used for offering remote access to participants and video recording City meetings, has functionality to be viewed following each meeting. The City's IT Manager, Jason Fredrickson, will be on hand Tuesday evening to discuss this option, alternatives, and to answer questions.

Video Recording Work Sessions

The Executive Director at QCTV suggests two options available for recording city council work sessions for later playback and video on-demand (VOD):

Option A

Move the work session meetings into the council chambers. The QCTV producer assigned to the meeting would switch the cameras, insert graphics, and monitor audio. The QCTV recording of the fully produced meeting would have video bookmarks inserted. The recording would be played back on the Ramsey Government channel* and available VOD on the QCTV web site.

Option B

The work session stays in the Itasca Room and city staff would use *Zoom* (or similar) to manage and record the meeting. The Zoom recording would be shared the following day with QCTV. There are no graphics or video bookmarks in a Zoom recording. We are not able to video record the meeting to QCTV standards from the Lake Itasca Room without a significant investment in additional equipment. The recording would be played back on the Ramsey Government channel* and available VOD on the QCTV web site.

*If the city prefers VOD only, QCTV would not program the work session for Ramsey Channel playback.

Audio Recording and Archiving

At the work session of Tuesday, July 27th there was a question asked about what the current cost is to store our meeting audio. The city's IT Manager Jason Fredrickson, states that pays \$850/yr. to LOGIS for each server, plus ~\$0.91 per GigaByte (GB) of space allocated. All of the current meeting audio for all Boards, Commissions, and Council Meetings/Sessions occupies approximately 19.2 GB of space on our server based on what could be located. This would put the yearly cost to keep these files at around \$17.48. At present, this is just under two years' worth of

meetings. According to General Records Retention Schedule for MN cities, we only need to keep audio on record for 3 months after minutes are approved for open meetings.

Timeframe:

Up to 10 minutes.

Funding Source:

Not applicable at this time.

Responsible Party(ies):

City Administrator Ulrich and Administrative Services Director Lasher

Outcome:

Based on discussion.

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 09/09/2021

Reviewed By

Kurt Ulrich

Date

09/09/2021 03:51 PM

Started On: 09/09/2021 02:12 PM

CC Work Session

3. 1.

Meeting Date: 09/14/2021

By: Katie Schmidt, Administrative Services

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned.

Recommendation:

N/A

Outcome/Action:

For Council review - no formal action necessary.

Attachments

Future Topics List

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	09/09/2021 09:39 AM
Kurt Ulrich	Kurt Ulrich	09/09/2021 11:47 AM
Colleen Lasher	Colleen Lasher	09/09/2021 12:01 PM
Kurt Ulrich	Kurt Ulrich	09/09/2021 12:02 PM
Form Started By: Katie Schmidt		Started On: 08/25/2021 02:05 PM
Final Approval Date: 09/09/2021		

	<u>Tentative City Council Future Work Session Topics</u>	
Proposed Date	Topic	Minutes (Estimate)
09/23/21	Special Work Session / Joint w/Planning &EDA	
	Discuss Planning Commission and EDA Topics w/CC	90
09/28/21	Regular City Council Work Session	
	Receive Communications Plan Update-Thorstad	15
	Discuss Union Negotiations (closed to the public) Lasher	30
	Discuss City Minutes (if needed following 09-14-21) - Lasher	15
	Fund Balance Quarterly Update – Diana Lund	10
10/12/21	Regular City Council Work Session	
	Discuss Union Negotiations (closed to the public) - Lasher	20
	NW Metro River Crossing Presentation - Ulrich	60
10/26/21	Regular City Council Work Session	
	Fund Balance Quarterly Update – Diana Lund	15
	CCWS/Conclude Discussions Regarding Updating the Employee Telecommuting Policy Colleen Lasher	10
	Discuss Yellow Flashing Arrows/Traffic Signals – Westby	10
	Discuss Union Negotiations (closed to the public) - Lasher	20
	Discuss the Data Practices Act & Policy /Lasher	20
11/09/21	Regular City Council Work Session	
	Discuss the 2022 Budget	30
	Discuss Union Negotiations (closed to the public) - Lasher	20
	Draft Stormwater Pond Maintenance Policy – Westby/Riemer	TBD
	Draft Trail Maintenance Policy – Westby/Riemer	30
11/23/21	Regular City Council Work Session	
	Quarterly Communications Update	20
	Discuss the 2022 Budget	20
12/14/21	Regular City Council Work Session	
	Discuss 2022 Council Appointments	30
Dates TBD:		
2021	Pending Discussion Regarding Resolution #21-216 Abatement of 7009 Highway 10 NW – McCann	10
2021	Discussion Regarding Ward Redistricting - Lasher	10

2021	Review procedure/policy/best practice for introduction of resolutions/proclamations – Ulrich	20
2021	Discuss the General Topic of Holding Joint Meeting(s) with the Council and Commissions & Other Cities. Based on discussion, future work sessions TBD.	20
2021	Discuss Historic Town Hall – Ulrich	30
2021	City Branding Presentation - Ulrich	40
2021	CR-5 Corridor Study Review - Westby	45
2021	Park System Plan – Riemer/Riverblood	60
2021	Accounting of City Engineering Staff Time for City Projects - Westby	30
2021	Consider Updates to Property Maintenance Code	30