



CITY COUNCIL MEETING
City Hall—Council Chambers, 3989 Central Ave NE
Tuesday, October 13, 2026
6:00 PM

Mayor
Amáda Márquez Simula
Councilmembers
Connie Buesgens
Rachel James
Justice Spriggs
Laurel Deneen
City Manager
Aaron Chirpich

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person, or by using Microsoft Teams Meeting at ID 280 136 504 322 9, Passcode Sf6p5VF2. For questions, please contact Administration at 763-706-3610.

Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.

WELCOME/CALL TO ORDER/ROLL CALL

MISSION STATEMENT

Columbia Heights is a vibrant, healthy and connected City. We are here to actively support the community, deliver equitable services, build and strengthen connections, improve upon our past, and uphold our successes. We strive to be better and ensure Columbia Heights is a great place for everyone, today and in the future.

Columbia Heights City Council and Staff Norms.

While we are accountable to each other for these norms, the Mayor and City Manager will help us adhere to them with respectful reminders and reinforcement as needed.

PLEDGE OF ALLEGIANCE

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

APPROVAL OF AGENDA

(The Council, upon majority vote of its members, may make additions and deletions to the agenda. These may be items submitted after the agenda preparation deadline.)

PROCLAMATIONS, PRESENTATIONS, RECOGNITION, ANNOUNCEMENTS, GUESTS

A. Indigenous Peoples' Day Proclamation

Accepting Proclamation:

B. Hunger Action Month Proclamation

Accepting Proclamation: Ed Minnema, Executive Director

C. Domestic Violence Awareness Month Proclamation

Accepting Proclamation: Alexandra House Staff

D. Breast Cancer Awareness Month Proclamation

Accepting Proclamation:

CITY COUNCIL AND ADMINISTRATIVE REPORTS

Report of the City Council

Report of the City Manager

City Manager Response to September 28, 2026 Community Forum

COMMUNITY FORUM

The Community Forum is an opportunity to address the City Council about items not scheduled for a public hearing.

All speakers must provide their name and connection to Columbia Heights. In-person speakers should complete a form for the City Clerk and introduce themselves at the podium. Virtual speakers should send their information to the moderator via chat and turn on their camera when called.

Comments are limited to five minutes. Disrespectful language is not allowed. The Council may ask questions or refer items for follow-up but typically does not take action during the forum.

CONSENT AGENDA

These items are considered to be routine by the City Council and will be enacted as part of the Consent Agenda by one motion. Items removed from consent agenda approval will be taken up as the next order of business. (The City Council will make motion to approve the Consent Agenda following the statement of all items.)

1. Adopt Resolution 2026-062, Appointing Me'Shulon Langley to the Sustainability Commission as a Youth Commissioner.

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to waive the reading of Resolution 2026-062, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2026-062, appointing Me'Shulon Langley to the City of Columbia Heights Youth Commission as a non-voting member of the Sustainability Commission.

2. Adopt Resolution 2026-063, Appointing Kenza Manseur to the Parks and Recreation Commission as a Youth Commissioner.

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to waive the reading of Resolution 2026-063, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2026-063, appointing Kenza Manseur to the City of Columbia Heights Youth Commission as a non-voting member of the Parks and Recreation Commission.

3. Accept September 2, 2026, Library Board Minutes.

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to accept the September 2, 2026, Library Board meeting minutes.

4. Approve September 28, 2026, City Council Meeting Minutes.

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to approve the September 28, 2026, City Council meeting minutes.

5. Adopt Resolution No. 2026-064 Amending The 2026 Personnel Budget For Certain Estimates.

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to waive the reading of Resolution 2026-064, there being ample copies available to the public.

MOTION: Motion to adopt Resolution 2026-064, amending the 2026 personnel budget for certain estimates.

6. Enter into Separation Agreement and Release of All Claims with Employee

Presenting Item: Aaron Chirpich, City Manager

MOTION: Motion to approve the attached Separation Agreement and Release of All Claims with Employee and further authorize and direct the City Manager to execute the Agreement.

7. Adopt Resolution 2026-065, A Resolution Approving Three Contracts with Eckberg Lammers, P.C. for Civil, Criminal Prosecution, and Labor and Employment Legal Services

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to waive the reading of Resolution 2026-065, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2026-065, a Resolution approving three contracts with Eckberg Lammers, P.C. for Civil, Criminal Prosecution, and Labor and Employment legal services.

8. Rental Occupancy Licenses for Approval

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to approve the items listed for rental housing license applications for October 13, 2026, in that they have met the requirements of the Property Maintenance Code.

9. Review of Bills.

MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City

Council has reviewed the enclosed list to claims paid by check and by electronic funds transfer in the amount of \$1,189,249.36.

PUBLIC HEARINGS

This is the public's opportunity to speak regarding this matter. Speakers that are in-person are asked to complete a Speaker Form and submit it to the City Clerk. Speakers attending virtually should send a request to speak with this information to the moderator using the chat function and wait to be called on to speak. When speaking, virtual attendees should turn their camera on. Speakers should limit their comments to five (5) minutes. Any comments made after the public hearing is closed will not be considered by the City Council and will not be included as part of the formal record for this matter as the item will have been voted on and the item formally closed by the Council.

10. ADOPT AN ASSESSMENT ROLL AND LEVY A SPECIAL ASSESSMENT FOR DELINQUENT ACCOUNTS RESOLUTION 2026-66

Presenting Item: Andrew Splinter, Finance Director

MOTION: Move to close the hearing and waive the reading of Resolution 2026-66, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2026-66, being a resolution to adopt an assessment roll and levy a special assessment with a one-year term for certain delinquent accounts.

ITEMS FOR CONSIDERATION

Ordinances and Resolutions

Bid Considerations

New Business and Reports

ADJOURNMENT

Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.

Columbia Heights City Council and Staff Norms

While we are accountable to each other for these norms, the Mayor and City Manager will help us adhere to them with respectful reminders and reinforcement as needed.

Behavioral Norms

1. We will assume others best intentions.
2. We will exercise humility.
3. We will praise publicly and criticize privately.
4. We will focus on the policy and not personalities.
5. We will do our best to de-escalate contentious interactions.
6. We will provide reasonable notice to the Mayor and City Manager of any changes or additions we wish to make at a Council meeting so that the Mayor is prepared to manage the meeting.
7. We will show respect for one another by:
 - a. Paying attention to others when they are speaking.
 - b. Not interrupting others.
 - c. Listening to understand others, not simply to respond to them.
 - d. Honoring each other in public and protecting one another in their absence.
 - e. Not bullying others.

Operational Norms

1. Council members and staff will respect the Mayor's role to chair our meetings by:
 - a. Waiting to be called on before speaking so that others can consider our contributions.
 - b. The Mayor and City Manager will bring closure to policy discussions, public comment, and other similar "final word" situations.
2. Once a decision has been made by the Council, we will support the implementation of that decision even if we did not support the decision itself.
3. If Council has a request of staff, they will direct their request to the City Manager and the Division Director for coordination with staff unless the City Manager decides otherwise.
4. If Council has a question about a staff member, they will raise that with the City Manager privately before raising it publicly.
5. When Council is considering a topic, it is incumbent upon Council members to ask sufficient questions to ensure they are making informed decisions.
6. Council and staff will address each other by their titles when engaging each other in any official capacity and will use first names in informal settings.



PROCLAMATION

Indigenous Peoples' Day: October 12, 2026

Minnesota is home to 11 federally recognized tribes; seven are Anishinaabe (Ojibwe), and four are Dakota Oyate (Dakota). Celebrating Indigenous people on this day brings a moment for education and awareness of the genocide that Indigenous communities endured during the arrival of settler colonialism.

Recognizing today's importance allows us to acknowledge the significant contributions of Indigenous people to our city, state, and nation. Indigenous nations in Minnesota continue to face the effects of colonization and continued discrimination against their way of life, language, traditions, and history through the legacy of the Indian Removal Act, Indian boarding school policies, and other policies that infringed on Indigenous rights.

The legacy of state and federal policies is visible and present in the crises of Indigenous communities and relatives suffering as unhoused persons or from the opioid epidemic. Indigenous communities are fighting for justice in the historical and present crisis of Missing and Murdered Indigenous Women and Relatives.

The community of Columbia Heights is called to reflect on and work towards better policies and practices that center around Indigenous experiences and honor Indigenous sovereignty. Columbia Heights is committed to being a race, equity, and inclusion leader and encourages our community to honor Indigenous Peoples' Day by learning about, supporting, and connecting with Indigenous communities and organizations.

Now, therefore, I Amáda Márquez Simula, Mayor, do hereby proclaim October 12, 2026, as Indigenous Peoples' Day in the City of Columbia Heights

Amáda Márquez Simula, Mayor
October 13, 2026



PROCLAMATION

October 2026: Hunger Action Month

In Minnesota food banks and food shelves have experienced a significant increase in demand, with food shelves seeing a record number of visits. Food shelves served a record 9 million visits in 2025, more than 2.5 times the visits recorded in 2019.

To help support those in need, the Food Group and Partners to End Hunger Coalition secured \$5 million in one-time funding for food shelves (on top of \$4.6 million already allocated) and \$5 million in one-time funding for food banks.

Minnesota is committed to addressing hunger today and preventing it tomorrow. Working closely with food banks to educate the public and advocate for policies that end hunger in our state.

We also sincerely appreciate the efforts of faith communities and organizations like Second Harvest Heartland, SACA, Meals on Wheels, and Every Meal backpack program. Their work inspires hope and reminds us of our shared responsibility to care for one another.

During Hunger Action Month, I encourage everyone to volunteer, donate, and support these vital efforts. Together, we can ensure no one in our community goes hungry.

NOW, THEREFORE, be it resolved that I, Amáda Márquez Simula, Mayor, do hereby proclaim October 2026 to be Hunger Action Month in the City of Columbia Heights.

Amáda Márquez Simula, Mayor
October 13, 2026



PROCLAMATION

Domestic Violence Awareness Month: October 2026

Relationship abuse, defined as a pattern of behavior used to gain or maintain power and control over an intimate partner occurs throughout Minnesota and across the nation. Systematic racism and disparities affect victims and survivors of domestic violence, underscoring the importance of ensuring everyone has access to the help they need. Domestic violence programs across the state, including local organizations like Dwelling House and Alexandra House, provide crucial support and resources to over 55,000 victims and survivors in Minnesota. These programs serve individuals of all migrant statuses because no one should have to choose between staying in an abusive relationship or finding safety.

Safe, affordable, and long-term housing is a fundamental human right, yet domestic violence remains a leading cause of homelessness for women. Victims and survivors must be believed and supported in their pursuit of justice, empowering others to come forward and hold those who commit harm accountable. We remember the lives of over 700 Minnesotans lost to intimate partner violence in the past three decades. Community collaboration is vital to ensuring the safety of victims and survivors throughout Minnesota.

Preventing violence before it begins and transforming behavior after violence occurs is crucial to our shared goal of a violence-free Columbia Heights and Minnesota.

Now, therefore, be it resolved that I, Amáda Márquez Simula, Mayor, proclaim October 2026 as Domestic Violence Awareness Month in the City of Columbia Heights.

As we observe Domestic Violence Awareness Month, let us remember the power of hope, resilience, and community. Together, we can create a future where all individuals are safe, supported, and free from violence. Let us stand united in our commitment to end domestic violence and support those on their journey to healing and empowerment. No matter how small, every action brings us closer to a world where love and respect prevail.

Amáda Márquez Simula, Mayor
October 13, 2026

COLUMBIA HEIGHTS

PROCLAMATION

Breast Cancer Awareness Month: October 2026

Breast cancer remains the most common invasive cancer affecting women across all racial and ethnic groups. Thanks to research, advocacy, and early detection, survival rates continue to improve. In Minnesota, nearly 93 percent of women diagnosed with breast cancer now live at least five years beyond diagnosis.

Across the nation, more than 168,000 women – and an unknown number of men – are living with metastatic breast cancer, an advanced stage with no current cure. Many continue treatment to extend and improve their quality of life.

American Indian and Black women face the highest mortality rates, followed by white women. Black women are more often diagnosed at later stages when treatments are limited or costly. Men, often unaware they can develop breast cancer, are also typically diagnosed later, which worsens outcomes. We must continue working to close these gaps in care and outcomes for all communities.

October is National Breast Cancer Awareness Month, a time to honor survivors, support those in treatment, and remember those we've lost. This observance reminds us that awareness, prevention, and compassion save lives.

Now, Therefore, I, Amáda Márquez Simula, proclaim October as Breast Cancer Awareness Month in the City of Columbia Heights.

I encourage everyone to take charge of their health by scheduling regular mammograms, performing self-exams, and staying informed about early detection. Together, we can continue making progress through knowledge, advocacy, and care for one another.

Amáda Márquez Simula, Mayor
October 13, 2026

**CITY COUNCIL MEETING**

AGENDA SECTION	CONSENT
MEETING DATE	OCTOBER 13, 2026

ITEM:	Adopt Resolution 2026-062, Appointing Me'Shulon Langley to the Sustainability Commission as a Youth Commissioner		
<i>Presenting Item:</i> Aaron Chirpich, City Manager			
DEPARTMENT: Administration		BY/DATE: Will Rottler / October 1, 2026	
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>			
X Community that Grows with Purpose and Equity		X Engaged, Effective and Forward-Thinking	
_ High Quality Public Spaces		_ Resilient and Prosperous Economy	
_ Safe, Accessible and Built for Everyone		X Inclusive and Connected Community	

BACKGROUND

On Oct 25, 2021, the Columbia Heights City Council approved Ordinance 1671 amending the City Code to create a Youth Commission, the first of its kind in Columbia Heights. Over the past several years there have been amendments to the City Code (Ordinance No. 1683, 1699 and 1717) to bring the Youth Commission into further alignment with the City Council's goals. These goals include positively impacting youth participation as well as inspiring and bringing to light new ideas from a youth perspective, creating an educational environment for youth looking to expand their knowledge of government and leadership functions, and providing experience-building opportunities for area youth seeking increased community and government engagement.

SUMMARY OF CURRENT STATUS

The City Council received an application from Columbia Heights student Me'Shulon Langley requesting appointment as a Youth Commission member of the Sustainability Commission. Currently there are no Youth Commissioners on the Sustainability Commission.

STAFF RECOMMENDATION

Staff recommend proceeding with the approval of Resolution 2026-062 appointing Me'Shulon Langley as a non-voting Youth Commission Member of the Sustainability Commission.

RECOMMENDED MOTION(S):
MOTION: Move to waive the reading of Resolution 2026-062, there being ample copies available to the public.
MOTION: Move to adopt Resolution 2026-062, appointing Me'Shulon Langley to the City of Columbia Heights Youth Commission as a non-voting member of the Sustainability Commission.

ATTACHMENT(S)

Resolution 2026-062

Youth Commission Application of Me'Shulon Langley (redacted)

A RESOLUTION APPOINTING YOUTH COMMISSION MEMBER

The Council appoints members to City Boards & Commissions, and

The City Council received an application from Columbia Heights student Me'Shulon Langley requesting appointment as a Youth Commission member of the Sustainability Commission.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Columbia Heights, to approve the one-year appointment of Youth Commissioner Me'Shulon Langley to serve as a non-voting member of the Sustainability Commission.

Passed this 13th day of October, 2026

Offered by:

Seconded by:

Roll Call:

Attest:

Amáda Márquez Simula, Mayor

Aaron Chirpich, City Manager

Youth Commissioner Application

Print

Del

Submitted by: Me'Shulon Langley

Submitted On: 2026 09 24 19:23:17

Submission IP: 209.237.123.184 (172.31.23.247)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Will Rottler

Due Date: Open

If you have any questions regarding the Youth Commissioner application or if you would like a paper copy instead, please contact Sara Ion, City Clerk, at [763 706 3611](tel:7637063611) or sion@columbiaheightsmn.gov.

* First Name

Me'Shulon

* Last Name

Langley

* Current Age

16

Phone

* Email

Phone of Parent or Guardian:

* Email of Parent or Guardian:

Address

* Have you and/or a legal guardian reviewed the data privacy notice on the last page of this application?

☒ Yes

* Will you be able to attend the monthly meeting on a regular basis?

☒ Yes

* You must be between 14 and 18 years old by the start of your new term.

☒ Yes, I will be of eligible age by the start of my term.

* You must be a resident of Columbia Heights or attend school in Columbia Heights to be eligible.

☒ Yes, I am a Columbia Heights resident/student and expect to be for at least another year.

Please rank your choices according to preference:
(leave off any one on which you do not wish to serve)

- Library Board
- Park & Recreation Commission
- Planning Commission
- Sustainability Commission

Rank Your Preferences Here:

Planning Commission Sustainability Commission Park & Recreation Commission Library Board

Rank on a scale with 1 being your highest ranked choice.

What interests/skills/life experiences do you bring to the City Boards and Commissions?

I have very good social skills and overall thing I'm very good at speaking formally but I also like to hear and understand different perspectives. I am used to being with adults and speaking with them as I'm the youngest and I have brothers 10 years older than me so I've grown up around adults my whole life so I'd say I'm pretty mature.

What do you think are the most important issues facing Columbia Heights?

I think one of the most important issues facing Columbia Heights is underfunded sports programs and extracurriculars in my school (Columbia Heights High School) specifically since i think we should invest in our youth since we are the future.

Minnesota law requires that you be informed of the purpose and intended use of the information you are providing on this application. Per Minnesota Statute 13.601, subd. 3a, your name, address, occupation, education, training, civic affiliations, qualifications, experience, and veteran status are available to anyone who requests the information.

This information will be used to identify you as an applicant, enable us to contact you when additional information is required, send you notices, and assess your qualifications for appointment. This data is not legally required, but refusal to supply the information requested may affect the City Council's ability to accurately evaluate your application. The dissemination and use of the private data we collect is limited to that necessary for the administration of Board and Commission positions.

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information private.

You have the following rights under the MGDPA: The right to see and obtain copies of the data maintained on you, the right to be told the contents and meaning of the data, and the right to contest the accuracy and completeness of the data. To exercise these rights, contact the City Clerk, City Hall, 3989 Central Ave NE, Columbia Heights, MN, 55421.

By typing my name, I certify that I have read and understand the Data Privacy Notice and certify that the statements in this application are true and correct to the best of my knowledge:

* Type Your Name Here	Date
Me'Shulon Langley	09/24/2026

Format: MM/DD/YYYY

If you are less than 18 years of age, parental permission is required for you to serve on a City of Columbia Heights board or commission. I am the parent or legal guardian of the applicant listed above. I have reviewed this application form and understand that the applicant's participation on a City of Columbia Heights board or commission is voluntary. I understand that some City of Columbia Heights board and commission meetings are broadcast live on television. I also understand that certain data on my child as an applicant and as a member of a City of Columbia Heights board or commission is public under the law. I give permission for my child to serve on a City of Columbia Heights board or commission. I give permission for my child's image to be used and disclosed to the public in photographs, videos, websites, social media, and on television in relation to my child's work with a City of Columbia Heights board or commission. I understand that if my child's application is selected for consideration by the City Council, all of the data contained in my child's application materials and provided to the City in support of my child's application will be published in the City Council packet and will be made available to the public, with the exception of my child's address, email address, and phone numbers. I give permission for this disclosure.

* Name of Guardian	Date
Heaven Killion	09/24/2026

Format: MM/DD/YYYY

CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	OCTOBER 13, 2026

ITEM:	Adopt Resolution 2026-063, Appointing Kenza Manseur to the Parks and Recreation Commission as a Youth Commissioner.								
<i>Presenting Item:</i> Aaron Chirpich, City Manager									
DEPARTMENT: Administration		BY/DATE: Will Rottler / October 1, 2026							
<p>CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i></p> <table> <tr> <td>X Community that Grows with Purpose and Equity</td><td>X Engaged, Effective and Forward-Thinking</td></tr> <tr> <td>_ High Quality Public Spaces</td><td>_ Resilient and Prosperous Economy</td></tr> <tr> <td>_ Safe, Accessible and Built for Everyone</td><td>X Inclusive and Connected Community</td></tr> </table>				X Community that Grows with Purpose and Equity	X Engaged, Effective and Forward-Thinking	_ High Quality Public Spaces	_ Resilient and Prosperous Economy	_ Safe, Accessible and Built for Everyone	X Inclusive and Connected Community
X Community that Grows with Purpose and Equity	X Engaged, Effective and Forward-Thinking								
_ High Quality Public Spaces	_ Resilient and Prosperous Economy								
_ Safe, Accessible and Built for Everyone	X Inclusive and Connected Community								

BACKGROUND

On Oct 25, 2021, the Columbia Heights City Council approved Ordinance 1671 amending the City Code to create a Youth Commission, the first of its kind in Columbia Heights. Over the past several years there have been amendments to the City Code (Ordinance No. 1683, 1699 and 1717) to bring the Youth Commission into further alignment with the City Council's goals. These goals include positively impacting youth participation as well as inspiring and bringing to light new ideas from a youth perspective, creating an educational environment for youth looking to expand their knowledge of government and leadership functions, and providing experience-building opportunities for area youth seeking increased community and government engagement.

SUMMARY OF CURRENT STATUS

The City Council received an application from Columbia Heights student Kenza Manseur requesting appointment as a Youth Commission member of the Parks and Recreation Commission. Currently there are no Youth Commissioners on the Parks and Recreation Commission.

STAFF RECOMMENDATION

Staff recommend proceeding with the approval of Resolution 2026-063 appointing Kenza Manseur as a non-voting Youth Commission Member of the Parks and Recreation Commission.

RECOMMENDED MOTION(S):
<p>MOTION: Move to waive the reading of Resolution 2026-063, there being ample copies available to the public.</p> <p>MOTION: Move to adopt Resolution 2026-063, appointing Kenza Manseur to the City of Columbia Heights Youth Commission as a non-voting member of the Parks and Recreation Commission.</p>

ATTACHMENT(S)

Resolution 2026-063

Youth Commission Application of Kenza Manseur (redacted)

A RESOLUTION APPOINTING YOUTH COMMISSION MEMBER

The Council appoints members to City Boards & Commissions, and

The City Council received an application from Columbia Heights student Kenza Manseur requesting appointment as a Youth Commission member of the Parks and Recreation Commission.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Columbia Heights, to approve the one-year appointment of Youth Commissioner Kenza Manseur to serve as a non-voting member of the Parks and Recreation Commission.

Passed this 13th day of October, 2026

Offered by:

Seconded by:

Roll Call:

Attest:

Amáda Márquez Simula, Mayor

Aaron Chirpich, City Manager

Youth Commissioner Application

Print

Del

Submitted by: Kenza Manseur

Submitted On: 2026 08 21 15:49:55

Submission IP: 73.62.234.184 (172.31.30.139)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Sara Ion

Due Date: Open

If you have any questions regarding the Youth Commissioner application or if you would like a paper copy instead, please contact Sara Ion, City Clerk, at [763 706 3611](tel:7637063611) or sion@columbiaheightsmn.gov.

<div>* First Name</div> <div>Kenza</div>	<div>* Last Name</div> <div>Manseur</div>
--	---

<div>* Current Age</div> <div>16</div>
--

<div>Phone</div> <div></div>	<div>* Email</div> <div></div>
------------------------------	--------------------------------

<div>Phone of Parent or Guardian:</div> <div></div>	<div>* Email of Parent or Guardian:</div> <div></div>
---	---

<div>Address</div> <div></div>

* Have you and/or a legal guardian reviewed the data privacy notice on the last page of this application?

☒ Yes

* Will you be able to attend the monthly meeting on a regular basis?

☒ Yes

* You must be between 14 and 18 years old by the start of your new term.

☒ Yes, I will be of eligible age by the start of my term.

* You must be a resident of Columbia Heights or attend school in Columbia Heights to be eligible.

☒ Yes, I am a Columbia Heights resident/student and expect to be for at least another year.

Please rank your choices according to preference:
(leave off any one on which you do not wish to serve)

- Library Board
- Park & Recreation Commission
- Planning Commission
- Sustainability Commission

Rank Your Preferences Here:

Planning Commission Park & Recreation Commission Library Board sustainability Commission

Rank on a scale with 1 being your highest ranked choice.

What interests/skills/life experiences do you bring to the City Boards and Commissions?

I deeply care about the quality of life of those around me and doing what’s right and best for everyone. I carry deep empathy and compassion for all those in my life and those I meet. I currently work at a nursing home and am planning to become a nurse in the future because my passion is to help and care for others.

What do you think are the most important issues facing Columbia Heights?

I think the most important issues is quality of education in our public schools and enforcing rules to protect and make things better for students and teachers. I also think helping finding jobs and making living easier for those in need is really important as it touches close to home. Making the city safe and as happy and enjoyable as possible is the goal!

Minnesota law requires that you be informed of the purpose and intended use of the information you are providing on this application. Per Minnesota Statute 13.601, subd. 3a, your name, address, occupation, education, training, civic affiliations, qualifications, experience, and veteran status are available to anyone who requests the information.

This information will be used to identify you as an applicant, enable us to contact you when additional information is required, send you notices, and assess your qualifications for appointment. This data is not legally required, but refusal to supply the information requested may affect the City Council’s ability to accurately evaluate your application. The dissemination and use of the private data we collect is limited to that necessary for the administration of Board and Commission positions.

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information private.

You have the following rights under the MGDPA: The right to see and obtain copies of the data maintained on you, the right to be told the contents and meaning of the data, and the right to contest the accuracy and completeness of the data. To exercise these rights, contact the City Clerk, City Hall, 3989 Central Ave NE, Columbia Heights, MN, 55421.

By typing my name, I certify that I have read and understand the Data Privacy Notice and certify that the statements in this application are true and correct to the best of my knowledge:

* Type Your Name Here	Date
Kenza Manseur	04/26/2010
Format: MM/DD/YYYY	

If you are less than 18 years of age, parental permission is required for you to serve on a City of Columbia Heights board or commission. I am the parent or legal guardian of the applicant listed above. I have reviewed this application form and understand that the applicant’s participation on a City of Columbia Heights board or commission is voluntary. I understand that some City of Columbia Heights board and commission meetings are broadcast live on television. I also understand that certain data on my child as an applicant and as a member of a City of Columbia Heights board or commission is public under the law. I give permission for my child to serve on a City of Columbia Heights board or commission. I give permission for my child’s image to be used and disclosed to the public in photographs, videos, websites, social media, and on television in relation to my child’s work with a City of Columbia Heights board or commission. I understand that if my child’s application is selected for consideration by the City Council, all of the data contained in my child’s application materials and provided to the City in support of my child’s application will be published in the City Council packet and will be made available to the public, with the exception of my child’s address, email address, and phone numbers. I give permission for this disclosure.

* Name of Guardian	Date
Samia Hadj Ali	06/04/1976
Format: MM/DD/YYYY	



COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, September 2nd, 2026

Approved

10/7/2026

Item 3.

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wished to attend could do so in-person, or via Microsoft Teams by entering **Meeting ID 245 476 655 774 13** and **passcode bY2b8Mf7** at the scheduled meeting time. For questions, please contact Administration at 763-706-3610.

The meeting was called to order in the Library Community Room by Theresa Strike at 5:31pm.

Members present: Theresa Strike; Beth Al-Qudah; Olga Herrera; Chris Polley; Laurel Deneen (City Council Liaison). **Members absent:** Amina Maameri. **Others present:** Renee Dougherty (Library Director); Nick Olberding (Board Secretary). **Public present:** N/A.

1. The **Agenda** was **approved** as is.
2. The **Minutes** from **August 5, 2026**, Library Board Meeting were **moved and approved**.
3. **Review of 2026 Operating Budget:** 66.6% of the year completed and 59.9% of the budget expended.
 - a. Other Equipment (45180): 50% down payment on reupholstering several chairs/ottomans from the young adult area; the remainder should appear next month.
 - b. Yet to receive cost-sharing bills from ACL for the Integrated Library System, delivery/cataloging services, print management, Libby e-book usage or Kanopy video streaming.

Community Forum: Opportunity for public input. **No correspondence and no public in attendance.** The CHPL website hosts the contact form to submit questions or concerns: <https://chplmn.org/board>

Old Business:

4. **MN Libraries Read Together Event Planning:** Most of the Board will be in attendance in various capacities as needed; networking with staff/patrons, answering questions, advocating for library services, helping with activities, or simply reading along with everyone else. They were shown a list of anticipated activities, including book spine poetry, button-making, cosplay, parallel reading, sidewalk chalk, read dogs (if Kansas from CHPD joins us), scavenger hunts, library story sharing, and refreshments.

New Business:

5. **Library Board at Outreach Events Debrief & Discussion:** The Board was asked whether it's been worth it for them to attend community events on behalf of the Library, and what they have experienced while volunteering.
 - a. They said it's been worth their time, and each event has been an overwhelmingly positive experience, with visitors reminiscing about past events including the Konmari Clean-up method, puzzle challenges, and Storytimes. Also expressing how much they love the library.
 - b. Most recently, the Art & Info Fair seemed very well attended and diverse, with 150+ visitors stopping by the Library booth; the Board asked if we could supply more varied giveaways for events (after noticing kids getting excited for swag at other tables), and Library Board nametags to wear at events.
6. **Preliminary Report of Summer Adventures 2026:** The Board received an overview of Summer Reading Program participation totals for the past 5 years (see attached).
 - a. The first participation chart shows a decrease in 2025/2026, but tracking changed in 2025—rather than counting people just for signing up (like in 2022-2024), they were not counted until they fulfilled the 2nd checkpoint of reading 10 hours (or 10 books) and filling out their first prize drawing slip (at 5 hours they get a free book); this ensures actual reading, not just intention.
 - b. Volunteers and volunteer hours have been increasing, with difficulty in keeping them busy with projects at times. It was mentioned that we may have volunteers host a craft station in the future to ensure they have enough to do while they're here. We intend to have stricter application deadlines and schedules next

year to help with volunteer overstaffing and managing task assignments.

- c. While the number of programs has slightly decreased, attendance per program has increased.

7. Fall Staffing Update: Our three most recent Page staff members are entering college, but all intend to continue working at the Library as they move forward; we are thankful for their service and dedication to assisting the community. Saturday staffing will be slightly changing up (rather than 3 Pages, 2 will work the full day and 1 will work a half-day) for more flexibility and task sharing.

Director's Update:

8. July Board Report: Provided for informational purposes.

- a. Crooked Lake and Mississippi ACL branches will be **closed for renovations** this fall starting September 13.
 - a. The **Expungement Clinics** scheduled at Mississippi Library this fall will be moved to the Columbia Heights Public Library for September 15, October 20, and November 17 (see attached)
- b. The City implemented a new **Zoom phone system** department by department; we can now schedule our open/closed messages rather than switching it manually.

9. Board Books (what we're reading, watching, playing, listening to, or simply recommend):

- a. Chris: ***White Riot: Punk Rock and the Politics of Race*** Maxwell Tremblay & Stephen Duncombe; ***The Holy Mountain (La Montaña Sagrada)*** Alejandro Jodorowsky (streaming on Kanopy)
- b. Olga: ***Murderland: Crime and Bloodlust in the Time of Serial Killers*** Caroline Fraser; ***James*** Percival Everett
- c. Theresa: ***A Trade of Blood (Ana & Din Mystery series)*** Robert Jackson Bennett; ***The Glass Castle*** Jeannette Walls
- d. Beth: ***Dreaming of Antigone*** Robin Bridges; ***The Anatomy of Anxiety: Understanding and Overcoming the Body's Fear Response*** Ellen Vora
- e. Renee: ***Harlem Shuffle*** Colson Whitehead
- f. Laurel: ***White Riot: Punk Rock and the Politics of Race*** Maxwell Tremblay & Stephen Duncombe; ***The Haunted Mansion: Imagineering a Disney Classic*** Jason Surrell
- g. Nick: ***A Trade of Blood (Ana and Din Mystery series)*** Robert Jackson Bennett; ***Three Bags Full (Sheep Detectives series)*** Leonie Swann; ***The Sheep Detectives*** Kyla Balda (available on DVD at CHPL)
- h. Amina: ***A Long Walk to Water: A Powerful Adventure of Survival, Perseverance, and Hope in Sudan*** Linda Sue Park

There being no further business, the meeting was adjourned at 6:22pm.

Respectfully submitted,

N

Nick Olberding

Recording Secretary, CHPL Board of Trustees



CITY COUNCIL MEETING
City Hall—Council Chambers, 3989 Central Ave NE
Monday, September 28, 2026
6:00 PM

Mayor
Amada Márquez Simula
Councilmembers
Connie Buesgens
Rachel James
Justice Spriggs
Laurel Deneen
City Manager
Aaron Chirpich

MINUTES

The following are the minutes for the Meeting of the City Council held at 6:00 pm on Monday, September 28, 2026, in the City Council Chambers, City Hall, 3989 Central Avenue NE, Columbia Heights, Minnesota.

WELCOME/CALL TO ORDER/ROLL CALL

Mayor Márquez Simula called the meeting to order at 6:00 pm.

Present: Mayor Márquez Simula; Councilmember Buesgens; Councilmember Deneen; Councilmember Spriggs; Councilmember James

Also Present: Aaron Chirpich, City Manager; Mitchell Forney, Community Development Director; Jesse Hauf, IT Director; Scott Lepak, City Attorney; Antonia Alvarez Berger, City resident; Isaac Contreras, NAHREP Representative; Selma Dahir, Anoka County Mobile Crisis Clinician; Mietek Konczyk, Polish American Cultural Institute of Minnesota (PACIM) President; Jeremy Marder, Heights Theater General Manager; Dr. Khu Thao, Canvas Health Chief Executive Officer; Leon Wang, Flag Artist.

MISSION STATEMENT

Columbia Heights is a vibrant, healthy, and connected City. We are here to actively support the community, deliver equitable services, build and strengthen connections, improve upon our past, and uphold our successes. We strive to be better and ensure Columbia Heights is a great place for everyone, today and in the future.

A. Columbia Heights City Council and Staff Norms

While we are accountable to each other for these norms, the Mayor and City Manager will help us adhere to them with respectful reminders and reinforcement as needed.

PLEDGE OF ALLEGIANCE

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

APPROVAL OF AGENDA

Motion by Councilmember Buesgens, seconded by Councilmember James, to approve the Agenda as presented. All Ayes, Motion Carried 5-0.

PROCLAMATIONS, PRESENTATIONS, RECOGNITION, ANNOUNCEMENTS, GUESTS

A. Latine Heritage Month: September 15 – October 15, 2026 Proclamation

Accepting Proclamation: Antonia Alvarez Berger

Mayor Márquez Simula proclaimed September 15, 2026 to October 15, 2026, as Latine Heritage Month and read the City's proclamation.

Antonia Alvarez Berger, City resident, accepted the Proclamation. She explained that she is an organizer with the Latino community. She asked for the name of a Latino leader in the United States. She noted several Latino leaders and explained that Latinos make a significant economic contribution to the Country. She added that Latinos are under attack, which is why people need to continue to organize together.

The Singing Resistance Singers sang a song.

B. We Are Family Flag Presentation

Presenting: Leon Wang

Mayor Márquez Simula stated that Leon Wang created the We Are Family Flag and presented it in the Council Chambers.

Mr. Wang explained that it is an honor to be invited to the meeting. He noted that Ms. Alvarez Berger is a fierce advocate in the community. He explained the artwork for the flag. The reason for choosing the "We Are Family" message is to provide a direct voice for the immigrant and extend it to the greater community.

C. Heights Theater Centennial + Heights Theater Day Proclamation

Accepting Proclamation: Jeremy Marder, Heights Theater General Manager

Mayor Márquez Simula proclaimed October 08, 2026, as Heights Theater Day, and Councilmember Deneen read the City's proclamation. The Heights Theater will celebrate its centennial with eight days of special programming from October 1 through October 8, 2026, culminating with its 100th birthday on October 8, 2026.

Heights Theater General Manager Jeremy Marder expressed his gratitude for how welcoming the community has been to him. He thanked the City for the Proclamation.

D. National Suicide Prevention Awareness Month Proclamation

Accepting Proclamation: Dr. Khu Thao, Canvas Health Chief Executive Officer, Selma Dahir, Anoka County Mobile Crisis Clinician

Mayor Márquez Simula proclaimed September 2026 as National Suicide Prevention Awareness Month, and Councilmember Spriggs read the City's proclamation.

Canvas Health Chief Executive Officer Dr. Khu Thao thanked the City for the Proclamation because it sends a message that mental health is important and that no one should suffer alone. The mission of Canvas Health is to provide hope, healing, and recovery to the individuals they serve. She thanked the City and Police Department for partnering with them. The mobile crisis team operates 24/7 and is open every day of the year, and they have master's level mental health providers who meet people where they are in the community. She added that they provide services online. She emphasized the importance of working together as a community to make an impact.

E. Fire Prevention Week: October 4-10, 2026 Proclamation

Accepting Proclamation: Members of the Columbia Heights Fire Department

Mayor Márquez Simula proclaimed October 4-10, 2026 as Fire Prevention Week, and Councilmember James read the City's proclamation.

The Fire Department accepted the Proclamation and noted that the Open House is on Saturday, October 10th from 11:00 am until 2:00 pm.

F. Polish American Heritage Month: October 2026 Proclamation

Accepting Proclamation: Mietek Konczyk

Mayor Márquez Simula proclaimed October 2026 as Polish American Heritage Month, and Councilmember Buesgens read the City's proclamation.

Polish American Cultural Institute of Minnesota (PACIM) President Mietek Konczyk accepted the Proclamation and thanked the City for the recognition. Polish Heritage Month is an opportunity to celebrate the rich history, culture, tradition, and contribution of Polish Americans to the community and Country. The City has been welcoming to people from many backgrounds.

G. Presentation From National Association of Hispanic Real Estate Professionals

Presenting: Isaac Contreras, NAHREP

National Association of Hispanic Real Estate Professionals (NAHREP) Treasurer for the Twin Cities Chapter, Isaac Contreras noted that they are the largest Latino business organization in the United States and represent more than 50,000 real estate practitioners across more than 100 chapters nationwide. He introduced what NAHREP is and who they represent. The US Latino economy represents more than \$4.2 trillion in GDP. Nearly 70% of new homeowners are expected to come from the Latino community. In Minnesota, Hispanic homeownership has grown more than 60% since 2010. More than 50% of the City's residents are Hispanic or Latino. In the fourth quarter of 2025, nearly 28% of all residential purchases in the City were made by Latino homebuyers. He explained that immigrants come to the US for opportunity and a better future. He explained that NAHREP

understands that economics drives policy and noted that they have a direct connection to the families who are defining the next generation of homeowners. He explained that NAHREP would like to be part of discussions as a partner to the City.

CITY COUNCIL AND ADMINISTRATIVE REPORTS

Report of the City Council

Councilmember James mentioned that she participated in voter registration at Columbia Heights High School and was a candidate for the League of Women Voters Forum. She highlighted the Columbia Heights Homecoming. The Parks Department hosts an Imagine a Park event. She noted that she attended the groundbreaking event at Sullivan Lake Park.

Councilmember Buesgens stated she volunteered with Blooming Sunshine Garden. She added that she attended the candidate forum, the park design meetings, and the Park and Recreation Commission meeting.

Councilmember Deneen noted that she watched the candidate forum. She added that she attended the design a park meeting and door-knocked with some local and State-level campaign teams. Early voting is happening now at the County Center, and early voting at City Hall begins October 16th.

Councilmember Spriggs stated he watched the candidate forum and attended the Multicultural Advisory meeting.

Mayor Márquez Simula stated she attended the Sustainability Commission meeting, the Regional Council of Mayors meeting, and met with Latino community members with the Police Department to help build trust and open conversation. She added that she had coffee with the founding director of the Smithsonian's National Museum of the American Latino. She explained that she attended an election training and had a weekly meeting with the City Manager. She shared that the Heights Theater turns 100 years old. The League of Women Voters School Board Candidate Forum is on Thursday night at 6:00 pm, and a HeightsNext Fall Street Cleanup is on Saturday at 9:00 am starting at the library. Heights Theater has offered a \$3 off coupon for people who come and help clean and will be showing the Pinocchio movie right after the cleanup.

Report of the City Manager

City Manager Chirpich stated that there are a few openings on the Planning Commission and the City is looking for applicants to fill two vacancies. The application deadline is Sunday, October 4th, and interviews with the City Council will be on October 13th. The first Planning Commission meeting will be on November 4th, and applications can be found on the City's website.

City Manager Chirpich noted that the groundbreaking at Sullivan Lake Park occurred and the work has begun. The park is expected to open in late October, and additional park amenities will be coming in the spring of 2027.

City Manager Chirpich stated absentee voting for the November 3rd election began on September 18th. Residents can request an absentee ballot by visiting mnvotes.gov/absentee or by visiting the Anoka County Visitor Center to vote in person. Early voting in City Hall will be available starting October 16th.

8. City Manager Response to September 14, 2026, Community Forum Concerns

City Manager Chirpich mentioned that a resident raised concerns about declining health at Highland Lake within Kordiak Park and identified stormwater runoff as the likely major pollutant and provided the Council with a report discussing several potential stormwater improvements. The report was completed in 2019, and it provided several different improvements that the City could do. The resident had explained a potential solution to a lot of the stormwater runoff. One of the challenges with the suggested solution is that it would be a diversion of water from the lake onto the Minneapolis Waterworks property and would require significant collaboration with Minneapolis. The project references smaller projects that could be embedded into street reconstruction projects within the watershed.

City Manager Chirpich stated a resident spoke about concerns related to the rental density program and identified the block they live on and noted that it was larger than other blocks and asked if the City would consider changing the boundary lines to distribute rental density fairly in the area. The City Attorney provided staff with guidance. He explained how the boundaries are derived and read a portion of the Ordinance. The City Attorney advised not to set a precedent by changing the boundary due to a request by a resident. The resident brought to light something that was not conceived when the map and program were created: having a large block could have a concentration of rentals on one end of it and reach the density cap in one area. Staff is not recommending a change to the boundary.

City Manager Chirpich noted that a resident shared concerns related to semi-trucks and other commercial vehicles parking along various roadways within the street, specifically the Huset Park area. Vehicles are remaining for more than four days, are leaking oil, and are idling at night. There are Ordinances in place about parking duration. Staff is researching what other cities are doing. Staff acknowledges that it is an issue and intends to bring back the issue to the December work session.

City Manager Chirpich stated that there were several residents who expressed opposition related to municipal consent for the general layout of the Central Avenue redevelopment project. There were concerns regarding lane configurations, roundabouts, and business disruptions. The intent of the comments was to get it on the record. The Council approved the general layout for municipal consent. There are going to be more opportunities to work with people who have concerns.

COMMUNITY FORUM

Paul Ramacher, City resident, stated he disagreed with staff's recommendation not to split the block for the rental density. He explained that he has been a resident in the area for years, whereas City staff and the City Attorney do not know the area. He proposed splitting the block into 32 houses. There have been about five houses that have gone up for sale, and only one of them is not a rental. The neighborhood is overcrowded with rental properties, and there is no parking in the area. He explained that the boundary lines need to have common sense. He asked the Council if they would want to have a neighbor who cuts down trees to put in parking for the residents in the rental property, or a neighbor who does not mow the lawn and requires the City to be contacted, or a neighbor with 10 to 20 residents in the home plus all of the vehicles, or have a neighbor who parks vehicles in the yard, or

have a neighbor who throws late-night parties. He noted that the Council has an opportunity to make it better. He asked the Council to listen to the residents who live in the community. He asked the Council to make a vote on the item.

Mayor Márquez Simula explained that the Council would not be able to take a vote during the meeting because it needs to be posted for three days and researched by staff. Mr. Ramacher asked what the next steps were. Mayor Márquez Simula replied that staff would provide follow-up information at the next Council meeting. Mr. Ramacher mentioned that a Councilmember put the item on an agenda for a work session. City Manager Chirpich replied that the next two work sessions are dedicated to budget review and the next regular work session is in December. He explained that policy change flows through the work session. If the Council is interested in taking the item further and considering it, they will get it into the workflow. The last time there was a discussion on density caps, the Council had a conversation about expanding the percentage.

Mr. Ramacher emphasized the need for a resolution for the issue.

Doug Jones, City resident, shared photos with the Council. He stated he has been involved with the water quality on Silver Lake for many years. This summer he worked in conjunction with the Rice Creek Watershed to move 14,685 carp. There is a real problem on Silver Lake. Three years ago, milfoil was introduced to the lake, and 15% of the lake was treated, but it had no impact on the lake. The next year, 100% of the lake was treated, and the milfoil was eliminated. The residents paid for the cost of the treatment in conjunction with some funds from the City, Anoka County, and St. Anthony. The lake has been in terrible shape this summer because of the carp. He noted that they are hoping to remove the curly leaf pondweed and other invasive species next year. The water quality committee has been introducing native plants that were approved by the DNR and will be planted next year. The carp have been detrimental because they eat the roots of the native plants. The DNR has blocked a way for carp to get into the pond area to lay their eggs. By doing so, the carp will lay eggs in the lake, and sunfish will help keep the carp population under control by eating the eggs. He asked the Council to include \$3,000 in the budget for the Lake Association to use to treat the lake. He requested that the City install one or two weirs on the lake because the water from Prestemon Park is not treated. He noted drainage sites that drain untreated water into Silver Lake and explained that the weirs would make a huge improvement to the quality of Silver Lake.

City Manager Chirpich explained that all of the lakes are being looked at and the Council had a brief discussion about participating in these kinds of projects and who to collaborate with.

Sheryl Brown, City resident, thanked the Council for the work they do. She expressed her concern about people being able to vote safely without fear or intimidation. She added that she is concerned about whether local officials and law enforcement have thought about or trained for any adverse scenarios that may arise on November 3rd or after. She asked if there were plans in place for City officials and police to work with County officials and sheriffs if any safety concerns arise at the polls.

Mayor Márquez Simula replied that Ms. Brown's concern is on the City's radar and election staff are aware. She encouraged people to vote early and noted that the election judges are well trained.

CONSENT AGENDA

Mayor Márquez Simula requested that agenda Item 7, "Adoption of Resolution 2026-057, Designating Election Judge Salaries and Election Judges for the November 3, 2026, General Election," be removed from the Consent Agenda for further discussion.

Motion by Councilmember Deneen, seconded by Councilmember Spriggs, to approve the Consent Agenda as presented with Item 7 removed for further discussion. All Ayes, Motion Carried 5-0.

1. Approve September 8, 2026, City Council Work Session Meeting Minutes

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to approve the September 8, 2026, City Council Work Session meeting minutes.

2. Approve August 24, 2026, City Council Meeting Minutes

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to approve the August 24, 2026, City Council meeting minutes.

3. Award Replacement of the Digital Sign at Top Valu II Liquor Store to Albrecht Sign Company, Not To Exceed \$50,000

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to award replacement of the digital sign at Top Valu II Liquor Store to Albrecht Sign Company, not to exceed \$50,000.

4. Laserfiche Software License Renewal

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to approve the three-year renewal of Laserfiche software licensing through OPG-3, Inc., with annual increases of 3%, and authorize the City Manager to execute the agreement.

5. Adopt Resolution 2026-061, Approving LELS Captain and Deputy Chief Labor Agreement

Presenting Item: Aaron Chirpich / City Manager

MOTION: Move to waive the reading of Resolution 2026-061, there being ample copies available to the public.

MOTION: Motion to adopt Resolution 2026-061, approving LELS Captain and Deputy Chief Labor Agreement.

6. Renewal of Canvas Health Social Worker Contract 2027

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to authorize the City Manager and Police Chief to enter into an updated agreement with Canvas Health to continue to provide two full-time health professionals. Cost of 2027 contract is \$141,000 annually.

7. Pulled from the Consent Agenda for further discussion “Adoption of Resolution 2026-057, Designating Election Judge Salaries and Election Judges for the November 3, 2026, General Election.”

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to waive the reading of Resolution 2026-057, there being ample copies available to the public.

MOTION: Motion to approve Resolution 2026-057, designating election judges and setting election judge salaries for the 2026 General Election.

8. Rental Occupancy Licenses for Approval

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to approve the items listed for rental housing license applications for September 28, 2026, in that they have met the requirements of the Property Maintenance Code.

9. License Agenda

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move to approve the items as listed on the business license agenda for September 28, 2026, as presented.

10. Review of Bills

Presenting Item: Aaron Chirpich, City Manager

MOTION: Move that, in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list to claims paid by check and by electronic funds transfer in the amount of \$1,616,569.36.

ITEMS PULLED FROM THE CONSENT AGENDA

7. Adoption of Resolution 2026-057, Designating Election Judge Salaries and Election Judges for the November 3, 2026, General Election

City Manager Chirpich noted that the current Resolution lists who the election judges are, with room to include additional election judges. He mentioned that Councilmember Deneen’s husband is serving as an election judge, which is why the item was pulled. The City Attorney advises that she abstain from the vote.

Motion made by Councilmember Spriggs, seconded by Councilmember James, to waive the reading of Resolution No. 2026-057, there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion made by Councilmember Spriggs, seconded by Councilmember James, to approve Resolution 2026-057, being a Resolution of the City Council of the City of Columbia Heights,

designating election judge salaries and election judges for the November 3, 2026, General Election. 4 Ayes, 1 Abstain, Motion Carried 4-1. Ayes: Spriggs, James, Buesgens, Mayor Márquez Simula. Abstain: Deneen.

ITEMS FOR CONSIDERATION

Ordinances and Resolutions

11. Resolution to Approve DNR Grant Required Restrictive Covenant for Sullivan Lake Park

Presenting Item: John W. Stutzman, Parks and Recreation Director

City Manager Chirpich stated that the City has entered into a grant agreement with the Minnesota Department of Natural Resources for \$350,000 in Land and Water Conservation Fund funding for improvements at Sullivan Lake Park. The grant supports improved accessibility, a new play area, seating, shade opportunities, and lighting infrastructure. As a condition of the grant, the City must place a restrictive covenant on the park property. The covenant requires the property to be permanently maintained for public outdoor recreation. Any conversion to another use would require written approval from the Minnesota Department of Natural Resources and the U.S. Secretary of the Interior.

Motion by Councilmember Buesgens, seconded by Councilmember Spriggs, to waive the reading of Resolution No. 2026-58, there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Buesgens, seconded by Councilmember Spriggs, to approve Resolution 2026-58, being a Resolution of the City Council of the City of Columbia Heights, authorizing execution of the Declaration of Restrictive Covenant required for the Sullivan Lake Park Land and Water Conservation Fund grant. All Ayes, Motion Carried 5-0.

12. Amendment of Prodeo Bond Agreements

Presenting Item: Mitchell Forney, Community Development Director

Community Development Director Forney stated that in 2019, the City of Columbia Heights issued Charter School Lease Revenue Bonds for the Prodeo Academy Project, with the proceeds loaned to Friends of Prodeo Inc. to finance the acquisition, demolition, construction, and equipping of the charter school facility located at 4141 University Avenue Northeast. The Series 2019A Bonds remain outstanding, while the related Taxable Series 2019B Bonds matured in July 2024 and are no longer outstanding.

Community Development Director Forney mentioned that Prodeo Academy is proposing to acquire additional charter school facilities in the City of Saint Paul. The proposed financing for the St. Paul Project requires the consent of the City and the holders of the bonds, for which 100% of the bondholders have agreed to the proposed transaction. This leaves the final step in amending the bond agreement documents to reflect the changes necessary for the new project.

Community Development Director Forney noted that ultimately, the proposed amendments and St. Paul Mortgage add a new collateral/liquidity deposit obligation but do not change the stated bond yield, maturity, scheduled principal or interest payments, or priority of the original collateral package. In particular, the proposed amendments add the St. Paul Project into the bondholder security package, but only through a new second-lien mortgage (the St. Paul Mortgage) rather than by changing the original collateral (the school facility located in Columbia Heights). In addition, there is a requirement to fund a newly established Stabilization Fund in the amount of \$750,000, and replenishment of any deficiency of such amount. The First Supplemental Indenture allows the Trustee to transfer amounts in the Stabilization Fund to the Bond Fund in the event of any deficiency in the Bond Fund to pay debt service on the Series 2019A Bonds. Therefore, the addition of the Stabilization Fund improves the payment waterfall from the holders' perspective.

Community Development Director Forney stated that because the City is the issuer of the Series 2019A Bonds, the proposed amendments require City Council approval and execution of the First Amendment to the Loan Agreement and First Supplemental Indenture. The City is not providing additional financing for the St. Paul Project or assuming additional financial liability as part of the proposed amendments. The resolution expressly maintains the Series 2019A Bonds as special, limited obligations of the City, payable solely from the revenues and other sources identified in the bond documents, and does not create a charge against the City's general credit or taxing powers.

Community Development Director Forney explained that the City's Bond Counsel has determined that the proposed amendments will not adversely affect the exclusion of interest on the Series 2019A Bonds from gross income for federal income tax purposes, satisfying a requirement of the original bond documents.

Motion by Councilmember Deneen, seconded by Councilmember James, to waive the reading of Resolution 2026-060, there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Deneen, seconded by Councilmember James, to adopt Resolution 2026-060, being a Resolution of the City Council of the City of Columbia Heights approving the execution and delivery of amended bond documents in connection with the City's charter school lease revenue bonds (Prodeo Academy Project), series 2019A. All Ayes, Motion Carried 5-0.

13. Approval of Resolution 2026-059 Authorizing an Increase to the Economic Development Authority's Tax Levy

Presenting Item: Mitchell Forney, Community Development Director

Community Development Director Forney stated that at the September 1st EDA meeting, the EDA discussed and passed resolutions setting its budget for 2027. EDA Resolution 2026-27 requests that the City, on behalf of the EDA, raise the EDA tax levy from \$394,800 in 2026 to \$416,000 in 2027. Since the EDA tax levy is under the administration of the City

Council, the City must annually approve the EDA tax levy. During review of state statute, staff identified an additional public hearing process that is required when a city increases its EDA levy. Resolution 2026-059 is the first step in this process, which is highlighted in section 469.107 sub. 2 of state statute.

Community Development Director Forney mentioned that the EDA has requested a levy increase in order to add additional funds to its current and future initiatives. Since the EDA levy is a City tax levy, the increase is added to the city's overall budget. The \$21,200 increase in the EDA levy contributes to the overall increase in the City's gross tax levy for 2027. This contributes to the direct reinvestment of the funds into the city. The EDA will distribute the funds to various programs and initiatives through its goal setting in 2027.

Councilmember James expressed gratitude for the levy increase and noted that the EDA has done incredible work with the façade improvement grants, the business programs, and helping people who were impacted by Operation Metro Surge. The money goes back into the community.

Motion by Councilmember James, seconded by Councilmember Buesgens, to waive the reading of Resolution 2026-059, there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember James, seconded by Councilmember Spriggs, to approve Resolution 2026-059, being a Resolution of the City Council of the City of Columbia Heights, authorizing a tax levy increase by the city for economic development purposes. All Ayes, Motion Carried 5-0.

14. Resolution 2026-053 Adopting A Proposed Budget For The Year 2027, Setting The Proposed City Levy, Approving The HRA Levy, Approving A Tax Rate Increase, And Establishing A Budget Hearing Date For Property Taxes Payable In 2027

Presenting Item: Joseph Kloiber, Finance Director

Finance Director Kloiber stated that, as required under the city charter, the city manager provided the City Council with a proposed 2027 budget and tax levy on August 24, 2026. This was also published on the City's website the next day. The principal factors influencing the 2027 budget were reviewed with the City Council at the September 8, 2026, work session. The proposed budget includes a 5.3% increase in the City's gross tax levy, which combines a 4.1% increase for local taxpayers' share of the levy and a 9.6% increase in the share paid by the Metro Area Fiscal Disparities subsidy.

Councilmember Deneen thanked the Finance Department and staff for the work that they do.

Mayor Márquez Simula expressed understanding of wanting lower taxes and explained that she believes City employees should get paid for the work that they do and noted that

health insurance costs have increased. She thanked staff for working hard to minimize taxes increasing significantly.

Finance Director Kloiber noted that the City has worked on a long-term plan instead of going year-by-year, which has paid off.

Motion by Councilmember Spriggs, seconded by Councilmember Deneen, to waive the reading of Resolution 2026-053, there being ample copies available to the public. All Ayes, Motion Carried 5-0.

Motion by Councilmember Spriggs, seconded by Councilmember Deneen, to adopt Resolution 2026-053, being a Resolution of the City Council of the City of Columbia Heights, adopting a proposed budget for the year 2027, setting the proposed city levy, approving the HRA levy, approving a tax rate increase, and establishing a budget hearing date for property taxes payable in 2027 of December 14, 2026, at approximately 6:00 p.m. in the City Council chambers. All Ayes, Motion Carried 5-0.

ADJOURNMENT

Motion by Councilmember James, seconded by Councilmember Buesgens, to adjourn. All Ayes, Motion Carried 5-0.

Meeting adjourned at 7:55 pm.

Respectfully Submitted,

Aaron Chirpich, City Manager

CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	OCTOBER 13, 2026

ITEM:	Adopt Resolution No. 2026-064 Amending The 2026 Personnel Budget For Certain Estimates.
<i>Presenting Item: Aaron Chirpich, City Manager</i>	
DEPARTMENT: Finance	BY/DATE: Joseph Kloiber, Finance Director / October 6, 2026
<p>CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i></p> <p> ☐ Community that Grows with Purpose and Equity ☒ Engaged, Effective and Forward-Thinking ☐ High Quality Public Spaces ☐ Resilient and Prosperous Economy ☐ Safe, Accessible and Built for Everyone ☐ Inclusive and Connected Community </p>	

BACKGROUND

Through the course of compiling estimates for the 2027 personnel budget, staff have identified certain improvements available in the estimates used for the 2026 personnel budget. This sort of administrative "housekeeping" is a normal periodic outcome of monitoring the City's ongoing financial reporting.

SUMMARY OF CURRENT STATUS

The changes in three particular budget estimates which comprise the proposed amendment are described within the attached resolution. In regard to the underestimation of 2026 seniority step raises due to clerical error, we emphasize this had no effect on the actual 2026 seniority step raises issued to staff through the payroll process. This error only understated the estimated budget for these step raises.

STAFF RECOMMENDATION

As noted in the attached resolution, staff advises that revising these budget estimates will improve financial reporting.

RECOMMENDED MOTION(S):
<p>MOTION: Move to waive the reading of Resolution 2026-064, there being ample copies available to the public.</p> <p>MOTION: Motion to adopt Resolution 2026-064, amending the 2026 personnel budget for certain estimates.</p>

ATTACHMENT(S)

Resolution 2026-064

A RESOLUTION AMENDING THE 2026 PERSONNEL BUDGET FOR CERTAIN ESTIMATES

On December 8th, 2025, the City Council of the City of Columbia Heights adopted Resolution 2025-89 establishing an initial 2026 budget, as required by the city charter and Minnesota statute; and

Resolution 2025-89 was prepared based on the best estimates of personnel costs available at that time; and

Improved estimates of those personnel costs through the end of the City of Columbia Heights' fiscal year ended December 31, 2026, are now available; and

The City Council of the City of Columbia Heights has determined that authorizing the related budget increases and decreases listed below will improve the matching of 2026 resources to approved public uses, without increasing property taxes or other revenues collected from residents and other stakeholders.

NOW, THEREFORE, in accordance with all ordinances and regulations of the City of Columbia Heights, the City Council of the City of Columbia Heights makes the following:

ORDER OF COUNCIL

IT IS HEREBY RESOLVED, that :

1. Budgeted 2026 General Fund revenue and expenditures are increased by \$41,000 to reflect more intergovernmental fire service aid received from the State of Minnesota than originally estimated. Under previously established City policy, this funding is passed through to the Columbia Heights Fire Relief Association for contribution to its paid-on-call firefighter pension plan.
2. Budgeted expenditures are additionally increased (decreased) as listed below to:
 - a. Reflect a material reduction in 2026 worker's compensation insurance premiums from the original estimates of those premiums.
 - b. Correct an understatement of 2026 seniority step raises in the original estimate, due to clerical error.

General Fund	101	(\$1,100)
Planning and Inspections Fund	201	8,600
EDA Administration Fund	204	7,000
State Street Aid Maintenance Fund	212	5,100
Library Fund	240	13,100
Water Fund	601	(4,000)
Sanitary Sewer Fund	602	(4,000)
Refuse Fund	603	200
Storm Sewer Fund	604	(100)
Liquor Fund	609	(6,800)
Central Garage Fund	701	6,300
Facilities Maintenance Fund	705	(2,800)
Information Technology Fund	720	13,200
Total		\$34,700

Passed this 13th day of October 2026

Offered by:

Seconded by:

Roll Call:

Mayor Amáda Márquez Simula

Aaron Chirpich, City Manager

CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	OCTOBER 13, 2026

ITEM:	Enter into Separation Agreement and Release of All Claims with Employee								
<i>Presenting Item:</i> Aaron Chirpich, City Manager									
DEPARTMENT: Attorney's Office		BY/DATE: Scott Lepak/ October 8, 2026							
<p>CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i></p> <table> <tr> <td>☐ Community that Grows with Purpose and Equity</td> <td>☒ Engaged, Effective and Forward-Thinking</td> </tr> <tr> <td>☐ High Quality Public Spaces</td> <td>☐ Resilient and Prosperous Economy</td> </tr> <tr> <td>☐ Safe, Accessible and Built for Everyone</td> <td>☐ Inclusive and Connected Community</td> </tr> </table>				☐ Community that Grows with Purpose and Equity	☒ Engaged, Effective and Forward-Thinking	☐ High Quality Public Spaces	☐ Resilient and Prosperous Economy	☐ Safe, Accessible and Built for Everyone	☐ Inclusive and Connected Community
☐ Community that Grows with Purpose and Equity	☒ Engaged, Effective and Forward-Thinking								
☐ High Quality Public Spaces	☐ Resilient and Prosperous Economy								
☐ Safe, Accessible and Built for Everyone	☐ Inclusive and Connected Community								

BACKGROUND

The incumbent City Clerk is on a leave of absence and indicated a desire to prospectively separate her employment with the City effective December 14, 2026, rather than return to active status. This advance notice will allow the City to begin recruitment efforts to replace this position so that there is a limited time when the position is vacant. Because the employee is not permitted to rescind this prospective resignation upon acceptance by the City Council, recruitment can begin immediately with a goal to have this position filled by January 1, 2027, if not earlier.

SUMMARY OF CURRENT STATUS

City staff have developed a plan to address the election duties and responsibilities generally associated with the City Clerk to date. This plan was implemented for early voting and will also be in place for the November election. Following this time limited high volume work, the balance of the year represents an ideal time to provide transition of this position to a new employee so that the area can be fully staffed going into calendar year 2027. If approved by the City, the Agreement provides that the Employee will remain reasonably available to respond by email to position-related questions from the City to further facilitate a smooth transition within this position.

Where the City is agreeing to extend employment pay and benefits for a designated time in the future, the City Attorney recommends that the employee sign a release of claims as consideration for the City entering into this Agreement. The employee has agreed to this approach. The agreement is attached.

STAFF RECOMMENDATION

Staff recommend the City enter into the attached Separation Agreement and Release of All Claims with Employee.

RECOMMENDED MOTION(S):

MOTION: Motion to approve the attached Separation Agreement and Release of All Claims with Employee and further authorize and direct the City Manager to execute the Agreement.

ATTACHMENT(S)

- Separation Agreement and Release of All Claims with Employee

SEPARATION AGREEMENT AND RELEASE OF ALL CLAIMS

This Agreement and Release of All Claims (hereinafter the “Agreement”) is entered into on the dates noted below and between the City of Columbia Heights (hereafter “Employer”) and Sara Ion (hereafter “Employee”). The Employer and Employee will collectively be referred to as the parties.

RECITALS

1. Employee is employed by the Employer as City Clerk.
2. Employee is prospectively resigning from employment with the City and wishes to document the terms of her employment prior to said resignation date.
3. The parties wish to resolve all potential issues and disputes through this Agreement in the interest of avoiding any disputes which may arise out of Employee’s employment with the Employer and her separation from employment with the Employer.

AGREEMENT

1. Employee will resign her employment with the City effective December 14, 2026 unless such resignation becomes effective earlier as noted in Paragraph 1(g) below. The Employer hereby accepts this resignation and will deem it a voluntary resignation in good standing for all purposes, including for purposes of the payment of separation benefits pursuant to City Personnel Policies in effect on September 30, 2026. In response to any requests for information or reference inquiries regarding Employee, the Employer will respond with public information as outlined in Minn. Stat. Sec. 13 and private information to the extent that the release of private data is authorized by Employee in writing.
 - a. Employee will continue to utilize existing sick leave benefits through September 30, 2026.
 - b. Employee will be placed on paid administrative leave effective October 1, 2026. Unless separated earlier as noted in Paragraph 1(g) below, this administrative leave will continue through December 13, 2026.
 - c. During the administrative leave of absence, the City will pay Employee wages at the rate of pay as of September 30, 2026. Payments will be made at regular City pay period intervals. The payments will be reduced by applicable federal and state taxes, employment taxes, and other customary withholdings and City contributions as verified by the City’s personnel records. Payments will also be subject to PERA contributions.
 - d. Employee will continue to accrue vacation and sick leave benefits during this

paid leave of absence, to be paid at separation pursuant to City Personnel Policies in effect on September 30, 2026.

- e. Additionally during Employee's paid leave of absence the City will also continue to pay the City's contribution to group health, dental and any additional insurance premiums at the same rate and in the same manner as currently being paid by the City through December 31, 2026.
 - f. During the period of the paid leave of absence, the Employee will remain reasonably available to respond by email to position related questions from the City recognizing that the Employee will not have access to City data or information systems. Any telephone conference or Teams meeting will be scheduled with at least two (2) business days' advance notice. No time will be charged to any of Employee's leave banks.
 - g. This administrative leave end date and effective resignation date noted above will occur earlier upon the Employee accepting benefit eligible employment from another employer. In such event, the administrative leave will be discontinued and the resignation will occur on the date prior to the Employee's appointment to said benefit eligible employment.
2. Consideration. In settlement of all claims and potential claims, as set forth in the Release and Waiver of All Claims provision of this Agreement, arising out of and related to Employee's employment and separation from employment, and subject to the right to nullify as noted in Paragraph 5 or rescind as noted in Paragraph 6(g), the Employer shall provide the consideration noted in Paragraph 1.
 3. Effective January 1, 2027, Employee will not be eligible for further continued health insurance benefits except that Employee is entitled to continuation of health and life insurance benefits pursuant to the Consolidated Omnibus Reconciliation Act ("COBRA"), 29 U.S.C. 1161, et seq. and applicable state law. If the Employee elects to continue health and/or life insurance coverage pursuant to COBRA, Employee is responsible for payment of these insurance premiums.
 4. Other Benefits. Employee will receive the payout of accrued vacation and sick benefits as outlined in the City's personnel policies that are in effect on September 30, 2026 applicable to separations in good standing. Aside from the payment of amounts noted in Paragraph 1 noted above and the separation of accrued vacation and sick benefits noted in this paragraph, the Employee agrees that she is not entitled to and will not make any claim for any additional compensation regardless of whether such claim is in the form of a demand for time worked but not compensated, accrued and unused personal time off, whether it is characterized as a claim for sick leave, vacation leave or other compensation, compensatory time off and regardless of whether such compensation is provided for by personnel policy, past practice, collective bargaining agreement (if applicable) or other agreement.

5. Employee agrees that if Employee exercises any right of rescission, the Employer may at its option either nullify this Agreement in its entirety or keep it in effect as to all claims not rescinded in accordance with the rescission provisions of this Agreement. In the event the Employer opts to nullify the entire Agreement, neither Employee nor the Employer will have any rights or obligations whatsoever under this Agreement except that, in the event the Employer opts to nullify the entire Agreement, all time paid from and after September 30, 2026 to the date of rescission will be deducted from accruals in the Employee's existing leave banks in the following order: 1) vacation; and 2) sick leave. No further payments will be made following rescission.
6. Release and Waiver of All Claims.
 - a. Definitions. All words used in this Release and Waiver of All Claims are intended to have their plain meaning in ordinary English. Specific terms used in this release have the following meanings:
 1. "Employer" as used in this Release and Waiver of All Claims, will at all times mean the City of Columbia Heights and the present and former elected officials, employees, agents, representatives, assigns, insurers, predecessors, or successors of any of them, in both their individual and official capacities.
 2. "Employee" as used in this Release and Waiver of All Claims, means Sara Ion, or anyone who has or obtains any legal rights or claims through Employee, including without limitation, assigns, successors, representatives, executors, and heirs.
 3. "Employee's Claims" as used in this Release and Waiver of All Claims, means any rights Employee has to any relief of any kind from the Employer whether or not Employee knows now about those rights, arising out of or related to Employee's employment with the Employer and Employee's separation from employment including, without limitation, the following:
 - (a) Claims for breach of contract, fraud or misrepresentation, deceit, assault and battery, defamation, all forms of unlawful discrimination and/or harassment, negligence, intentional or negligent infliction of emotional distress, mental anguish, humiliation, embarrassment, pain and suffering, reprisal, retaliation, unfair labor practices, breach of the covenant of good faith and fair dealing, promissory estoppel, negligence or other breach of duty, wrongful termination of employment, retaliation, breach of public policy, vicarious liability, invasion of privacy, interference with contractual or business relationships, reprisal, retaliation; and
 - (b) Claims for violation of the Constitution of the United States, the Constitution of the State of Minnesota, the Americans with Disabilities Act ("ADA"), the Rehabilitation Act of 1973, the ADA

Amendments Act (“ADAA”), the Federal Fair Employment Practices Act, Title VII of the federal Civil Rights Act of 1964 as amended, the federal Age Discrimination in Employment Act (“ADEA”), the Equal Pay Act (“EPA”), the Lilly Ledbetter Fair Pay Act of 2009, the Fair Labor Standards Act (“FLSA”), the Family and Medical Leave Act (“FMLA”), Section 1983 claims, the Minnesota Human Rights Act, the Minnesota Veterans Preference Act, the Workers’ Compensation Wrongful Discharge statute, Minn. Stat. § 176.82, Minnesota Whistleblower statute, Minn. Stat. § 181.932, or other federal, state or local civil rights laws prohibiting discrimination, and any other claims for unlawful employment practices; and

- (c) Claims for alleged injuries or damages or compensation for bodily injury, personal injury, wage loss benefits, reinstatement, medical expenses, emotional distress, fines, penalties, exemplary and punitive damages, attorney’s fees, costs and expenses, interest, and claims of injunctive relief.
- 4. “Employer’s Claims” as used in this Release and Waiver of All Claims, means any rights the Employer now has to any relief of any kind from Employee, whether or not known, arising out of or related to Employee’s employment with the Employer and her separation from employment.
- b. Employee’s Agreement to Release Claims Against the Employer. In exchange for the promises of the Employer contained in this Agreement and the valuable consideration as set forth in paragraph 1 of this Agreement, Employee releases all of Employee’s Claims against the Employer that Employee now has, whether or not Employee knows about them. Employee agrees that the Employer does not owe Employee anything in addition to the promises of the Employer contained in this Agreement except as may be required pursuant to the City’s personnel policies applicable to separating Employees. In exchange for the promises of Employee contained in this Agreement, the Employer likewise releases all of Employer’s Claims against the Employee, whether or not known, arising out of or related to Employee’s employment with the Employer and her separation from employment, including without limitation any claim for recovery of insurance premiums, benefit costs, or overpayment of wages.
- c. This Release will not impact any claims that the Employee or Employer cannot release. In no way should the Agreement be construed as limiting any rights Employee or Employer may have pertaining to acts occurring after the date of this Agreement. In accordance with the requirements of 29 USC §626(f), this waiver does not affect rights or claims under the Age Discrimination in Employment Act arising after the date this Agreement is executed. By signing this Agreement Employee is not prohibited from filing a charge with the EEOC although Employee agrees that Employee will not be able to recover any award of compensation, damages, or any other monies if Employee files a charge or complaint or has a charge or complaint filed on Employee’s behalf with any

federal, state, or local government agency. Nothing in this Agreement limits Employee's right to testify, assist, or participate in an investigation, hearing, or proceeding conducted by the EEOC under the ADEA, Title VII, the ADA, or the Equal Pay Act (EPA).

- d. Employee will not bring any lawsuits, commence any proceeding relating to any claim, file any charges or complaints or make any other demands against the Employer based upon Employee's Claims outside of those identified in Paragraph 6(c) except as permitted by law, and if the law permits Employee to commence such a proceeding, Employee agrees that Employee may not seek or recover any monetary damages or other relief as a result of any such proceeding.
- e. Employee fully and completely releases, waives, and forever discharges and promises not to sue, or make any other demands against the Employer related to any and all manner of claims, demands, actions, causes of action, administrative claims, promises, agreements, contracts, rights, liability, damages, claims for attorneys' fees, costs, and disbursements, or demands of any kind, including but not limited to, all claims arising in tort or contract, or any other federal, state, and local laws, statutes, ordinances, regulations or orders or any other claims in any manner relating to Employee's employment with and separation from the Employer arising in law or equity, whether known, suspected, or unknown, and however originating or existing which Employee now has, or which Employee at any time heretofore had or had a claim to have, against the Employer to the date of execution of this Release.
- f. Consideration Period. Employee understands that Employee has twenty-one (21) calendar days from the date Employee receives the Agreement, not counting the day upon which Employee receives it, to consider whether or not Employee wishes to sign the document and release claims as set forth above pursuant to the Age Discrimination in Employment Act, 29 U.S.C. §§ 621-34. Employee agrees that changes to the Agreement, whether material or immaterial, will not restart the twenty-one (21) calendar day acceptance period. Employee acknowledges that if Employee signs the Release before the end of the twenty-one (21) day period, it is because Employee has decided that Employee has already had sufficient time to decide whether to release all of Employee's claims.
- g. Right to Rescind. Employee has the right to rescind (cancel) this Agreement only insofar as it extends to potential claims under the Age Discrimination in Employment Act by informing the Employer of Employee's intent to revoke this Agreement within seven (7) calendar days following Employee's execution of it as noted below.

Employee likewise has the right to rescind (cancel) this Agreement only insofar as it extends to potential claims under the Minnesota Human Rights Act by written notice to the Employer within fifteen (15) calendar days following Employee's execution of this Agreement as noted below.

To be effective, any such rescission must be in writing and hand-delivered to the Employer or, if sent by mail, it must be (1) postmarked within the fifteen (15) calendar day period (or seven (7) calendar day if applicable); (2) properly addressed to the City of Columbia Heights, to the attention of City Human Resources Director Ellie Cortes Greene, 3989 Central Avenue NE, Columbia Heights, MN 55421, and (3) sent by certified mail, return receipt requested.

- h. This Release will not impact any claims that the Employer may have against Employee for the Employer's liability incurred because the Employee:
 - (1) was acting outside the performance of the duties of the position; or
 - (2) was guilty of malfeasance in office, willful neglect of duty, or bad faith.

This Release does not impact any claims that the Employer may have against Employee from criminal activity. Nothing in this Agreement limits the Employer's obligation to defend and indemnify Employee under Minn. Stat. § 466.07 for acts or omissions in the performance of her duties.

- 7. Entire Agreement. This Agreement contains the entire agreement between the parties. The parties agree that there were no inducements or representations leading to the execution of this Agreement between the parties other than those contained in this Agreement.
- 8. Non-Admission. Nothing in this Agreement is intended to be, nor will it be deemed to be, an admission of liability by the Employer that it has violated any contract, policy, state, federal or local statute or ordinance, administrative regulation or principle of common law, or that it has engaged in any wrongdoing whatsoever.
- 9. Voluntary and Knowing Action. Employee represents and agrees that (a) Employee has had the opportunity to be represented by legal counsel; (b) Employee has read this Agreement and fully understands the terms and conditions contained herein; (c) Employee relies solely upon Employee's own judgment regarding the proper, complete and agreed upon consideration for, and language of, this Agreement; (d) Employee has not been influenced to sign this Agreement by any statements or representations of the Employer or agents or attorneys not contained in this Agreement; and (e) Employee enters into this Agreement knowingly and voluntarily.
- 10. Governing Law. This Agreement will be construed and interpreted in accordance with the laws of the State of Minnesota.

11. Counterparts. This Agreement may be signed simultaneously in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

For Employer

For Employee



Columbia Heights City Manager

Sara Ion

Dated:

Dated: October 8, 2026

5184462.2

CITY COUNCIL MEETING

AGENDA SECTION	CONSENT
MEETING DATE	OCTOBER 13, 2026

ITEM:	Adopt Resolution 2026-065, A Resolution Approving Three Contracts with Eckberg Lammers, P.C. for Civil, Criminal Prosecution, and Labor and Employment Legal Services								
<i>Presenting Item:</i> Aaron Chirpich, City Manager									
DEPARTMENT: Administration		BY/DATE: Jesse Hauf – IT Director/ October 5 th , 2026							
<p>CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an “X” in front of the selected text below)</i></p> <table> <tr> <td>☐ Community that Grows with Purpose and Equity</td> <td>☒ Engaged, Effective and Forward-Thinking</td> </tr> <tr> <td>☐ High-Quality Public Spaces</td> <td>☐ Resilient and Prosperous Economy</td> </tr> <tr> <td>☐ Safe, Accessible and Built for Everyone</td> <td>☐ Inclusive and Connected Community</td> </tr> </table>				☐ Community that Grows with Purpose and Equity	☒ Engaged, Effective and Forward-Thinking	☐ High-Quality Public Spaces	☐ Resilient and Prosperous Economy	☐ Safe, Accessible and Built for Everyone	☐ Inclusive and Connected Community
☐ Community that Grows with Purpose and Equity	☒ Engaged, Effective and Forward-Thinking								
☐ High-Quality Public Spaces	☐ Resilient and Prosperous Economy								
☐ Safe, Accessible and Built for Everyone	☐ Inclusive and Connected Community								

BACKGROUND

The City currently retains Barna, Guzy & Steffen for civil, prosecution, and labor/employment legal services. The retirement of the City’s lead attorney, together with the City’s planned competitive review of legal services, created an appropriate time to evaluate the market and identify the service model that best meets the City’s current needs.

Staff issued a request for proposals for three service tracks: Civil Legal, Prosecution, and Labor/Employment. Eight firms submitted proposals for one or more tracks. Staff reviewed the proposals, developed track-specific scoring criteria, and interviewed five firms representing the highest-ranked proposals across the three tracks. The interviews used standardized questions and practical scenarios to evaluate experience, staffing, responsiveness, transition planning, and overall fit.

SUMMARY OF CURRENT STATUS

Eckberg Lammers received the highest overall score on each track. The firm submitted the most complete proposal across all three service areas, and staff concluded through the interviews that its team, depth of municipal experience, communication approach, and transition plan provide the best overall fit for the City.

Service Track	First-Ranked Firm	Second-Ranked Firm	Third-Ranked Firm
Civil Legal	86.9 – Eckberg Lammers	81.9 – Kennedy & Graven	78.3 – BBG
Prosecution	95.8 – Eckberg Lammers	90.0 – BBG	85.6 – GDO
Labor & Employment	82.8 – Eckberg Lammers	82.7 – Kennedy & Graven	80.4 – Madden

Scores are the combined proposal and interview results on a 100-point scale.

The RFP process also showed that a fixed retainer does not align well with the City’s Civil Legal service volume. Staff recommend an hourly structure that allows the City to pay for services as needed and assign work to attorneys and paralegals based on the complexity of each matter. Compared with the other proposals,

Eckberg Lammers' pricing was at the higher end for Civil Legal services, the lower end for Prosecution, and near the median for Labor and Employment.

Service Track	Current 2026 Pricing	Eckberg Lammers 2027	Comparison With Other RFP Proposals	Planning Impact
Civil Legal	\$4,380 monthly retainer	\$235 attorney / \$150 paralegal per hour	Highest routine attorney rate proposed; approximately 4% above the next-highest rate.	Up to 30% annual increase
Prosecution	\$116,289 annual retainer	\$122,000 annual retainer	Lowest rate proposed; approximately 13% below GDO's proposed rate.	Approximately 4.9% increase
Labor & Employment	\$175 attorney / \$80 support per hour	\$235 general / \$250 bargaining / \$150 paralegal per hour	Median rate; above lower-cost firms but below the highest attorney rates submitted.	Usage-based; routine budget increase anticipated

Prosecution and Labor and Employment spending is expected to increase generally with cost-of-living and service demand. Civil Legal costs may increase by up to 30 percent because the City has received discounted rates from its current firm, Civil Legal usage was lower than average during the past two years, and current market rates are higher. Actual Civil and Labor costs will depend on the amount and complexity of work requested.

STAFF RECOMMENDATION

Staff recommend adopting Resolution 2026-065 authorizing the City Manager to enter into 3-year contracts with Eckberg Lammers to provide Civil, Criminal Prosecution, and Labor and Employment legal services beginning November 1, 2026.

RECOMMENDED MOTION(S):

MOTION: Move to waive the reading of Resolution 2026-065, there being ample copies available to the public.

MOTION: Move to adopt Resolution 2026-065, a Resolution approving three contracts with Eckberg Lammers, P.C. for Civil, Criminal Prosecution, and Labor and Employment legal services.

ATTACHMENT(S)

- Resolution 2026-065
- Eckberg Lammers Contracts for Legal Services
- Legal Services RFP
- Legal Services Proposals

A RESOLUTION APPROVING THREE CONTRACTS WITH ECKBERG LAMMERS, P.C. FOR CIVIL, CRIMINAL PROSECUTION, AND LABOR AND EMPLOYMENT LEGAL SERVICES

The City Council of the City of Columbia Heights, Minnesota, hereby adopts the following resolution:

The City of Columbia Heights requires ongoing legal services to advise and represent the City in matters involving municipal operations, civil law, criminal prosecution, employment, and human resources.

Eckberg Lammers, P.C., possesses the municipal law experience and expertise necessary to provide the City with professional legal representation and advice.

The City and Eckberg Lammers, P.C., have negotiated three separate legal services agreements addressing distinct areas of legal service: civil legal services, criminal prosecution services, and labor and employment legal services.

The City Council hereby approves the following three legal services contracts with Eckberg Lammers, P.C., each for terms commencing November 1, 2026, and continuing through December 31, 2029:

1. **Civil Legal Services** – providing legal advice, consultation, representation, and related services concerning general municipal and civil legal matters for the City.
2. **Criminal Prosecution Legal Services** – providing prosecution services for the City, including prosecution of applicable misdemeanor and ordinance violations and related legal proceedings.
3. **Labor and Employment Legal Services** – providing legal advice and consultation concerning employment, labor, personnel, human resources, and related municipal matters.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Columbia Heights, Minnesota, that the three legal services contracts with Eckberg Lammers, P.C. for civil, criminal prosecution, and labor and employment legal services are hereby approved, each for terms commencing November 1, 2026, and ending December 31, 2029, and the City Manager is authorized to execute the contracts on behalf of the City, together with any documents reasonably necessary to implement the contracts.

Passed this 13th day of October 2026

Offered by:

Seconded by:

Roll Call:

Amáda Márquez Simula, Mayor

Aaron Chirpich, City Manager

CONTRACT FOR CIVIL LEGAL SERVICES

This CONTRACT FOR CIVIL LEGAL SERVICES (the “Agreement”) is entered into by and between the City of Columbia Heights, a Minnesota municipal corporation, with its principal office located at 3989 Central Ave NE, Columbia Heights, Minnesota, 55421 (the “City”) and the law firm of Eckberg, Lammers, P.C., with its principal office located at 1809 Northwestern Avenue, Stillwater, Minnesota, 55082 (the “Law Firm”), for the purpose of utilizing the Law Firm to provide civil legal services to the City.

RECITALS

A. The City and the Law Firm desire to enter into a contract for civil legal services through December 31, 2029, with hourly rates outlined as follows:

	Year 1 (2027)	Year 2 (2028)	Year 3 (2029)
Hourly Rate – Attorneys			
General Legal Services	\$235.00	\$245.00	\$255.00
Hourly Rate for Paralegals			
General Legal Services	\$150.00	\$160.00	\$170.00
Specialty Services <i>Includes Development Pass-Through, Litigation</i>	Billed at Attorney's rate for private clients (\$275-\$425)		

* Rates for November 2026 and December 2026 shall be the same as Year 1.

NOW THEREFORE, IN CONSIDERATION OF the mutual promises contained herein and other good and sufficient consideration, incorporating the Recitals in full the parties agree to the following:

TERMS

1.1 Scope and Nature of General Counsel Services: The parties agree to the following description of the nature of the legal services to be provided by the Law Firm to the City:

- a. Scope of Services as set forth in Exhibit A (attached).
- b. Attendance at regular or special City Council and Commission (including Planning Commission meetings as directed) meetings. Attendance at special City Council, City Council workshops, and regular and special Commission meetings shall be upon request of the City Manager. Attendance at regularly scheduled office hours at City Hall, on a schedule agreed upon with the City.
- c. Review of City Council, City committee, and Planning Commission agenda items and minutes.

- d. Availability for consultation with City Council, City Manager and department heads at staff meetings to identify issues of short and long-term importance.
- e. Drafting of and revisions to City ordinances, resolutions, and regulations.
- f. Drafting of municipal contracts, joint powers agreements, and the like; review of contractor/vendor bond and insurance documents.
- g. Research and preparation of legal opinions on municipal or other legal matters, including open meeting law/data practices issues and general municipal employment matters.
- h. Provision of regular updates on significant developments in laws affecting the City to the City Manager, City Council and City staff.
- i. Provision of a quarterly update regarding City Attorney projects.
- j. Provision of a yearly legislative update.
- k. Provision of regular in-service presentations as requested to City staff and City officers on topics selected by the Law Firm and the City with special emphasis on new developments in the law (e.g. data practices issues/land use issues) and general information for new elected officials (e.g., Good Governance, Roles, Data and Open Meeting Law information).
- l. Provision of economic development services including advice on tax increment financing, tax abatement, business subsidy, and other development matters, including the drafting of and revisions to development agreements, assessment agreements, tax increment financing proceedings, and the like. If such economic development representation is proposed to be fully reimbursed by a private developer, the Law Firm may adjust its billing rate accordingly in consultation with the City Manager.

1.2 Best Legal Practices Initiatives: In addition to the above-stated services, throughout the period of its representation, the Law Firm furnishes regular “Best Legal Practices Initiative Services.” The services shall include meetings with City staff and department heads and, where appropriate, the City Manager and City Council to perform the specified initiatives. It is expected that the specified best practices initiatives may change as required by the growth and change of the City. All practices shall be benchmarked against those of other leading cities, not limited to cities in Minnesota. These services include, but are not limited to:

- A. Department Specific Best Practices: The Law Firm regularly reviews the internal processes and procedures of City Departments to furnish recommendations in order to:
 - 1. Reduce or avoid future liability and litigation.

2. Benchmark department legal processes against other leading cities.

B. Planning/Engineering Legal Best Practices:

1. Perform an annual review of Planning/Engineering documents and related documentation to ensure that the documents are up to date, consistently utilized correctly and sufficiently protective of City financial and planning interests.
2. Make regular recommendations for standardization of City documents, development agreements and contracts and processes using templates and checklists where advisable to improve efficiency and predictability.
3. Devise solutions for avoidance of liability and litigation, and assurance of proper development close-out including recordation of all necessary conveyances.
4. Regularly benchmark Planning/Engineering legal processes and documentation against other leading cities.

C. Zoning/Subdivision/Regulatory Ordinance Best Legal Practices:

1. Regularly furnish examples of, and suggestions for, zoning, subdivision and regulatory ordinance improvements and modifications based upon needs identified by the Law Firm and the City and also based upon legislative changes.
2. Regularly benchmark such ordinances against other leading cities.

1.3 Other Matters: The parties contemplate that the Law Firm may also provide civil legal services outside the scope of services covered by the general and “best practices” services as described in paragraphs 1.1 and 1.2 above. These services are handled as follows:

1.3.1 Contested Case Matters and Litigation: The Law Firm will provide, and the City shall utilize the Law Firm for representation in, contested cases, provided the City has the right to select counsel in the contested case, and provided the City determines, in its reasonable discretion, that the Law Firm has the skill and experience to represent the City in a fashion that the City deems to be in its best interests given the expertise, costs, and litigation service delivery available from other law firms in the Twin Cities Metro area.

2. **Reimbursable Costs and Expenses.**

2.1 General Rule: The City will reimburse the Law Firm for actual, necessary and reasonable costs and expenses incurred by the Law Firm in the performance of the legal services contained in this Agreement.

2.2 Specific Rates:

<u>Description of Costs</u>	<u>Rate</u>
Mileage	No reimbursement
Parking	Actual Cost
Photocopying	No reimbursement
Postage	Actual Cost
Messenger	Actual Cost
Court Costs/Filing Fees	Actual Cost
Arbitration Costs	Actual Cost
Other Contested Case Costs	Actual Cost
Westlaw or Equivalent	No reimbursement

3. Matters Covered by Insurance: The Law Firm will assist the City in submitting claims for insurance coverage to various insurance carriers. Whenever a claim is made with an insurance carrier, which arises out of a legal issue within the scope of this Agreement, the City will recommend that the Law Firm be utilized by the insurance carrier in the matter for which the claim is made. The City may recommend the Law Firm to an insurance carrier for claims arising out of matters which are outside the scope of this Agreement. At the point in time when an insurance carrier admits coverage, and to the extent that such carrier will provide retroactive payments for attorneys' fees, the Law Firm will receive its payments for services rendered from the insurance carrier and not from the City. To the extent that an insurance carrier does not pay for legal services rendered by the Law Firm, including any deductibles, the City will pay the Law Firm for services rendered at the rates charged to the insurance company, subject to billing and payment provisions of paragraph 5.

4. Conflict of Interest and Attorney/Client Privilege Issues:

4.1 Conflict of Interest: The Law Firm will notify the City if the Law Firm represents or has ever represented an opposing party in a legal matter.

4.2 Attorney/Client Privilege: The Law Firm is authorized to utilize e-mail without encryption to transmit and receive confidential client information. The City specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception of such information.

5. **Billing Format, Cycle, Payment Expectations and Interests.**

- 5.1 **Billing Format:** The Law Firm will submit monthly statements to the City itemizing legal services rendered for the prior month broken down into easily understandable categories.
- 5.2 **Billing Cycle:** The Law Firm will bill monthly for legal services rendered in the prior month. Generally, bills will go out approximately 10 days after the end of the prior month.
- 5.3 **Payment Expectations:** The City will pay the bill of the Law Firm routinely according to its internal payment procedures by forwarding a check to the Law Firm paying for both legal services and expenses shown on the Law Firm's bill.
- 5.4 **Disputes:** In the event that the City disputes any aspect of the Law Firm's bill, the appropriate City representative will contact Nicholas J. Vivian at the Law Firm stating the nature of the dispute.
- 5.5 **Term and Renewal:** The term of this Agreement will be from November 1, 2026 through December 31, 2029. At the end of the term, for each year thereafter, this Agreement shall automatically renew for another year at the previous year's rates, unless different rates have been agreed to in writing between the Firm and the City Manager. During the term of the Agreement including renewal terms, either party may terminate the Agreement upon 60 calendar days' written notice to the other party.
- 5.6 **Authorized Contact Persons:** Thomas R. Loonan will act as lead attorney for the City. Amanda J. Johnson will act as the assistant attorney. However, the parties contemplate that other attorneys in the Law Firm will also be providing services to the City subject always to the provisions set forth in this Agreement.

[Signature Page Follows]

CITY OF COLUMBIA HEIGHTS

Dated: _____

By: Aaron Chirpich
Its: City Manager

ECKBERG LAMMERS, P.C.

Dated: _____

By: Thomas R. Loonan

Exhibit A

Scope of Services

The Law Firm will provide services and expertise across a broad range of legal areas, including but not limited to:

- **Municipal Law** – General statutes and legal principles governing municipalities
- **Municipal Defense** – Laws and statutes related to defending municipal interests
- **State & Federal Regulations** – Legal requirements impacting municipal governance
- **Municipal Litigation** – Representation in legal disputes involving the City (Specialty Services)
- **Land Use & Development** – Zoning, land development, platting, MSA 429 projects, housing, subdivisions, and related regulations
- **Economic Development** – Laws governing development, redevelopment, enforcement, and real estate transactions (Specialty Services/Development Pass-Through when identified)
- **Ordinances & Resolutions** – Drafting, interpreting, and enforcing city ordinances and resolutions
- **Contract Law** – Review, negotiation, and enforcement of municipal contracts
- **Public Right-of-Way & Utilities** – State regulations governing private utilities within public spaces
- **Environmental Law** – Compliance and legal considerations regarding environmental regulations
- **Eminent Domain** – Laws governing the acquisition of private property for public use (Specialty Services)

CONTRACT FOR CRIMINAL PROSECUTION LEGAL SERVICES

This CONTRACT FOR CRIMINAL PROSECUTION LEGAL SERVICES (the "Agreement") is entered into by and between the City of Columbia Heights, a Minnesota municipal corporation (the "City") and the law firm of Eckberg Lammers, P.C., with its principal office located at 1809 Northwestern Avenue, Stillwater, Minnesota, 55082 (the "Law Firm"), for the purpose of utilizing the Law Firm to provide prosecution legal services to the City.

RECITALS

A. The City wishes to retain the Law Firm to provide criminal prosecution legal services on behalf of the City.

B. The Law Firm agrees to provide criminal prosecution legal services to the City paid by the City to the Law Firm.

C. The rates identified in the proposal submitted by the Law Firm are as follows:

	Year 1 (2027)	Year 2 (2028)	Year 3 (2029)
Yearly Total	\$122,000	\$128,710	\$135,789

* For November 2026 and December 2026, the City shall pay a monthly fee of \$10,166.67.

NOW THEREFORE, IN CONSIDERATION OF the mutual promises contained herein and other good and sufficient consideration, incorporating the Recitals in full the parties agree to the following:

TERMS

ARTICLE I: SERVICES

1.1. Scope and Nature of Prosecution Services: The parties hereto agree to the following description of the nature of the legal services to be provided by the Law Firm to the City:

- A. Meetings and/or telephone conversations with and advising the Mayor, Council Members, City Manager, and other authorized staff on general criminal prosecution legal matters.
- B. Research and submission of legal opinions on municipal or other criminal legal matters requested by the City Manager or other authorized staff; availability to answer staff questions by telephone.
- C. Legal consultation and general support for the Mayor, Council Members, City Manager, and other authorized staff on general criminal prosecution

legal matters.

- D. Provide a high level of customer service by responding in a prompt manner.
- E. Prosecute all petty misdemeanor, misdemeanor and statutorily delegated gross misdemeanor offenses committed within the corporate limits of the City. This service includes all such cases initiated by any law enforcement agency and citizen complaints including, but not limited to, traffic violations, DWI cases, theft and City Code violations.
- F. Provide advice, consultation and training where required to the City's Police Department and to all other departments of the City in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
- G. Prepare criminal complaints where facts warrant.
- H. Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
- I. Prepare appropriate pre-trial notices as required.
- J. Seek such additional investigation as required.
- K. Negotiate and enter plea bargains where deemed advisable.
- L. Represent the City at all pre-trial hearings including motions.
- M. Perform all legal research and prepare briefs when required.
- N. Try all jury and court trials.
- O. Render written opinions on law when requested, including interpretation of statutes, ordinances, rules and regulations.
- P. Contact, support, and inform identifiable crime victims in accordance with Minnesota Statute Chapter 611A.
- Q. Ensure proper notification and preparation of witnesses, police officers, and staff for trial.
- R. Handle all criminal appeals and contested DWI forfeitures matters.

1.2 Communication with the City: As part of the Law Firm's comprehensive prosecution legal services, no charges are imposed for phone calls, emails, texts, or any other form of communication with the City relating to prosecution matters.

ARTICLE II: REIMBURSABLE COSTS AND EXPENSES.

2.1. General Rule: The City will reimburse the Law Firm for actual, necessary, and reasonable costs and expenses incurred by the Law Firm in the performance of legal services contained in the Agreement.

2.2. Specific Rates: Expenses to be billed:

Mileage	No Charge
Postage, Courier/Delivery	Actual Cost
Process Server	Actual Cost
Messenger	Actual Cost
Court Costs/Filing Fees	Actual Cost
Court Reporter Transcription Fees	Actual Cost
Other Contested Case Costs	Actual Cost
Interpreter Services	Actual Cost
Westlaw Research Fees	No Charge
Printing Expenses	No Charge

ARTICLE III: CONFLICT OF INTEREST AND ATTORNEY/CLIENT PRIVILEGE.

3.1 Conflict of Interest: If the Law Firm represents or has ever represented an opposing party in a legal matter, whether within or outside of any of the scope of services mentioned by the retainer above, the Law Firm shall arrange for suitable alternative representation at the Law Firm's expense. The City will be responsible for any conflict-of-interest expenses incurred if a conflict of interest exists due to the City's relationship with potential parties to a prosecution case.

3.2 Attorney/Client Privilege: The Law Firm is authorized to utilize e-mail without encryption to transmit and receive confidential client information. While digital cordless and cellular telephones within a digital service area would be best to be used to transmit and receive confidential client information and may be used by the Law Firm to transmit and receive confidential client information. The City specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception.

ARTICLE IV. PROSECUTION SERVICES BILLING FORMAT, CYCLE, PAYMENT EXPECTATIONS, AND TERM OF CONTRACT.

4.1 Billing Format: The Law Firm will submit monthly statements for criminal prosecution legal services rendered for the prior month equal to 1/12 of the annual rate identified in the recitals plus expenses incurred.

4.2 Payment Expectations: The City will pay the bill of the Law Firm routinely. According to its internal payment procedures by forwarding a check to the Law Firm paying for both legal services and expenses shown on the Law Firm's monthly statement.

4.3 City Approval and Term of Contract:

- A.** The City Council authorizes the Law Firm to commence performing the services contemplated under this Agreement. The term of this Contract will be from November 1, 2026 through December 31, 2029.
- B.** During the term of the Agreement including renewal terms, either party may terminate the Agreement at any time. The Parties agree, when reasonably possible, to provide 60 calendar days written notice to the other party in recognition of the importance of providing for an organized transition.
- C.** For legal services beyond the term of this contract, the City reserves the right to extend this Agreement and to compensate the Criminal Prosecution Attorney as determined and negotiated by the City.

ARTICLE V. MISCELLANEOUS.

5.1 Audit. Pursuant to Minn. Stat. 16C.05, Subd. 5, the Law Firm agrees that the books, records, documents, and accounting procedures and practices of the Law Firm or other party, that are relevant to the Agreement or transaction, are subject to examination by the City and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. The Law Firm agrees to maintain these records for a period of six years from the date of termination of this Agreement.

[Signature Page Follows]

CITY OF COLUMBIA HEIGHTS

Dated: _____

By: Aaron Chirpich
Its: City Manager

ECKBERG LAMMERS, P.C.

Dated: _____

By: Joe Van Thomme

CONTRACT FOR LABOR AND EMPLOYMENT LEGAL SERVICES

This CONTRACT FOR LABOR AND EMPLOYMENT LEGAL SERVICES (the “Agreement”) is entered into by and between the City of Columbia Heights, a Minnesota municipal corporation, with its principal office located at 3989 Central Ave NE, Columbia Heights, Minnesota, 55421 (the “City”) and the law firm of Eckberg, Lammers, P.C., with its principal office located at 1809 Northwestern Avenue, Stillwater, Minnesota, 55082 (the “Law Firm”), for the purpose of utilizing the Law Firm to provide labor and employment legal services to the City.

RECITALS

A. The City and the Law Firm desire to enter into a contract for labor and employment legal services through December 31, 2029, with hourly rates outlined as follows:

	Year 1 (2027)	Year 2 (2028)	Year 3 (2029)
Hourly Rate – Attorneys			
General Legal Services	\$235.00	\$245.00	\$255.00
Hourly Rate – Attorneys			
Bargaining Services	\$250.00	\$255.00	\$260.00
Hourly Rate – Paralegals			
General Legal Services	\$150.00	\$160.00	\$170.00

* Rates for November 2026 and December 2026 shall be the same as Year 1.

NOW THEREFORE, IN CONSIDERATION OF the mutual promises contained herein and other good and sufficient consideration, incorporating the Recitals in full the parties agree to the following:

TERMS

1.1 Scope and Nature of General Counsel Services: The parties agree to the following description of the nature of the legal services to be provided by the Law Firm to the City:

- a. Availability for consultation with and serve under the City Manager and Human Resources Director.
- b. Provide legal advice, consultation, and representation on labor matters, as needed by the City, such as: the Minnesota Public Employment Labor Relations Act, Collective Bargaining Agreement (“CBA”) interpretation and implementation, discipline and discharge, and related unionized workforce labor and employment matters.
- c. Research and prepare legal opinions for the City on general municipal employment matters.

- d. Consult with and advise the City regarding employment law matters such as: workplace accommodation, sick and medical leave, background checks, hiring, workplace investigations, discrimination allegations, wage and hour laws, workplace safety, policy development and interpretation, discipline and termination decisions, drug and alcohol testing policies, employment agreements, separation and severance agreements, and other related matters.
- e. Represent the City in labor-related issues, such as CBA negotiations, mediation, grievance arbitration, administrative hearings, litigation involving the same, and unfair labor practice litigations.
- f. Represent the City in any employment-related arbitrations, administrative hearings, and litigation, which are not covered by third-party appointed counsel.

2. Reimbursable Costs and Expenses.

2.1 General Rule: The City will reimburse the Law Firm for actual, necessary and reasonable costs and expenses incurred by the Law Firm in the performance of the legal services contained in this Agreement.

2.2 Specific Rates:

<u>Description of Costs</u>	<u>Rate</u>
Mileage	No reimbursement
Parking	Actual Cost
Photocopying	No reimbursement
Postage	Actual Cost
Messenger	Actual Cost
Court Costs/Filing Fees	Actual Cost
Arbitration Costs	Actual Cost
Other Contested Case Costs	Actual Cost
Westlaw or Equivalent	No reimbursement

3. Conflict of Interest and Attorney/Client Privilege Issues:

- 4.1 Conflict of Interest:** The Law Firm will notify the City if the Law Firm represents or has ever represented an opposing party in a legal matter.
- 4.2 Attorney/Client Privilege:** The Law Firm is authorized to utilize e-mail without encryption to transmit and receive confidential client information. The City specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception of such information.

5. **Billing Format, Cycle, Payment Expectations and Interests.**

- 5.1 **Billing Format:** The Law Firm will submit monthly statements to the City itemizing legal services rendered for the prior month broken down into easily understandable categories.
- 5.2 **Billing Cycle:** The Law Firm will bill monthly for legal services rendered in the prior month. Generally, bills will go out approximately 10 days after the end of the prior month.
- 5.3 **Payment Expectations:** The City will pay the bill of the Law Firm routinely according to its internal payment procedures by forwarding a check to the Law Firm paying for both legal services and expenses shown on the Law Firm's bill.
- 5.4 **Disputes:** In the event that the City disputes any aspect of the Law Firm's bill, the appropriate City representative will contact Nicholas J. Vivian at the Law Firm stating the nature of the dispute.
- 5.5 **Term and Renewal:** The term of this Agreement will be from November 1, 2026 through December 31, 2029. At the end of the term, for each year thereafter, this Agreement shall automatically renew for another year at the previous year's rates, unless different rates have been agreed to in writing between the Firm and the City Manager. During the term of the Agreement including renewal terms, either party may terminate the Agreement upon 60 calendar days' written notice to the other party.
- 5.6 **Authorized Contact Persons:** Christina K. Benson will act as lead attorney for the City. Lida M. Bannink will act as the assistant attorney. However, the parties contemplate that other attorneys in the Law Firm will also be providing services to the City subject always to the provisions set forth in this Agreement.

[Signature Page Follows]

CITY OF COLUMBIA HEIGHTS

Dated: _____

By: Aaron Chirpich
Its: City Manager

ECKBERG LAMMERS, P.C.

Dated: _____

By: Christina K. Benson

1



**Request for Proposals for Legal Services
City of Columbia Heights, Minnesota**

August 10, 2026

Request for Proposals for Legal Services City of Columbia Heights, Minnesota

Issued: August 10, 2026

Proposals Due: August 31, 2026

Submit Proposals To: Aaron Chirpich, City Manager

Email: achirpich@columbiaheightsmn.gov

Address: City Hall, 3989 Central Avenue NE, Columbia Heights, MN 55421

Introduction

The City of Columbia Heights is seeking proposals from qualified law firms or attorneys to provide legal services to the City. The City invites proposals for one or more of the following service tracks:

1. Civil legal services / City Attorney services.
2. Prosecution services.
3. Labor and employment legal services.
4. A combined proposal for two or more of the service tracks.

Firms may submit for one service track, multiple service tracks, or all three tracks. If a firm proposes more than one track, the proposal should clearly identify the attorneys, staffing plan, fee structure, and scope for each service area.

The City's current legal services provided by Barna, Guzy & Steffen, Ltd. will conclude in November 2026. The City intends to complete the RFP process in time to allow for City Council review, finalist interviews, contract approval, and any necessary transition.

City Background

Columbia Heights is a Minnesota home rule charter city located in Anoka County, adjacent to Minneapolis. The City serves a diverse population of approximately 21,000 and provides a full range of municipal services.

The City Council is composed of the Mayor and four Councilmembers. The City Manager is responsible for daily administration and implementation of Council direction. The City Attorney provides legal advice and representation to the City Council, City Manager, departments, boards, and commissions.

Proposed Schedule

The following schedule is tentative and may be modified by the City.

- RFP issued: August 10, 2026
- Deadline for questions: August 24, 2026
- Proposals due: August 31, 2026
- Staff review of proposals: September 3-4, 2026
- Finalist interviews with City Council: September 28, 2026, at 4:30pm
- Council direction on selection: October 5, 2026
- Council Contract Approval: October 12, 2026
- Contract start date: November 01, 2026
- Current legal services conclude: October 31, 2026

RFP Contact and No-Contact Rule

To ensure a fair and consistent process, all questions regarding this RFP must be directed to:

Aaron Chirpich

City Manager

City of Columbia Heights

achirpich@columbiaheightsmn.gov

Firms submitting proposals should not contact the Mayor, City Councilmembers, City staff, board or commission members, or City consultants regarding this RFP except through the designated contact. Unauthorized contact may be considered by the City during proposal evaluation.

Questions and answers may be shared with all known interested firms if the City determines the information is relevant to the RFP process.

Scope of Services

Track 1: Civil Legal Services / City Attorney Services

The City seeks civil legal counsel with broad Minnesota municipal law experience. Services may include, but are not limited to:

- Advising the City Council, City Manager, department heads, staff, boards, and commissions.
- Attending regular and special City Council meetings and work sessions, Charter Commission, Planning Commission meetings and other meetings as requested by the City Manager.
- Advising on Minnesota Open Meeting Law, Minnesota Government Data Practices Act, conflicts of interest, ethics, and public records.

4

- Drafting and reviewing ordinances, resolutions, contracts, agreements, legal opinions, correspondence, policies, and procedures.
- Advising on City Charter, City Code, statutory authority, Council procedure, and municipal governance.
- Advising on land use, zoning, subdivision, planning, development, redevelopment, housing, economic development, tax increment financing, and public finance matters. *Specialized legal counsel related to economic development, tax increment financing, and EDA/HRA matters is provided by the City's EDA/HRA attorney
- Reviewing development agreements, joint powers agreements, franchise agreements, leases, easements, real estate documents, procurement documents, and public improvement contracts.
- Advising on code enforcement, licensing, nuisance abatement, administrative citations, and related enforcement procedures.
- Advising on litigation risk and representing the City in civil matters not handled by insurance-appointed counsel or other special counsel.
- Coordinating with the League of Minnesota Cities Insurance Trust, bond counsel, labor counsel, prosecution counsel, and other special counsel as needed.
- Providing legal updates or training to Council, boards, commissions, and staff when requested.
- Conduct regular office hours in Columbia Heights (City Hall and Public Safety) for approximately three to four hours per week (e.g. one morning per week). The City will give significant preference to a firm willing to offer regular office hours in the City of Columbia Heights Offices.

Track 2: Prosecution Services

The City seeks prosecution services for criminal, traffic, ordinance, licensing, code enforcement, and related matters within the City's jurisdiction. Services may include, but are not limited to:

- Prosecuting petty misdemeanors, misdemeanors, gross misdemeanors, traffic matters, ordinance violations, licensing violations, property maintenance violations, and other matters assigned by law or agreement.
- Reviewing reports, citations, charging decisions, diversion options, plea negotiations, and case strategy.
- Appearing at arraignments, pretrials, contested hearings, court trials, jury trials, probation violation hearings, restitution hearings, expungement proceedings, and appeals as applicable.
- Advising police, code enforcement, licensing staff, and other City staff on prosecution-related matters.
- Communicating with victims, witnesses, law enforcement, court administration, defense counsel, and City staff.
- Providing legal training or updates to police and enforcement staff when requested.
- Coordinating prosecution and civil enforcement approaches when matters overlap.

Track 3: Labor and Employment Legal Services

The City seeks labor and employment counsel for general advice, policy review, employment matters, labor relations, and related representation. Services may include, but are not limited to:

- Advising on employment law, workplace policies, employee discipline, investigations, personnel matters, disability accommodation, leave issues, wage and hour issues, and employment risk.
- Advising on collective bargaining, labor relations, grievance handling, arbitration, mediation, and unfair labor practice matters.
- [Participate in in-person collective bargaining negotiations.](#)
- Reviewing employee handbooks, personnel policies, employment agreements, separation agreements, memoranda of understanding, and collective bargaining agreements.
- Advising on public-sector labor statutes, civil service or charter-related employment provisions if applicable, as well as workplace compliance.
- Representing the City in employment-related litigation, administrative proceedings, arbitration, or other contested matters when requested.
- Coordinating with civil counsel, insurance counsel, and City staff as needed.

Proposal Format and Required Content

Proposals should be clear, concise, and organized in the order listed below. If proposing for more than one service track, please clearly separate responses by track where appropriate.

A. Title Page

Include:

- RFP title.
- Firm name.
- Office address.
- Primary contact name, title, email, and phone number.
- Service track or tracks proposed.
- Date of submission.

B. Transmittal Letter

Include a signed letter stating:

- The firm's interest in providing legal services to the City.
- The service track or tracks proposed.
- The firm's understanding of the City's needs.

6

- The name of the attorney authorized to bind the firm.
- Confirmation that the proposal will remain valid for at least 120 days after the proposal deadline.

C. Firm Background and Municipal Experience

Provide:

- Firm history and overview.
- Number of attorneys, paralegals, and support staff.
- Office locations.
- Areas of legal practice.
- Municipal law experience.
- Experience with Minnesota home rule charter cities or comparable Minnesota cities with populations between 15,000 and 25,000.
- Current Minnesota municipal client list, including services provided to each client.
- Former Minnesota municipal clients within the last five years, if any.
- Description of the firm's familiarity with League of Minnesota Cities resources, League of Minnesota Cities Insurance Trust coordination, Minnesota municipal associations, and other municipal law resources.

D. Proposed Staffing

For each service track proposed, identify:

- Proposed lead attorney.
- Backup attorney or attorneys.
- Other attorneys who may provide services.
- Paralegals and support staff.
- Role of each proposed team member.
- Years of municipal experience for each attorney.
- Relevant education, licenses, certifications, and professional memberships.
- Current municipal clients served by each proposed attorney.
- Availability and expected response time.
- Approach to continuity if the lead attorney is unavailable.
- Whether the City will have direct access to the lead attorney and backup attorneys.

Include resumes or biographies for all key attorneys and staff proposed for the City.

E. Communication and Service Approach

Describe:

- How the firm manages day-to-day legal requests.

7

- Expected response times for routine, urgent, and emergency matters.
- Preferred communication methods.
- Availability for office hours, in-person meetings, virtual meetings, phone calls, and email.
- Approach to agenda review, meeting preparation, and follow-up.
- Approach to written legal opinions and informal advice.
- Approach to keeping the City informed about legal developments including monthly summary updates for council review.
- Approach to managing cost, avoiding unnecessary work, and using lower-cost staff where appropriate.
- Approach to working with the City Manager, City Council, department heads, boards, commissions, and other City consultants.

F. Experience and Qualifications by Subject Area

Describe the firm's experience in the following areas, identifying specific attorneys where applicable:

- Minnesota municipal law.
- Minnesota home rule charter city governance.
- City council procedure and parliamentary process.
- Minnesota Open Meeting Law.
- Minnesota Government Data Practices Act.
- Records retention and public records.
- Conflicts of interest and public ethics.
- Ordinance and resolution drafting.
- City code interpretation and enforcement.
- Land use, zoning, subdivision, planning, variances, conditional use permits, interim use permits, and appeals.
- Development, redevelopment, housing, economic development, tax increment financing, and public finance.
- Public improvement projects, special assessments, easements, right-of-way, and real estate.
- Contracts, procurement, professional services agreements, construction contracts, joint powers agreements, leases, and franchise agreements.
- Code enforcement, nuisance abatement, administrative citations, licensing, and property maintenance.
- Civil litigation, claims management, insurance defense coordination, and risk management.
- Criminal prosecution, if proposing for Track 2.
- Labor and employment law, collective bargaining, grievances, arbitration, investigations, and workplace compliance, if proposing for Track 3.

G. Conflicts of Interest

Provide:

- A list of current clients that may create an actual, potential, or perceived conflict with representing the City.
- Identification of any current or recent representation of developers, contractors, property owners, businesses, public agencies, or other parties with matters before or involving the City.
- Identification of any representation of other local units of government with overlapping or adjacent jurisdiction.
- A description of the firm's conflict-checking process.
- A description of how conflicts would be disclosed, managed, waived, or resolved.
- Any personal, professional, or financial relationships between proposed attorneys and City elected officials, staff, or key stakeholders, if known.

The City reserves the right to determine whether a conflict is acceptable, waivable, or disqualifying.

H. References

Provide at least three municipal references, preferably Minnesota cities. For each reference, include:

- City or public agency name.
- Contact person.
- Title.
- Phone number.
- Email address.
- Services provided.
- Dates of service.
- Population and form of government.

I. Insurance, Licensing, and Certifications

Provide:

- Confirmation that all proposed attorneys are licensed and in good standing to practice law in Minnesota.
- Professional liability insurance coverage limits.
- General liability and other applicable insurance coverage, if any.
- Disclosure of any malpractice claims, professional discipline, or ethics complaints involving proposed attorneys within the last five years, including status and outcome.

- Any certifications, municipal law training, prosecution credentials, labor/employment credentials, or other relevant qualifications.

The selected firm will be required to maintain insurance acceptable to the City during the contract term.

J. Fee Proposal

Provide a complete fee proposal for each service track proposed. The City encourages firms to provide one or more of the following options:

1. Monthly retainer.
2. Hourly-rate-only structure.
3. Combination retainer and hourly-rate structure.
4. Alternative fee proposal.

The fee proposal must include:

- Monthly retainer amount, if proposed.
- Services included in the retainer.
- Services excluded from the retainer.
- Hourly rates by attorney, paralegal, and support staff.
- Meeting attendance rates, if different from hourly rates.
- Rates for office hours, routine work, litigation, prosecution, labor/employment work, and special projects, if different.
- Billing increments.
- Minimum charges for phone calls, emails, meetings, and other work, if any.
- Reimbursable expenses.
- Administrative charges.
- Legal research charges.
- Travel charges.
- Copying, mailing, filing, court, and technology charges.
- Proposed annual rate increases, if any.
- Proposed fee schedule for three years.
- Sample billing statement.
- Process for estimating costs on major projects or litigation.
- Process for notifying the City before significant unbudgeted work is performed.

Proposal Submission Instructions

Submit one electronic PDF copy of the proposal to:

Aaron Chirpich
City Manager
City of Columbia Heights
achirpich@columbiaheightsmn.gov

Proposals must be received no later than 4:30 p.m. on August 31, 2026.

Late proposals may not be considered. The City is not responsible for technical issues, delivery failures, or delays.

Public Data and Confidentiality

All proposal materials submitted to the City will be handled in accordance with the Minnesota Government Data Practices Act. Proposers should clearly identify any information they believe is nonpublic, confidential, trade secret, or otherwise protected from disclosure and explain the legal basis for that classification.

The City will make the final determination regarding data classification. Proposers should not submit sensitive or proprietary information unless it is necessary for the City's evaluation.

Evaluation Criteria

The City may evaluate proposals based on the following criteria:

- Experience providing legal services to Minnesota municipalities, home rule charter cities, or comparable municipalities with populations between 15,000 and 25,000.
- Qualifications, experience, and demonstrated municipal expertise of the proposed lead attorney and backup attorneys.
- Depth, qualifications, and availability of attorneys, paralegals, and other support staff.
- Demonstrated experience in the legal subject areas and services identified in this RFP.
- Understanding of municipal operations, governance, and public-sector legal needs.
- Overall fit with the City's needs and preferred working style. This includes approach to communication, accessibility, and responsiveness.
- Ability to provide practical, timely, clear, and actionable legal advice.
- Approach to identifying, disclosing, managing, and resolving potential conflicts of interest.
- Quality and relevance of municipal references and demonstrated client satisfaction.
- Adequacy of professional liability insurance coverage and overall risk-management practices.

11

- Competitiveness and clarity of the proposed fee structure, including cost transparency and overall value to the City.
- Ability and capacity to provide one or more of the service tracks identified in this RFP.
- Eligibility for certified small business evaluation preference.
- Interview performance, if selected as a finalist.

The City is not required to select the lowest-cost proposal. The City intends to select the proposal or proposals that best meet the City's needs, cost and other factors considered.

Review and Selection Process

City staff will review proposals and may request clarification or additional information from proposers. Staff will recommend finalists for interviews by the City Council.

To receive small business preference, the proposer must provide documentation demonstrating that its Disadvantaged Business Enterprise (DBE), DBE or Targeted Group Business (TGB) certification is current and active as of the proposal submission deadline. The City reserves the right to verify certification status with the applicable certifying authority before applying the preference.

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

The City anticipates that selected finalists will be invited to interview with the City Council. Interviews may occur at a work session, special meeting, or other properly noticed meeting. The City may also conduct staff interviews, reference checks, and follow-up discussions.

After interviews, the City Council may advise the City Manager to:

- Select one firm for all legal services.
- Select separate firms for different service tracks.
- Direct staff to negotiate with one or more firms.
- Request additional information.
- Reject all proposals.
- Reissue the RFP.
- Take other action in the City's best interest.

Final selection will be determined by the City Manager, and contract approval will be made by the City Council.

Contract Term

The City anticipates an initial contract term of three years, with the option for renewal by mutual agreement. The City may consider a different term based on proposals received and Council direction.

The selected firm or firms will be required to enter into a written professional services agreement acceptable to the City.

City Reservation of Rights

The City reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities.
- Request additional information.
- Interview any proposer.
- Negotiate scope, fees, and contract terms.
- Select one firm for all services or separate firms by service track.
- Modify, suspend, or cancel the RFP process.
- Reissue the RFP.
- Award a contract in the best interests of the City.
- Decline to award a contract.

Issuance of this RFP does not obligate the City to award a contract or pay any costs incurred by proposers in preparing proposals, attending interviews, or participating in the selection process.

Required Proposal Checklist

Each proposal should include:

- Title page.
- Transmittal letter.
- Identification of service track or tracks proposed.
- Firm background.
- Municipal law experience.
- Minnesota municipal client list.
- Experience with Minnesota charter cities or comparable cities.
- Proposed lead attorney.
- Backup attorneys.
- Support staff.
- Resumes or biographies.
- Availability and communication practices.
- Subject-area experience.
- Conflict disclosures and conflict procedures.
- Municipal references.
- Insurance information.
- Licensing and standing confirmation.
- Required disclosures.
- Fee proposal.

13

- Sample invoice.
- Any proposed contract terms or exceptions.

Optional Attachments Requested From Proposers

Proposers may include:

- Sample municipal client communication or legal update.
- Sample billing statement.
- Sample monthly retainer description.
- Sample conflict disclosure form.
- Proposed service transition plan.
- Proposed first 90-day work plan.
- Training topics available for Council, boards, commissions, or staff.



RESPONSE TO REQUEST FOR PROPOSALS FOR LEGAL SERVICES CITY OF COLUMBIA HEIGHTS

CIVIL LEGAL SERVICES/CITY ATTORNEY SERVICES
PROSECUTION SERVICES
LABOR AND EMPLOYMENT LEGAL SERVICES

Submitted: August 31, 2026

Contacts

Thomas Loonan
(715) 808-8842
tloonan@eckberglammers.com

Joe Van Thomme
(651) 351-2106
jvanthomme@eckberglammers.com

Christina Benson
(651) 351-2125
cbenson@eckberglammers.com

Eckberg Lammers
1809 Northwestern Ave
Stillwater, MN 55082

(651) 439-2878

www.eckberglammers.com

TABLE OF CONTENTS

TABLE OF CONTENTS	1
PROPOSAL SUMMARY	3
FIRM BACKGROUND.....	4
INTRODUCTION	4
BRIEF HISTORY.....	4
ATTORNEYS AND AREAS OF PRACTICE	4
SUPPORT PERSONNEL	4
OFFICE LOCATIONS.....	4
AREAS OF LEGAL PRACTICE	5
MUNICIPAL LAW EXPERIENCE / CHARTER CITIES.....	5
MUNICIPAL REPRESENTATION.....	5
LEAGUE OF MINNESOTA CITIES.....	5
OFFICE ORGANIZATION, TECHNOLOGY, RESEARCH & SUPPORT CAPABILITIES.....	5
CIVIL LEGAL SERVICES /CITY ATTORNEY SERVICES.....	6
PROPOSED STAFFING	6
PROPOSED LEAD ATTORNEY.....	6
PROPOSED ASSISTANT ATTORNEY	6
ECONOMIC DEVELOPMENT	7
LITIGATION.....	7
COMMUNICATION AND SERVICE APPROACH	7
EXPERIENCE AND QUALIFICATIONS	8
PROSECUTION SERVICES.....	10
PROPOSED STAFFING	10
PROSECUTION TEAM.....	10
SUPPORT PERSONNEL	12
COMMUNICATION AND SERVICE APPROACH	12
EXPERIENCE AND QUALIFICATIONS	12
PROSECUTION TECHNOLOGY.....	13
LABOR AND EMPLOYMENT LEGAL SERVICES	14
PROPOSED STAFFING	14
PROPOSED LEAD ATTORNEY.....	14
PROPOSED ASSISTANT ATTORNEY	14
COMMUNICATION AND SERVICE APPROACH	15
EXPERIENCE AND QUALIFICATIONS	16
CONFLICTS OF INTEREST	17
REFERENCES	17
CIVIL LEGAL SERVICE /CITY ATTORNEY REFERENCES:	17
PROSECUTION REFERENCES:.....	18
LABOR & EMPLOYMENT REFERENCES:	18
INSURANCE, LICENSING, CERTIFICATIONS	19
MALPRACTICE.....	19
FEE PROPOSAL	19
CONCLUSION.....	19
APPENDIX A – CURRENT MUNICIPAL CLIENTS	20
REPRESENTED MUNICIPALITIES	20

APPENDIX B – INSURANCE, LICENSING AND CERTIFICATIONS.....	21
MALPRACTICE/LIABILITY INSURANCE CERTIFICATE	21
APPENDIX C – FEE PROPOSAL	22
CIVIL LEGAL SERVICES/CITY ATTORNEY SERVICES	22
PROSECUTION SERVICES	22
LABOR & EMPLOYMENT SERVICES	23

Proposal Summary

Firm	Eckberg Lammers, P.C.
Attorneys	25
Experience	Founded in 1949, Eckberg Lammers is one of the most reputable law firms in the Twin Cities Metro. Our attorneys serve individual, business, and municipal clients throughout both Minnesota and Wisconsin.
Scope of Services	Civil Legal Services/City Attorney Services Prosecution Services Labor and Employment Legal Services
Proposed Civil Attorney	Thomas Loonan
Proposed Prosecution Lead Attorney	Joe Van Thomme
Proposed Labor & Employment Lead Attorney	Christina Benson
Fees	See Appendix C for details.

FIRM BACKGROUND

Introduction

Eckberg Lammers, P.C. is pleased to submit this response to the City of Columbia Heights' Request for Proposals for Legal Services. We believe that serving as City Attorney and providing prosecuting and labor and employment services together offers a well-rounded, full-service approach the City already knows and trusts. Eckberg Lammers provides this same combination of services to numerous municipalities, and we've found it to be a strong fit for both the firm and the cities we serve. We are submitting proposals for all requested services, while remaining fully open to providing any individual service, or combination of services, in whatever configuration the City deems most beneficial.

We recognize that achieving municipal goals requires proactive legal guidance, strategic problem-solving, and a steadfast commitment to community success. The City of Columbia Heights, like several other communities we serve, is working to build a united community, beautiful places, a thriving economy, and a government that is both effective and engaging, while advancing health, safety, and equity for all residents. Eckberg Lammers is well positioned to support those priorities, providing legal guidance and counsel that enables high-performing organizations, informed decision-making, and sound stewardship of community resources.

Brief History

Established in 1949, Eckberg Lammers has been a trusted legal partner to municipalities across Minnesota and western Wisconsin for over seven decades. Our firm serves as civil, prosecution, economic development, employment, and special counsel, providing tailored solutions to meet the diverse needs of the communities we represent.

We pride ourselves on fostering strong, collaborative relationships with municipal managers and administrators, elected officials, public safety personnel, staff, and residents. These connections are the foundation of our work and reflect our commitment to serving municipalities with integrity and excellence.

Attorneys and Areas of Practice

Eckberg Lammers currently employs 25 attorneys. Our leadership team is comprised of a five-member board of directors and seven-member shareholder group. Our Prosecution team consists of seven prosecutors who devote their entire practice to municipal prosecution or law enforcement training and advising. Our full list of attorneys and practice areas may be found on the firm's website.

Support Personnel

The firm employs more than 30 support staff consisting of paralegals, legal assistants, an office administrator, marketing director, human resources, accounting, law clerks, and a receptionist.

Office Locations

Eckberg Lammers has four office locations, and our attorneys often work in regional workspaces. Our main Minnesota office is located in Stillwater, Minnesota.

Stillwater Office	Hudson Office	Oakdale Office	Bloomington Office
1809 Northwestern Ave	430 2 nd Street	7815 Third Street, #203	7760 France Ave S, #830
Stillwater, MN 55082	Hudson, WI 54016	Oakdale, MN 55128	Bloomington, MN 55435

Areas of Legal Practice

Beyond our comprehensive municipal practice, Eckberg Lammers offers a wide range of legal services, including estate planning, civil litigation, personal injury, business organization, mergers and acquisitions, succession planning, real estate, training and consultation, and more. Our multidisciplinary approach ensures we can support clients through a variety of legal and strategic needs.

Municipal Law Experience / Charter Cities

Our municipal team currently serves as the city attorney for both charter and statutory cities and has advised these municipal clients on a wide range of matters. Our attorneys have experience working within both governance structures and understand how each structure affects a city's authority, procedures, and options on a given legal matter.

Municipal Representation

Since its founding, Eckberg Lammers has maintained a strong, sustained focus on municipal and public-sector practice, growing into one of the leading municipal law firms in the Twin Cities Metro Area and beyond. Today, our Civil Municipal team represents more than 32 municipalities throughout Minnesota and western Wisconsin, while our prosecution team handles prosecution services for 23 Minnesota municipalities. Many of these cities engage us for both civil municipal and prosecution services, and in some cases for labor and employment matters as well, reflecting the depth of trust our municipal clients place in the firm across multiple areas of practice. See Appendix A for a comprehensive list of all municipalities and references.

League of Minnesota Cities

Our team has a strong, well-established relationship with the League of Minnesota Cities and the League of Minnesota Cities Insurance Trust. Our team regularly presents at and participates in LMC's annual educational conferences and programming. Two members of our Civil Municipal team previously worked at the League. This close familiarity with LMC and LMCIT gives our clients the benefit of a firm that is closely connected to the state's primary municipal association and insurance resource.

Office Organization, Technology, Research & Support Capabilities

Eckberg Lammers remains at the forefront of technology advancement, continually investing in maximum security and system controls to protect our clients' data. We utilize the Microsoft 365 for Government suite of software applications, including SharePoint and Teams, along with other leading software to maximize the quality and security of our legal services. For research capabilities, all of our attorneys have access to Westlaw, including its closed-source Co-Counsel AI, a resource that benefits the City both by reducing research costs and by delivering more accurate, reliable results. All attorneys carry laptops and smartphones to maintain access to email and documents as needed, allowing the firm to share, edit, and finalize documents with our municipal clients daily. Attorneys frequently bring laptops directly to meetings to provide instant feedback and real-time research capability. Consistently delivering this level of timely communication and work product is a source of pride for Eckberg Lammers and reflects our ongoing commitment to leveraging the latest technology on behalf of our clients.

CIVIL LEGAL SERVICES /CITY ATTORNEY SERVICES

Proposed Staffing

Eckberg Lammers' Civil Municipal team includes eight attorneys practicing across the full spectrum of municipal law. Each City is assigned a lead attorney who serves as its main point of contact, with the rest of the team available to scale up quickly when a project or dispute demands additional attorney time. Attorneys work collaboratively across matters, so institutional knowledge and legal strategy carry forward regardless of which team member is handling a given issue at any point in time.

Proposed Lead Attorney



Thomas Loonan is a municipal and personal injury attorney at Eckberg Lammers. He graduated from Saint John's University with a degree in Political Science and from Mitchell Hamline School of Law with a Juris Doctor, cum laude, and was admitted to the Minnesota Bar in 2015 and the Wisconsin Bar in 2017. During law school, Tom worked as a student attorney in the civil division of the Ramsey County Attorney's Office, assisting with contract negotiations and drafting, litigation, tax forfeited properties, and employment law matters. Following graduation, he joined a private firm focusing on state and federal litigation and business development before joining Eckberg Lammers in 2017.

Tom currently serves as City Attorney for the City of Wyoming. He has also contributed to the firm's representation of other communities including the Cities of Blaine, Mendota, Bayport, and Oak Park Heights, as well as the Wisconsin municipalities of Hudson and New Richmond. He has extensive experience in general municipal counsel, land use, economic development, code enforcement, public improvement projects, and municipal litigation. Tom also represents private businesses and developers navigating municipal processes and working with government officials to complete transactions and development projects.

Proposed Assistant Attorney



Amanda Johnson is a proposed assistant Attorney. She graduated from University of Minnesota – Twin Cities with a degree in Communications and from Mitchell Hamline School of Law with a Juris Doctor. She was admitted to the Minnesota State Bar in 2018.

Amanda is currently the City Attorney for the cities of Forest Lake, Little Canada, Scandia, Bayport, Grant, Rush City, Rock Creek, Ramsey, Fulda, and Dayton EDA. She routinely assists her cities in all areas of general municipal law, land use and zoning, community development, code enforcement, parks and recreation, condemnation, contract negotiations, data practices and more.

Prior to serving as City Attorney, Amanda gained valuable experience working for local developers and builders, providing her with a unique perspective on development projects. This allows her to effectively navigate projects the city may face involving both public and private organizations.

Over the last five years, Amanda has devoted 90% of her practice to general civil municipal law and practice in accordance with the identified General Municipal Legal Service Requirements (Section VI) of your proposal.

Amanda takes pride in partnering with her municipal clients, immersing herself in the intricacies of each city to understand its distinct needs, challenges, and aspirations. She is committed to helping communities turn their vision into reality, recognizing that every city has its own unique identity and goals.

Economic Development

While all our municipal attorneys work with our municipalities on economic development projects, our team also has the benefit of attorney **Eric Larson's** experience. Eric serves as lead counsel for development projects for the firm's Minnesota city clients, advises the Saint Paul Port Authority, and is retained as special counsel for the City of Woodbury's major development projects. He is also the City Attorney for the cities of Sartell and Blaine. In Blaine, Eric was sought after specifically for a large redevelopment project in the City. Before joining Eckberg Lammers, Eric served as full-time general counsel to the Saint Paul Port Authority, where economic development and redevelopment work was his daily practice. Eric is available to assist as needed with any of the City's economic development projects.

Litigation

We have a dedicated team of litigation attorneys, which include attorneys **Kevin Sandstrom, Jon Dalager, and Kyle Schaffer**. Our litigation team handles municipal-related litigation, real estate and finance, employment claims and legal actions. Kevin Sandstrom is one of the firm's Civil Municipal Attorneys. He has nearly two decades of experience working with municipalities, as either general counsel, assistant general counsel, as specialized litigation counsel, or other project-based representation. He is currently the City Attorney for the Cities of Woodbury, Oak Park Heights, and St. Mary's Point. The firm would be able to assist in any litigation matters faced by the City.

Communication and Service Approach

The firm's municipal attorneys communicate regularly with City staff on general civil matters and will prepare status reports on pending projects and litigation upon request. We view ourselves as the head of the City's legal department, working alongside City staff and elected officials to advance the City's mission, objectives, and goals. Policy decisions remain the province of elected officials; our role is to support those decisions with sound legal guidance and help City officials and staff act with confidence.

To stay accessible, **our attorneys will hold weekly office hours at City Hall**, supplemented by additional availability as needed. We also proactively track proposed legislation, case law, and other developments affecting municipalities, so the City stays ahead of issues that could affect it.

The firm keeps regular business hours of 8:00 a.m. to 5:00 p.m. on weekdays, and our attorneys remain available beyond those hours whenever the City's needs require it. State-of-the-art conference technology lets us meet with the City Council or staff by video or phone as easily as possible. All calls and emails from City staff and officials are returned the same business day, or by the next business day if received late in the day or after hours.

Experience and Qualifications

Eckberg Lammers' attorneys are proficient in all areas of municipal law, such as:

General Counsel:

- Advisor to City Council, City committees and commissions, such as Planning Commission, and City Staff, including home rule charter governance and City Council procedural and parliamentary matters;
- Minnesota Government Data Practices Act: trainings, policies, best practices, and responding to requests and records retention
- Open Meeting Law;
- Conflicts of Interest and Public Ethics;
- Municipal Contract Law, including procurement, professional services agreements, construction contracts, joint powers agreements, and leases;
- Risk Management; Insurance; Claims Management;
- Legislative and case law updates;
- Land Use: application review, drafting, enforcement, comprehensive planning, including variances, conditional use permits, interim use permits, subdivisions, and appeals;
- Litigation/Trial Activity (not otherwise covered by insurer)
- Ordinance and Resolution Drafting.

Code Enforcement:

- Ordinance drafting; nuisance abatement, administrative citations, licensing, and property maintenance;
- City code interpretation;
- Civil Lawsuit

Development/Redevelopment:

- Public Improvement Projects, including sanitary sewer, water, storm sewer and street improvements; Special Assessments and Assessment Appeals; easements and right-of-way
- Economic and real Estate Development, including Development Agreement, Planned Unit Developments, and entitlements permitting and approval processes, and housing

Property/Real Estate:

- Real Estate acquisition, sale, purchase, due diligence, title, environmental review (EAW, EIS, AUAR); Parks and park Dedication; Platting
- Eminent Domain
- Condemnation

Legislative Involvement:

- Franchise Law (gas, electrical, and cable)

Public/Private Partnerships:

- Public Finance; Tax Increment Financing; Abatement; Grants (Eckberg Lammers does not offer bond counsel services).

PROSECUTION SERVICES

Our prosecution philosophy is to take an individualized, measured approach in each case. We understand that criminal prosecution is not a “one size fits all” proposition, requiring us to balance the rights of the victim, defendant and public safety on each case. Our prosecutors are skilled negotiators when it comes to resolving criminal cases and skilled litigators when it is time to go to trial. We regularly collaborate with community partners, such as victims’ advocacy groups, to ensure that cases are resolved in a way that protects victims’ rights and interests. Our prosecutors are available to officers 24/7 and provide additional support to our agency partners through roll calls, ride-along, and training opportunities.

Proposed Staffing

Eckberg Lammers assigns a dedicated lead attorney to serve as the primary prosecutor and main point of contact for the City. **Joe Van Thomme** would serve in this role, providing consistent communication and oversight of the City’s prosecution matters. While Joe will lead and coordinate the prosecution services, other experienced members of our prosecution staff will often appear in court as needed to ensure consistent and timely representation. This structure ensures high-quality service while maintaining flexibility and availability.

Our prosecutors are effective negotiators and confident litigators in the criminal prosecution field as well as related fields including code enforcement and state and federal firearm permit and ERPO laws. Each member of our prosecution team is well-versed in every aspect of the firm’s cutting-edge technology, and has significant experience using all BCA databases, e-charging criminal complaints, and utilizing other state prosecution programs.

Prosecution Team



Joseph D. Van Thomme is a shareholder and lead attorney for our Prosecution team. He earned a juris doctor from Hamline University School of Law in 2009, joining our firm in 2014 after spending more than four years prosecuting at an Anoka County firm. Joe prosecutes for all the firm’s prosecution clients and advises municipalities and their police agencies on firearms, vehicle forfeitures, and criminal and civil ordinance enforcement issues. Like all of our prosecutors and prosecution staff, he has extensive knowledge of and experience with the BCA’s e-charging system and meets all BCA security requirements to use the charging platform.

Joe served on the board for Standpoint, formerly known as the Battered Women’s Legal Advocacy Project, which stands to promote justice for domestic and sexual violence victims through education to survivors, advocates, attorneys, and other professionals throughout Minnesota. He is a member of Violence Free Minnesota and the DWI Task Force and is a regular trainer and presenter at annual state-wide law enforcement conferences. He is also the former chair and member of the Minnesota State Bar Association Criminal Law Section.

Joe is a subject matter expert on Minnesota Gun Laws and Extreme Risk Protection Orders (ERPOs). In 2024, Joe published a ‘Firearms Prohibitions Guide’ as a tool for Minnesota Law Enforcement Professionals and has trained on the topic for the Minnesota Chiefs of Police Association, MAPET, our partner agencies as well as other agencies throughout the state. He had the privilege of being invited by the Johns Hopkins Center for Gun Violence Solutions to provide review and editing guidance for their Minnesota Extreme Risk Protection Order Law: Implementation Guide.

In addition to providing training on ERPOs, he has represented municipalities in more Extreme Risk Protection Order (ERPO) cases than any other attorney in the state of Minnesota. With unmatched experience in this new field, he brings a deep understanding of the ERPO proceedings, having represented municipalities throughout the state.



Anneliese McCahery joined the firm in 2019, while attending law school. Prior to joining the firm, she worked as a certified student attorney for the Ramsey County Public Defender's Office and Mitchell Hamline Legal Assistance to Minnesota Prisoners Clinic. She also worked as a summer law clerk for the Innocence Project of Minnesota and volunteered for the Minnesota Justice Foundation. Annie prosecutes for all the firm's prosecution clients but primarily handles cases for our Hennepin County municipalities.



Alexis McKim has over twelve years of experience working in the criminal justice system and has been exclusively prosecuting for the past seven years. Prior to joining the firm in 2022, she was in the juvenile division at Anoka County. Alexis currently represents the firm's clients in Washington County, Blue Earth County, and Anoka County. She is an advocate for victims and serves as Chair of the Board for Standpoint, an organization that promotes justice for domestic and sexual violence victims. She is also a board member of the Minnesota Organized Retail Crime Association.



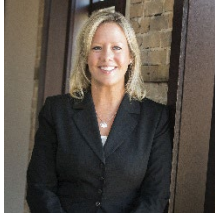
Taylor Kerkela is a municipal prosecutor for the cities we serve. After serving 4 years in the Air Force, he went on to attend Marquette University, then law school at the University of St. Thomas. Taylor gained professional experience as an analyst in Milwaukee County's witness protection unit. After, he served as a Law Clerk in Washington County and then an Assistant County Attorney in Steele County, where he handled both adult and juvenile criminal cases.



Adrian Montez is a prosecutor in Eckberg Lammers' Prosecution group, bringing over a decade of experience in trial work, appellate matters, charging decisions, and plea negotiations. He works closely with community leaders and law enforcement to address issues within his municipalities and keep victims and businesses whole. Having previously served as a defense attorney on both state and complex federal cases, he brings a well-rounded perspective that supports equitable prosecution and just outcomes.



Laura Isenor is a prosecutor in Eckberg Lammers' Prosecution group, bringing more than a decade of county prosecution experience from Koochiching and Steele Counties, Minnesota, where she managed criminal and child protection cases. Her background also includes educational rights advocacy and service as Chief Legal Counsel for the Office of Inspector General within the Minnesota Department of Education, where she supported fraud and child maltreatment investigations and advised on data practices, ethics, and regulatory compliance.



Rebecca Baack has over fifteen years of experience in municipal law. Her extensive background has equipped her with a profound understanding of the intricacies of the criminal court system, empowering her to effectively represent clients with precision and expertise.

Support Personnel

Our Prosecution Staff is comprised of eight full-time support personnel dedicated to 100% prosecution work. We have six legal assistants, four with victim advocate experience and victim-witness caseloads, one completely dedicated victim-witness coordinator, and two designated law clerks.

All of our support staff have years of experience working in criminal prosecution. They are each assigned county-specific municipalities. This allows each municipality to have a main point of contact within the firm. However, all support staff are able to assist our municipalities to provide timely service.

Our Victim Witness Coordinators are committed to ensuring that victims receive all protections under the law. They maintain regular communication with victims, guiding them through their legal rights and the judicial process, assisting with court attendance when needed, and providing ongoing support every step of the way.

Communication and Service Approach

Our service philosophy is an individualized, measured response to each case — we recognize that no two cases are alike, and we keep the City's goals and safety in mind throughout. Our prosecutors are skilled negotiators and confident litigators, and we regularly collaborate with community partners, including victims' advocacy groups, to resolve cases in a way that protects victims' rights and interests. We also conduct ride-alongs with law enforcement and provide 24/7 availability to officers.

Eckberg Lammers uses a team approach to municipal prosecution, with Joe Van Thomme serving as the City's primary point of contact and the rest of the team available to support as needed.

Each of our prosecutors is a subject matter expert not only in criminal prosecution but in related fields including code enforcement, vehicle forfeiture, and state and federal firearm permit laws.

Experience and Qualifications

Because effective, comprehensive prosecution requires attorneys in court, in the office, and available after-hours, the firm is well-suited to serve the City's needs. Our prosecutors handle petty misdemeanors, misdemeanors, gross misdemeanors, traffic matters, ordinance violations, licensing violations, property maintenance violations, and other matters assigned by law or agreement, giving the City continuous representation in and out of court. This approach has served the firm's clients well and will do the same here.

Our work spans the full life of a case: reviewing police reports, citations, and charging decisions; evaluating diversion options and plea negotiations; and developing case strategy. Prosecutors appear at arraignments, pretrials, contested hearings, court trials, jury trials, probation violation hearings, restitution hearings, expungement proceedings, and appeals as applicable. Support

staff coordinate court appearances, case scheduling, discovery compliance, officer notifications, technical support, and conflict checks.

We regularly advise police, code enforcement, licensing staff, and other City staff on prosecution-related matters, and communicate directly with victims, witnesses, law enforcement, court administration, defense counsel, and City staff throughout a case. Where prosecution and civil enforcement approaches overlap, we coordinate closely with the City's civil attorneys to keep both tracks aligned.

Our team stays current on state and federal legislation and case law. The firm maintains working relationships with the Minnesota Chiefs of Police Association and Minnesota Sheriffs' Association, sends monthly newsletters to our agencies on trends, legislative changes, and case law, and provides in-person agency training on topics such as code enforcement, gun laws and Extreme Risk Protection Orders (ERPOs), foundational policing, and report writing.

Prosecution Technology

Our prosecution department operates a dedicated case management system, kept separate from the rest of the firm for confidentiality and efficiency. Prosecutors use laptops in court for email, real-time research, and immediate access to case records, and paperless files let prosecutors and staff retrieve case materials from any location. Prosecutors are also experienced using all BCA databases, e-charging criminal complaints, and other state prosecution programs, and the firm maintains Westlaw access for legal research.

We work closely with law enforcement partners to reduce the City's internal staffing burden around document and video evidence duplication and transfer, using Axon's Evidence.com system, compatible with all video storage formats; for secure, efficient handling of digital evidence.

LABOR AND EMPLOYMENT LEGAL SERVICES

Proposed Staffing

Our labor and employment attorneys understand local government and the importance of being available to our municipality's manager, human resources professionals, and/or department heads, as the City may prefer, to provide legal advice and consultation. We pride ourselves in actively collaborating with our municipalities to implement practical workplace policies and relevant counseling to limit workplace disputes and decrease potential liability or exposure. Our team currently provides Labor & Employment services to the cities of Blaine and Oak Park Heights and Employment Services to Bayport, Baytown Township, Forest Lake, Fulda, Lake St. Croix Beach, Little Canada, Ramsey, Sartell, Scandia, Woodbury, and Wyoming. We also represent other private organizations.

Proposed Lead Attorney



The proposed Labor and Employment Lead Attorney is Christina Benson. Christina is an attorney in our firm's Municipal Law and Employment Law practices. Prior to joining our firm, Christina worked for the League of Minnesota Cities as a Staff Attorney where she guided member municipalities through a variety of specific project inquiries and drafted case law and legislative updates for League members. Her practice focuses on enriching our municipalities throughout Minnesota by providing guidance on employment law, land use and zoning matters, contracts, ordinance review, and cannabis regulation. Christina is the City Attorney for Pine Springs, Lake St. Croix Beach, and Mendota, and is the Assistant City Attorney for Bayport, Oak Park Heights, and Woodbury. Christina has significant experience with BMS Arbitration patterns for public entities, drafting independent contractor agreements, policy drafting and interpretation, navigating the hiring process, and advising on Minnesota Government Data Practices Requests, including personnel data.

Proposed Assistant Attorney

Lida M. Bannink is the firm's lead Labor and Employment Attorney. Lida earned a Bachelor of Arts degree from Hamline University, Summa Cum Laude, and received her juris doctor from the University of Wisconsin Law School in 2012 and has been in private practice since that time. She joined Eckberg Lammers in 2015 and was admitted to the Minnesota State Bar in 2017.

Lida is an early point of contact whenever municipalities, agencies, and/or businesses undertake any employment-related decisions such as employee discipline or termination, leave administration, union negotiations, veterans' preference actions, grievance hearings, or other like actions. She is well versed in public-sector collective bargaining, the Americans with Disabilities Act (ADA), employee discrimination complaints, the Family and Medical Leave Act (FMLA), as well as other federal and state employment laws.

In addition to her work as an attorney, Lida is actively involved in bettering the community both professionally, such as through her involvement as the Current Chair of the Minnesota State Bar Association's Labor & Employment Section and on the Planning Committee for the St. Croix Valley Employers' Association, and personally through various volunteer events and charitable giving opportunities.

Some of Lida's municipal successes include:

- Assisted municipalities in successful negotiation of collective bargaining agreements both as lead negotiator and, when the municipality chose to take the lead in negotiations, as behind-the-scenes assistance.
- Successfully negotiated memoranda of understanding when collective bargaining agreements required amendment, including relating to COVID-19 & MN ESST.
- Successfully assisted a municipality in navigating a complicated employment matter involving a unionized employee, worker's compensation, the Americans with Disabilities Act, the Family and Medical Leave Act, Veteran's Preference law, and discipline where the City chose to terminate said employee. (This matter spanned approximately 18 months and culminated with a 4-day contested Veteran's Preference Arbitration involving expert witnesses where the City's termination decision was upheld. After the City's success at Arbitration, the employee voluntarily discontinued his pursuit of a claim of discrimination at the EEOC/MDHR.)
- Successfully assisted multiple municipalities in understanding and navigating the complicated web of laws involving employees exhibiting mental distress, including worker's compensation, PERA, FMLA, ADA, Veteran's Preference Law, and collective bargaining agreements. More than one of these instances resulted in negotiated separation agreements.
- Conducted extensive and thorough investigations of conduct to avoid legal liability and guide the City in making determinations on appropriate discipline. The highly-detailed investigations assisted in assessing immediate risk and guiding the municipal client to make systemic changes to gain organizational efficiency.

In addition to municipal successes, Lida has had similar successes for her private clients including successful negotiation of a joint collective bargaining agreement on behalf of a client that involved four additional businesses with a combined total of more than one thousand employees that provide commercial janitorial services across the Twin Cities. Lida has also assisted clients successfully through independent contractor/worker classification audits.

Communication and Service Approach

If selected to represent the City, the firm will prioritize the City's workflow to provide sound and strategic legal advice and direction to the City Manager and Human Resources. Our team and professional staff pride themselves on taking a collaborative approach with City staff, and always prioritize timely responses to all inquiries.

Our attorneys take a proactive approach to representation, alerting their municipal clients to legal trends on the horizon so each municipality can structure its affairs accordingly. Our attorneys remain up to date regarding the latest proposed and enacted legislation and case law affecting labor-related issues. Our attorneys frequently attend seminars and subscribe to list-serves to stay fully informed on all new and trending issues impacting both state and federal law. They regularly engage in discussion strategies, best legal policies, and practices to help serve our clients. These updates are communicated to our clients through electronic communications and training, as well as through the following employment-related services provided by Eckberg Lammers at no cost to our clients:

- Human Resources Roundtable: Eckberg Lammers hosts monthly human resources roundtable sessions to bring together public and private employers to discuss legal updates and "hot topics" in human resources and how local businesses and municipalities are responding. There is no cost for attending.

- Business & Breakfast Seminars: Eckberg Lammers hosts quarterly Business & Breakfast seminars with at least one session being employment-related. These events are held virtually and there is no cost to attend.
- Webinars: Our attorneys subscribe to a significant number of legal resources to stay up to date on legal developments and create and host timely seminars on pressing topics and other workplace issues.

Experience and Qualifications

Our dedicated labor and employment group provides a full spectrum of legal services tailored to proactively protect the City from liability and avoid unnecessary litigation. We advise on employment law, workplace policies, employee discipline, investigations, personnel matters, disability accommodation, leave issues, wage and hour compliance, and general employment risk, along with day-to-day HR functions such as drug testing, background checks, PERA, FLSA, veterans' preference, and unemployment matters.

On the labor relations side, we advise on collective bargaining, grievance handling, arbitration, mediation, and unfair labor practice matters, and our attorneys participate directly in in-person collective bargaining negotiations on the City's behalf. We regularly review employee handbooks, personnel policies, employment agreements, separation agreements, memoranda of understanding, and collective bargaining agreements, and advise on public-sector labor statutes, civil service and charter-related employment provisions, and general workplace compliance.

When requested, we represent the City in employment-related litigation, administrative proceedings, arbitration, and other contested matters, coordinating with the City's civil counsel, insurance counsel, and staff throughout. At all times, our attorneys work with the City Council, City Manager, and designated staff to foster effective employer-employee relations and limit costly workplace disputes.

CONFLICTS OF INTEREST

The firm does not foresee any potential conflict of interest with the City of Columbia Heights that could result from such representation in relation to prosecution matters.

The potential for conflicts of interest always exists. The firm maintains a conflict protocol and client registry as required under existing ethics standards for that purpose. The firm is keenly aware that representation of private individuals, real estate developers, contractors and others may impact its municipal clients, and Eckberg Lammers has worked successfully to avoid those conflicts over the years. In the rare event a conflict presents itself, the firm would promptly refer the case for representation, at no additional cost to the City, as we are professionally required to do. If necessary, we would assist in making the requisite referrals and transition the file to other counsel in an efficient manner.

The firm, as a matter of protocol, conducts a conflict check for each file opened by the firm. The firm also maintains client lists in its computer system which note all clients and adverse parties.

REFERENCES

The City of Columbia Heights is encouraged to contact any of Eckberg Lammers' current clients. We have provided contact information for the below references.

Civil legal service /City Attorney References:

Blaine

Erik Thorvig
City Manager
(763) 785-6120
ethorvig@blainemn.gov

Woodbury

Angela Gorall
Deputy City Administrator
651-714-3573
angela.gorall@woodburymn.gov

Jeff Dahl
City Administrator
651-714-3572
jeffrey.dahl@woodburymn.gov

Wyoming

Robb Linwood
City Administrator
651-462-0575
rlinwood@wyomingmn.org

Prosecution References:**Blaine**

Brian Podany
Police Chief
(763) 785-6132
bpodany@blainemn.gov

Ramsey

Brad Bluml
Police Chief
(763) 427-6812
bbluml@ci.ramsey.mn.us

Robbinsdale

Patrick Foley
Police Chief
(763) 531-1232
pfoley@ci.robbinsdale.mn.us

Labor & Employment References:**Blaine**

Erik Thorvig
City Manager
(763) 785-6120
ethorvig@blainemn.gov

Oak Park Heights

Jacob Rife
City Administrator
651-294-3441
jrife@oakparkheights.com

Forest Lake

Jolleen Chaika
Interim City Administrator
651-209-9732
jolleen.chaika@ci.forest-lake.mn.us

INSURANCE, LICENSING, CERTIFICATIONS

All the proposed attorneys listed above are licensed and in good standing in the State of Minnesota. Attached is a copy of our Malpractice/Liability Insurance Certificate, Appendix B.

Malpractice

Over the past five years, the firm has received five professional responsibility complaints. Four were dismissed in finding no violations of any ethical rules and imposing no discipline, while the remaining one remains currently under review. The remaining complaint is related to a private client matter and does not involve any municipal representation or municipal attorneys.

FEE PROPOSAL

Eckberg Lammers proposes the attached fee proposal for each service track proposed. We recognize that each city has unique requirements, and our goal is to provide efficient and effective legal support that helps achieve objectives while maintaining cost-effectiveness and transparency. We have seen this proposal work with other municipalities we represent. See Appendix C.

CONCLUSION

The breadth and depth of our firm's longstanding experience in representing municipal clients makes Eckberg Lammers uniquely qualified to provide superior, cost-effective civil legal service, prosecution services, and labor and employment services to the City of Columbia Heights. Our firm has demonstrated an ability and willingness to maintain close, effective working relationships with its municipal clients. We have enjoyed tremendous success representing cities of all sizes due to our strong infrastructure and skilled, capable attorneys. The commitment of the team to our clients allows us to deliver the services requested. We welcome the opportunity to provide comprehensive civil municipal, criminal prosecution, and labor and employment legal services to the City of Columbia Heights.

Respectfully submitted August 31, 2026

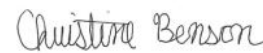
ECKBERG LAMMERS, P.C.



Thomas Loonan
(715) 808-8842
tloonan@eckberglammers.com



Joseph Van Thomme
(651) 351-2106
jvanthomme@eckberglammers.com



Christina Benson
(651) 351-2125
cbenson@eckberglammers.com

APPENDIX A – CURRENT MUNICIPAL CLIENTS

Represented Municipalities

Eckberg Lammers has historically maintained a significant focus in municipal and public-sector practice and, since its inception, has been one of the leading municipal law firms in the Twin Cities Metro area and beyond.

Civil Municipal Services for the Following:

Minnesota:

- o Bayport
- o Baytown Township
- o Blaine
- o Dayton EDA
- o Forest Lake
- o Fulda
- o Grant
- o Lake St. Croix Beach
- o Little Canada
- o Mendota
- o Oak Park Heights
- o Pine Springs
- o Ramsey
- o Rock Creek
- o Rush City
- o Sartell
- o St. Paul Port Authority
- o Scandia
- o St. Mary's Point
- o Woodbury
- o Wyoming

Wisconsin:

- o Ada
- o Blaine
- o Forest
- o Hudson
- o New Richmond
- o Oakland
- o Sand Lake
- o St. Joseph
- o St. Croix Falls
- o Star Prairie
- o Swiss
- o Trade Lake
- o Webster
- o Woodmohr

Prosecution Services for the Following:

- o Afton
- o Bayport
- o Blaine
- o Circle Pines
- o Crystal
- o Dundas
- o Faribault
- o Grant
- o Lake Elmo
- o Lake St. Croix Beach
- o Mahtomedi
- o Mankato
- o Morristown
- o Newport
- o Northfield
- o Oak Park Heights
- o Pine Springs
- o Ramsey
- o Robbinsdale
- o St. Mary's Point
- o Woodbury

APPENDIX B – INSURANCE, LICENSING AND CERTIFICATIONS

Malpractice/Liability Insurance Certificate



Small Lawyers Core Plan
Policy Declarations

LAWYERS PROFESSIONAL LIABILITY POLICY DECLARATIONS			
Agency:	Branch:	Policy Number:	Insurance is provided by
747953	912	7094441496	Continental Casualty Company, 151 N Franklin St Chicago IL 60606 A Stock Insurance Company.
1. NAMED INSURED AND ADDRESS:		NOTICE TO POLICYHOLDERS:	
Eckberg Lammers P.C., 1809 NORTHWESTERN AVE S, STILLWATER, MN 55082-7598		This is a Claims Made and Reported policy. It applies only to those claims that are both first made against the insured and reported in writing to the Company during the policy period. Please review the policy carefully and discuss this coverage with your insurance agent or broker.	
2. POLICY PERIOD:			
Inception: 09/12/2025 at 12:01 A.M. Standard Time at the address shown above		Expiration: 09/12/2026	
3. LIMITS OF LIABILITY:			
<i>Inclusive of Claims Expenses</i>		Each Claim: \$5,000,000 Aggregate: \$5,000,000	
Death or Disability and Non-Practicing Extended Reporting Period Limit of Liability:		Each Claim: \$1,000,000 Aggregate: \$2,000,000	
4. DEDUCTIBLES:			
Deductibles <i>Inclusive of Claims Expenses</i>		Aggregate: \$15,000	
5. POLICY PREMIUM:			
Annual Premium:		\$47,909.00	
Total Amount:		\$47,909.00	
<i>Includes CNA Risk Control Credit of</i>		(\$3,885.00)	
<i>Includes Lawyers Data Breach and Network Security Premium, see coverage endorsement if applicable</i>			
6. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION:			
G118047A22 (Ed. 09-1998), G118012AC (Ed. 03-1999), G118011A (Ed. 06-2015), G118016ACC (Ed. 12-2011), G118024A (Ed. 04-2008), G118031A (Ed. 04-2008), G118039A22 (Ed. 09-2015), G118046A22 (Ed. 10-2015), G118064A22 (Ed. 09-2015), G121011AC (Ed. 04-2008), GSL3398XX (Ed. 04-2008)			
7. WHO TO CONTACT:			
To report a claim:		CNA - Claims Reporting P.O. Box 8317 Chicago, IL 60680-8317 Fax: 866-773-7504 / Online: www.cna.com/claims Email: SpecialtyProNewLoss@cna.com Lawyers Claim Reporting Questions: 800-540-0762	

Authorized Representative

09/08/2025

Date

Form No: G118012AC (03-1999)
Policy Declarations; Page: 1 of 2
Underwriting Company: Continental Casualty Company, 151 N Franklin St, Chicago, IL 60606 Policy Page: 2 of 31

Policy No: 7094441496
Policy Effective Date: 09/12/2025

© Copyright CNA All Rights Reserved.

APPENDIX C – FEE PROPOSAL

We recognize that each city has unique requirements, and our goal is to provide efficient, effective legal support that helps the City achieve its objectives while maintaining cost-effectiveness and transparency. These rates are provided to the City recognizing the limitations of the City's budget and the City's obligation to taxpayers for fiscal responsibility. Therefore, we provide the following fee proposals for each service tracks.

While much of the work is routine and generally expected, there can be unexpected legal costs typically associated with litigation, code enforcement, and eminent domain. To ensure that the City is involved and informed, if work is outside the general hourly rate, the City Attorney will contact the City Manager in writing to provide notice of the matter, general cost expectations and confirm how the City would like to proceed before incurring significant legal costs.

Civil Legal Services/City Attorney Services

We propose an **hourly pricing** structure for the Civil Legal Service/City Attorney service track. The City will receive the discounted municipal rate specified below. Under this service track, the firm proposes the following schedule:

	Year 1 (2027)	Year 2 (2028)	Year 3 (2029)
Hourly Rate – Attorneys <i>General Legal Services</i>	\$235/hour	\$245/hour	\$255/hour
Hourly Rate – Paralegal <i>General Legal Services</i>	\$150/hour	\$160/hour	\$170/hour

Fee Structure for Specialty Services:

The specialty work defined below will be billed at the respective attorney's hourly rate. The minimum increments billed for each service are recorded in 0.10-hour increments.

- **Development-Related Services:** Legal services specific to a development project within the city are typically passed through to the developer, ensuring costs are allocated appropriately. These are billed at the respective attorney's private hourly rate.
- **Litigation Services:** Matters involving litigation are generally covered by the city's insurance provider, subject to the terms of coverage. These are billed at the respective attorney's private hourly rate.

We remain committed to transparency in billing and will work with the City to ensure proper cost allocation for each matter.

Prosecution Services

We propose a **yearly flat-fee retainer** that encompasses all the proposed prosecution services. The firm will prosecute all prosecution matters assigned to the city prosecutor within the monthly retainer fee described below, including criminal appeals and forfeitures related to DWI offenses. The fees set forth are not adjusted based on who is completing the work. As such, the City of

Columbia Heights can be assured that the flat-fee retainer will be the total billed in each month (supplemented by hard costs described below).

Accordingly, the efficiency and savings generated by this arrangement will be passed on to the City by eliminating the need for a redundant monthly billing summary of the services provided within the flat-fee. The annual fee will be billed in twelve (12) equal monthly installments.

Year 1 (2027)	Year 2 (2028)	Year 3 (2029)
\$122,000	\$128,710	\$135,789

Labor & Employment Services

We propose a discounted hourly rate structure for Labor & Employment services.

	Year 1 (2027)	Year 2 (2028)	Year 3 (2029)
Hourly Rate – Attorneys <i>General Legal Services</i>	\$235/hour	\$245/hour	\$255/hour
Hourly Rate – Attorneys <i>Bargaining Services</i>	\$250/hour	\$255/hour	\$260/hour
Hourly Rate – Paralegal <i>General Legal Services</i>	\$150/hour	\$160/hour	\$170/hour

Other Fees:

For all service tracks listed above the firm

<p>The firm does <u>not</u> charge for the following:</p> <ul style="list-style-type: none"> • Westlaw Fees • Administrative billings for file setup and computer entry • Mileage reimbursement • Legal assistant services • Office supplies • Electronic copies of documents 	<p>Charges passed through at cost:</p> <ul style="list-style-type: none"> • Postage, Courier/Delivery • Process Server Fees • Publication Fees • Court Filing Fees • Document Recording & Closing Fees
---	---



Tom Loonan

ATTORNEY

Direct (715) 808-8842

Email tloonan@eckberglammers.com



Tom is a shareholder and attorney at Eckberg Lammers, where he leads the firm's Personal Injury and Civil Municipal practices. With extensive experience in both litigation and transactional matters, Tom offers a unique and holistic approach to his personal injury cases. His engaging communication style helps build connections with his clients and his deep knowledge and strategic insight allow him to effectively navigate complex legal challenges, advocating fiercely for clients who have suffered injuries due to negligence—whether from motor vehicle accidents, dog bites, motorcycle accidents, trucking accidents, or other incidents.

In addition to his personal injury work, Tom serves as City Attorney for several municipalities in the greater Twin Cities area. In this capacity, he plays a pivotal role in City Council meetings, advising elected officials and public employees and offering essential legal counsel on a wide range of issues impacting our local communities, from land use and zoning to development projects. Tom's experience helps local governments make informed decisions that align with their goals and effectively serve the needs of the public.

Tom lives in the east metro with his wife and two young boys. He enjoys spending time with his family, playing and watching sports, or walking around the outdoors and experiencing new adventures.

About the Firm

Founded in 1949, Eckberg Lammers, P.C. is a fixture in the Twin Cities metropolitan area. Our attorneys serve clients throughout Minnesota and Wisconsin across a wide platform of practice areas. Our mission is to build and strengthen communities through long-term relationships with municipalities, businesses, and individuals to creatively solve legal needs.

Areas of Practice

Municipal Civil Counsel
Personal Injury

Bar Admissions

Minnesota
Wisconsin

Education

Mitchell Hamline School of Law,
J.D.
St. Paul, MN

Saint John's University, B.A.
Collegeville, MN

Professional Affiliations

Minnesota Association of Justice
Member

Minnesota State Bar Association
Member

State Bar of Wisconsin
Member

Honors & Awards

Super Lawyer - Rising Star
Minnesota and Wisconsin
(2021 - 2026)



Amanda Johnson

ATTORNEY

Direct (651) 288-9080

Email ajohnson@eckbergglammers.com



Amanda Johnson is an attorney in the firm's Civil Municipal law group, serving as City Attorney for several municipalities in the Twin Cities area. With a passion for community collaboration, Amanda sees herself as a champion for the cities she represents. She is deeply attuned to the goals and ideas of City Councils, Commissions, and city staff, ensuring their visions are realized with thoughtful guidance and practical solutions. Her practice spans a diverse array of municipal matters, including land use and zoning, community development, code enforcement, parks and recreation, condemnation, contract negotiations, data practices and more.

Prior to serving as City Attorney, Amanda gained valuable experience working for local developers and builders, providing her with a unique perspective on development projects. This experience allows her to effectively navigate projects involving both public and private organizations fostering solutions that benefit all stakeholders.

Amanda lives in the east metro with her husband and children. When she's not serving her communities, she may be found chasing chickens around her yard, pretending she has a green thumb or testing her latest recipe on her family.

About the Firm

Founded in 1949, Eckberg Lammers, P.C. is a fixture in the Twin Cities metropolitan area. Our attorneys serve clients throughout Minnesota and Wisconsin across a wide platform of practice areas. Our mission is to build and strengthen communities through long-term relationships with municipalities, businesses, and individuals to creatively solve legal needs.

Areas of Practice

Municipal Civil Counsel
Municipal Law
Economic Development & Redevelopment

Bar Admissions

Minnesota

Education

Mitchell Hamline School of Law,
J.D.
St. Paul, MN

University of Minnesota, B.A.
Minneapolis, MN

Presentations

Minnesota Clerks Conference
2021: *The Backyard Barnyard – Effective City Ordinances for Animals within the City Limits*

Real Estate Institute 2023: *How to Submit a Successful Planning Application to the City*

Minnesota Airport Conference
2022: *Top Ten Tips to Make Your Airport Leases Soar*

Real Estate Institute 2024: *The Subdivision Process from Both Developer and City Perspective*



Joe Van Thomme

ATTORNEY

Direct (651) 351-2106

Email jvanthomme@eckberglammers.com



Joe is a shareholder with Eckberg Lammers and an attorney in our Municipal practice area and serves as one of our lead criminal prosecutors. He specializes in criminal prosecution for the Cities of Blaine, Ramsey, Woodbury, East Bethel, and Oak Park Heights. From charges and arraignment to trial, verdict and sentencing, along with contested evidentiary hearings and probation violations, he regularly handles all facets of misdemeanor prosecution for the cities we serve.

Joe's passion for practicing law stems from his unique ability to find resolutions to complex situations. Never one to shy away from difficult conversations or contentious litigation, he combines his candid advice and communication style with expert legal strategy to achieve the best possible case results for his municipal clients. He was selected as an "Up and Coming Attorney" by Minnesota Lawyer in 2013.

Joe is an adjunct faculty member at Mitchell Hamline School of Law where he teaches Criminal Prosecution, Advocacy and Competitions. He is also a board member of the domestic and sexual survivor's advocacy non-profit, Standpoint, and a member of the Violence Free Minnesota collaborative.

About the Firm

Founded in 1949, Eckberg Lammers, P.C. is a fixture in the Twin Cities metropolitan area. Our attorneys serve clients throughout Minnesota and Wisconsin across a wide platform of practice areas. Our mission is to build and strengthen communities through long-term relationships with municipalities, businesses, and individuals to creatively solve legal needs.

Areas of Practice

Municipal Prosecution

Bar Admissions

Minnesota

Education

Hamline University, J.D.
St. Paul, MN

University of Minnesota, B.A.
Minneapolis, MN

Professional Affiliations

Minnesota State Bar Association:
*Member - Public Law, Alternative
Dispute Resolution, and Labor &
Employment Law Sections*

Minnesota Women's Lawyers:
Member

Honors & Awards

"Up and Coming Attorney"
Minnesota Lawyer 2013

Volunteer of the Year
Reach for Resources 2013



Christina Benson

ATTORNEY

Direct (651) 351-2135

Email cbenson@eckberglammers.com



Christina Benson is an attorney in our Municipal Law and Labor & Employment groups. She focuses her practice on enriching our municipalities throughout Minnesota by providing guidance on the Minnesota Government Data Practices Act, cannabis regulation, open meeting law, land use and zoning matters, contracts, employment law, and ordinance review. In her Labor and Employment practice she helps employers navigate classification of employees and Minnesota leave laws along with drafting policies and agreements to best fit business needs while reducing risk.

Prior to joining Eckberg Lammers, Christina worked for the League of Minnesota Cities as a Staff Attorney where she guided member municipalities through a variety of specific project inquiries and drafted case law and legislative updates for League members.

At home, Christina enjoys spending time playing with her Leagle and Husky/Pyrenees mix and belting show tunes. around town, you will find Christina and her husband antiquing, shopping local, trying out new breweries/cideries, or catching a show with family and friends.

About the Firm

Founded in 1949, Eckberg Lammers, P.C. is a fixture in the Twin Cities metropolitan area. Our attorneys serve clients throughout Minnesota and Wisconsin across a wide platform of practice areas. Our mission is to build and strengthen communities through long-term relationships with municipalities, businesses, and individuals to creatively solve legal needs.

Areas of Practice

Municipal Civil Counsel
Municipal Law
Labor & Employment

Bar Admissions

Minnesota

Education

University of St. Thomas Law
School, J.D.
Minneapolis, MN

Luther Collage, B.A.
Decorah, IA
Magna Cum Laude

Professional Affiliations

Minnesota State Bar Association:
Member - Public Law, Alternative
Dispute Resolution, and Labor &
Employment Law Sections

Minnesota Women's Lawyers:
Member

Honors & Awards

Dean's Award for White Collar
Crime & Compliance, 2021
University of St. Thomas Law
School



Lida Bannink

ATTORNEY

Direct (651) 351-2116

Email lbannink@eckberglammers.com



Lida Bannink is a shareholder and lead attorney in our labor and employment practice. She routinely advises employers, both businesses and municipalities, on how to manage the complex web of laws and regulations to support the entity's human resource needs. Lida is especially adept at synthesizing complex legal and factual materials and clearly communicating all aspects of a matter to her clients. She focuses in the following areas:

- Employee performance issues
- Family & Medical Leave Act (FMLA)
- American's with Disabilities Act (ADA)
- Separation/termination agreements
- Discrimination and harassment
- Coronavirus Laws
- Workplace investigations
- Noncompete/confidentiality agreements
- Wage & overtime
- Whistleblowing & retaliation
- Employment handbooks
- Collective bargaining
- Telecommuting agreements
- Worker classification

Lida is actively involved in bettering the community both professionally, such as her involvement in the St. Croix Valley Employers' Association, and personally through various volunteer events and charitable giving opportunities. She was raised on her family's rural farm in Clear Lake, Wisconsin and now resides in Western Wisconsin. She has a passion for the outdoors and helping others in need.

About the Firm

Founded in 1949, Eckberg Lammers, P.C. is a fixture in the Twin Cities metropolitan area. Our attorneys serve clients throughout Minnesota and Wisconsin across a wide platform of practice areas. Our mission is to build and strengthen communities through long-term relationships with municipalities, businesses, and individuals to creatively solve legal needs.

Areas of Practice

Labor & Employment
Workplace Investigations

Bar Admissions

Minnesota
Wisconsin

Education

University of Wisconsin, J.D.
Madison, WI

Hamline University, B.A.
St. Paul, MN
summa cum laude

Professional Affiliations

Minnesota State Bar Association:
Member - Prior Chair Labor &
Employment section

State Bar of Wisconsin
Member

St. Croix Valley Bar Association
Member

Honors & Awards

Super Lawyers - Rising Star
Minnesota 2021-2026
Wisconsin 2023-2025



City of Columbia Heights

Proposal for Civil and Labor and Employment Legal Services August 31, 2026

*Joseph J. Langel
jjl@ratwiklaw.com*

*Timothy A. Sullivan
tas@ratwiklaw.com*

*Jordan H. Soderlind
jhs@ratwiklaw.com*

*444 Cedar Street, Suite 2100, Saint Paul, Minnesota 55101
Phone: (612) 339-0060 Facsimile: (612) 339-0038
www.ratwiklaw.com*



Joseph J. Langel
Direct Phone: (612) 225-6837
jjl@ratwiklaw.com

August 31, 2026

Aaron Chirpich
City Manager
City of Columbia Heights
3989 Central Avenue NE
Columbia Heights, MN 55421
achirpich@columbiaheightsmn.gov

RE: *Proposal for City Attorney and Labor and Employment Legal Services*

Dear Mr. Chirpich:

Ratwik, Roszak & Maloney, P.A. is pleased to submit this proposal to serve as City Attorney and Labor and Employment Counsel for the City of Columbia Heights, providing general and labor and employment legal services as described in the City's Request for Proposals dated August 10, 2026. We understand the scope of work for Track 1 to include general counsel services to the city council, planning commission, city manager, and staff, including litigation defense, employment and labor advice, land use and development review, contract and ordinance drafting, and representation in condemnation, code enforcement, and regulatory matters. We understand the scope of work for Track 3 to include general advice, policy review, employment law matters, labor relations, and related representation.

We are committed to performing these services within the time periods requested by the City, including attendance at regular City Council meetings, Planning Commission meetings, and other advisory board meetings as requested, and providing prompt, responsive service consistent with the priority the City's legal matters deserve.

We believe our firm is best qualified to serve as City Attorney and Labor and Employment Counsel because our practice is dedicated almost exclusively to municipal law. This has been true for the nearly 40 years that our firm has existed. We currently represent over 100 Minnesota cities, counties, school districts, joint powers entities and statutory entities, practicing in the same areas of law for which Columbia Heights seeks representation. We routinely provide the various services listed in your RFP.

This proposal constitutes a firm and irrevocable offer for a period of 120 days after the proposal due date of August 31, 2026. If there is any additional information you would like from our firm, please let me know. I look forward to hearing from you.

Very truly yours,

Over 35 Years of Service

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
FIRM BACKGROUND	1
PROPOSED STAFFING.....	2
FIRM RESOURCES	3
SCOPE OF SERVICES.....	4
TRACK 1: CIVIL LEGAL SERVICES / CITY ATTORNEY SERVICES.....	4
TRACK 3: LABOR AND EMPLOYMENT LEGAL SERVICES	5
COMMUNICATION AND SERVICE APPROACH	5
MUNICIPAL EXPERIENCE	6
CONFLICTS OF INTEREST	8
REFERENCES	9
FEE PROPOSAL – TRACK 1	10
FEE PROPOSAL – TRACK 3	11
ATTACHMENT A - ATTORNEYS' RÉSUMÉS	

EXECUTIVE SUMMARY

Ratwik, Roszak & Maloney, P.A., is pleased to present this proposal for providing general legal services to the City of Columbia Heights. As detailed below, we are a specialty law firm focused almost exclusively on municipal law. We represent over 100 cities, counties, school districts, joint powers entities and statutory entities throughout the State of Minnesota. The list of municipal legal services set forth in the Request for Proposals lists legal services that we have been providing for our clients for many years. We have the experience necessary to professionally and efficiently represent the City of Columbia Heights.

Joseph Langel would be the appointed City Attorney. Joe is the Firm president and a senior shareholder with 30 years of experience in representing cities, counties, school districts, joint powers entities, and statutory entities. He is currently the appointed City Attorney for 14 cities.

FIRM BACKGROUND

The firm was founded more than 39 years ago by Paul Ratwik, John Roszak and Patricia Maloney, each of whom already had extensive experience in municipal law. Since its founding, the firm has expanded and built its practice on the strength of its attorneys and dedication to its public clients. From the beginning, Ratwik, Roszak & Maloney, P.A. focused its practice exclusively on local government law. We take pride in representing cities, counties, school districts, joint powers entities and other governmental entities throughout Minnesota. Because of our reputation and expertise, the State of Minnesota also retains the firm for special investigations. The firm's focus is reflected in its billings, 99% of which are to government clients. That percentage has remained consistent for many years.

Except as provided above, our attorneys provide a full range of legal services and have expertise in all areas of law affecting public entities, including, but not limited to:

- Public sector labor and employment law
- Public contracting law
- Open Meeting Law and Data Practices Act
- Real estate acquisition (including the use of eminent domain)
- Ordinance drafting
- Code enforcement
- Environmental law
- Municipal litigation
- Contract drafting, including development agreements

- Zoning issues, including variances and conditional use permits

We currently have 17 attorneys and five support staff. A brief description of the attorneys' practice areas is attached. Our office is in downtown Saint Paul, providing us with centralized access to our statewide and regional clientele.

There have been no malpractice claims against our firm or the firm's attorneys, nor has any discipline been imposed against any attorney in the firm. The firm obtains malpractice insurance coverage in the amount of \$5,000,000 from Minnesota Lawyers Mutual. The firm is an equal opportunity employer.

PROPOSED STAFFING

As indicated above, Mr. Langel would serve as the City Attorney for the City of Columbia Heights. Mr. Langel graduated from Loras College, magna cum laude, with a B.A. degree in Political Science and Economics, earned an M.A. degree in International Relations from the University of Chicago, and earned his J.D., cum laude, from the University of Minnesota Law School. He was admitted to the Minnesota bar in 1994. Following a judicial clerkship at the Minnesota Court of Appeals, Mr. Langel joined Ratwik, Roszak & Maloney, P.A. and has been practicing municipal law full time ever since. A senior shareholder with the firm, he is a member of the Minnesota State Bar Association and is admitted to practice in Minnesota and Wisconsin, as well as Minnesota Federal District Court and the Eighth Circuit Court of Appeals.

Virtually all of Mr. Langel's work relates to municipal law. Mr. Langel is the appointed City Attorney for Brainerd, Crosby, Crosslake, Isanti, Clear Lake, Ironton, Jordan, Cass Lake, Fifty Lakes, Breezy Point, Blackduck, Manhattan Beach, Jenkins and Federal Dam. The services provided to these cities are consistent with the scope of work sought by the City of Columbia Heights. Mr. Langel is also the appointed attorney for the Lake Minnetonka Conservation District and represents a number of public school districts throughout the state. If the Firm is retained by Columbia Heights, a portion of Mr. Langel's existing workload will be reallocated to other attorneys to allow time to be dedicated to Columbia Heights.

Assisting Mr. Langel, and acting as lead labor and employment attorney, is Tim Sullivan. Mr. Sullivan is a shareholder of the firm and has been with Ratwik, Roszak & Maloney, P.A. his entire career. He graduated from Winona State University, earning B.A. and B.S. degrees, magna cum laude, and graduated first in his class from Hamline University School of Law, earning a J.D., summa cum laude. He is admitted to practice in Minnesota, the U.S. District Court for the District of Minnesota, and the Eighth Circuit Court of Appeals. He is a member of the Minnesota State Bar Association and is currently on the Board of Directors of the Minnesota Defense Lawyers Association.

Throughout his career, Mr. Sullivan has almost exclusively represented public entities. He has substantial experience in labor and employment law matters, including drafting labor agreements, conducting union negotiations, grievance arbitration, interest arbitration, discipline and discharge of public employees, veterans' preference matters, employee leaves, and employee performance management. He also has substantial experience successfully representing public entities in litigation before Minnesota state and federal courts.

Assisting both Joe and Tim is Jordan Soderlind, a shareholder of the firm who has been practicing law since 2014. He graduated from St. Olaf College, earning a B.A., and graduated from William Mitchell College of Law, earning a J.D., magna cum laude. He is admitted to practice in Minnesota and the U.S. District Court for the District of Minnesota. He is a member of the Minnesota State Bar Association, the Ramsey County Bar Association, and the Minnesota Defense Lawyers Association. Mr. Soderlind focuses almost exclusively on representing public entities, advising schools, cities, and other municipalities on municipal powers and duties, including data practices and open meeting issues, governance, elections, contracts, and civil litigation. He has conducted numerous employment investigations and has significant experience with employment law matters.

City work will be coordinated through Joe Langel, who will be the primary point of contact for all legal areas. Joe will assign attorneys and staff as appropriate given the nature of the work. The firm's associate attorneys are each knowledgeable and experienced in municipal law, and may be assigned to review and draft contracts, research and draft legal opinions, perform investigations and generally assist shareholders in representing the City. Shareholders monitor all work performed by associates to ensure that high-quality service is provided at the lowest practical cost.

In addition, our support staff is highly professional and experienced in providing assistance on municipal issues, as that has been the focus of our firm since it was founded. Staff will handle document assembly, scheduling, preparation of routine notices and similar tasks.

FIRM RESOURCES

Our physical legal library consists of reference materials covering a number of areas (e.g., real property law, construction law, law and employment law, liquor law, Minnesota Basic Code, parliamentary procedure, etc.). For case law and related research, we utilize Westlaw and other online search engines. We use Smokeball for our file and document system. Our entire firm's filing and document system is cloud-based and available to our attorneys and staff from anywhere at any time.

Our file database contains over a million documents accumulated over decades of representing governmental entities. This is a wealth of searchable data that can be tapped to make researching of common issues and the drafting of form documents more efficient. In addition, both our legal research and filing system software now contain customized artificial intelligence programs that can shorten the time needed for routine tasks, thereby reducing costs for our clients.

SCOPE OF SERVICES

We reviewed the Scope of Services set forth in **Track 1: Civil Legal Services / City Attorney Services** of the Request for Proposals. Each of the items listed are generally understood to be within typical general counsel work for a city attorney. Our firm is experienced in these matters and is prepared to provide these services to the City of Columbia Heights. These services include:

- Advise the city council, planning commission, city manager, and staff on legal matters.
- Attend city council, planning commission, and advisory board meetings as requested.
- Prepare and review ordinances, resolutions, contracts, agreements, correspondence, and council/board reports.
- Prepare and review development agreements, PUD agreements, municipal contracts, joint powers agreements, and leases.
- Advise and assist staff in developing RFPs, bid documents, and procurement of goods and services.
- Assist staff in processing licensing violations, administrative fines, suspensions, and administrative review procedures.
- Assist and represent the City in the acquisition of properties for public improvements, easements, economic development, parks, and condemnation proceedings.
- Research and advise on open meeting law, data practices, records retention, land use statutes, comprehensive plans, and Metropolitan Council approvals.
- Advise on economic development matters.
- Advise on employment matters, including personnel issues, PERA, FLSA, Veterans' Preference, unemployment compensation, and personnel policies.
- Coordinate with Bond Counsel on financing, special assessments, bonds, and insurance requirements.
- Represent the City in ordinance enforcement matters (building, property maintenance, zoning) and before state and federal regulatory agencies.
- Defend the City in litigation, including uninsured claims and other insurance matters.
- Provide prompt, high-level customer service and reasonable response times.

Ratwik, Roszak & Maloney, P.A. does not currently represent the City of Columbia Heights and has not previously provided legal services to the City. The Firm does not serve as bond counsel. The Firm does handle routine development issues (rezoning, development agreements, business subsidy agreements, plat review, etc.) but does not offer specialty services for the EDA.

We have also reviewed the Scope of Services set forth in **Track 3: Labor and Employment Services** of the Request for Proposals. Our firm is experienced in these matters and is prepared to provide these services to the City of Columbia Heights. These services include:

- Advise on employment law, workplace policies, employee discipline, investigations, personnel matters, disability accommodation, leave issues, wage and hour issues, and employment risk.
- Advise on collective bargaining, labor relations, grievance handling, arbitration, mediation, and unfair labor practice matters.
- Participate in in-person collective bargaining negotiations.
- Represent the City in employment-related litigation, administrative proceedings, arbitration, or other contested matters when requested.
- Coordinate with civil counsel, insurance counsel, and City staff as needed. Review employee handbooks, personnel policies, employment agreements, separation agreements, memoranda of understanding, and collective bargaining agreements.
- Advise on public-sector labor statutes, civil services or charter-related employment provisions, as well as workplace compliance.

COMMUNICATION AND SERVICE APPROACH

Nearly all communications with our clients occur via phone or e-mail. Meetings are often handled virtually. We have no preferred communication method; the client may use whatever works best for them.

In terms of how matters are handled, many inquiries are routine in nature and can be handled immediately via phone or email. Other requests are prioritized based on their nature, timing and complexity. Some matters must be handled quickly because of statutory deadlines or client timelines; others are more long-term in nature (such as litigation matters). Timeliness of legal services is of great importance for all our clients. We discuss the timing of assignments with our clients when we receive them to ensure there are no misunderstandings and we work hard to meet our clients' expectations. We

have the capacity to provide reports and memos and other responses in reasonable time frames, subject to possible interruptions caused by trials, hearings and illness.

Reporting of the status of pending projects varies by client. For many, this is handled informally through routine communications. Some, however, prefer a more formal written list that is updated on a regular basis. We will accommodate whatever approach is preferred by the City. The City's matters will be given the priority of an ongoing general counsel relationship, and staffing depth at the firm ensures reasonable response times are maintained even during trials, hearings, or attorney absences.

MUNICIPAL EXPERIENCE

The following describes several areas of municipal law and our experience in serving our municipal clients.

Labor and Employment Law

This firm has an extensive history in labor and employment law, handling such issues on a daily basis for dozens of governmental entities statewide. We have performed hundreds of employment investigations, negotiated hundreds of millions of dollars' worth of collective bargaining agreements, and represented the government in hundreds of employment discipline matters. We are experts in state and federal public sector labor and employment law, representing cities, counties, school districts and joint powers entities all across Minnesota in contract negotiations, grievance arbitrations and interest arbitrations.

Ordinances / City Code

We routinely draft, review and revise city ordinances of all kinds, and will assist in the codification process. Interpreting, providing advice on, and enforcing city codes are tasks undertaken by the firm on a daily basis. We routinely draft letters to residents on code issues, obtain administrative search warrants, undertake the statutory hazardous structure procedure to remove dangerous buildings, and assist with nuisance abatement. We also assist with enforcement of rental maintenance codes and zoning codes, including through the administrative hearing process.

Development Issues

We have drafted and negotiated many development and escrow agreements, routinely review plats and related title work, and generally assist City staff with any questions arising out of the development process. This includes developing a customized “standard” development agreement for cities that staff can use to facilitate the development process if that is appropriate and useful.

Property and Easement Acquisition and Leasing

Mr. Langel often assists cities with buying and selling land. This includes drafting purchase agreements, retaining title companies, reviewing title, clearing title (including state bond liens), drafting deeds, etc. We work with the title company and any third-party acquisition specialists through closing to complete the transactions. We have also drafted and enforced a variety of lease agreements held by cities, both as landlord and tenant.

Easement acquisition is a common undertaking for cities. Mr. Langel has drafted a variety of easements (right-of-way, utility, trail, encroachment, etc.) as well as undertaken enforcement actions based on those easements.

In addition, Mr. Langel has undertaken a number of eminent domain actions over the years, including through the hearing process and appeal. Mr. Langel is experienced in both annexation and detachment proceedings before the Court of Administrative Hearings and has drafted orderly annexation agreements.

Assessments

Chapter 429 assessment issues are common. Mr. Langel routinely advises cities on assessment policy language, retaining appropriate appraisers, assisting with negotiations, and representing cities through contested hearings and appeals to district court and the court of appeals.

Economic Development

Mr. Langel drafts business subsidy agreements and development agreements to help with cities’ economic growth. Mr. Langel also assists cities with grant applications as well as other documents required by other levels of government (State, USDA, IRRR, etc.).

Government Data Practices

This firm frequently fields questions under the Minnesota Government Data Practices Act and has given numerous speeches and presentations on the statute and its

application. We also draft requests for opinions from the Department of Administration when requested, assist with numerous data requests, and defend cities from claims that they violated the MGDPA. We have considerable experience in this area.

Contract Law

This is a broad term, as it includes all kinds of contracts, such as construction contracts (AIA, EJCDC and custom), purchase and development agreements (discussed above), non-real estate purchase agreements, collective bargaining agreements, etc. A common contract issue concerns the application and interpretation of the bid law. Mr. Langel is routinely sought for his expertise in this area and is a presenter on the topic.

Franchise / Utility Law

Mr. Langel reviewed and negotiated multiple cable and utility franchise agreements for several cities. Mr. Langel is also general counsel for the Brainerd Public Utility Commission (water, sewer and electric utilities) and represented it in a franchise fee dispute. Mr. Langel has also represented cities in disputes with utility users over utility fees, connection requirements and debt collection.

Trial / Litigation

As municipal attorneys, we have handled numerous litigation matters for our clients in state and federal court. We have represented our municipal clients in contract, condemnation, code enforcement, assessment appeals, land use appeals, annexation and other litigation. For example, Mr. Langel and Christian Shafer prevailed at the Court of Appeals on two landmark special assessment cases involving over \$1 million in assessments for interstate interchange improvements. Mr. Langel has litigated dozens of claims brought against or by the government, including personal injury, contract and construction defect claims, eminent domain actions, and zoning appeals. We also represent cities when court orders are needed for demolition of hazardous buildings, administrative search warrants, nuisance abatement and collections. Mr. Langel, Mr. Sullivan and Mr. Soderlind have appeared in district courts throughout Minnesota as well as in various forms of administrative actions (e.g., cartway hearing, PERA claims, DHR charges, etc.).

CONFLICTS OF INTEREST

When new matters come into the office, the lead attorney runs a conflict check to assure no conflict of interest exists. A list of new matters is circulated weekly to all attorneys. In the event a potential conflict of interest may exist, we promptly notify each client or prospective client. If the firm reasonably believes that representation of one client will not adversely affect the relationship with the other client, we will undertake

representation only if both clients consent. If we believe our representation of a client could be materially limited by our relationship with another client, we will not represent the client but will assist the client in finding adequate representation. Our goal in identifying and resolving all conflicts is to maintain the loyalty present in all our client relationships.

The firm presently represents over 100 public entities consisting of cities, counties, school districts and joint powers entities. While we have been retained by the Columbia Heights School District, we do not believe that our representation will create a direct conflict of interest with our representation of the City of Columbia Heights. The firm does not represent developers.

REFERENCES

Below are several Minnesota municipal client references.

City of Brainerd

Nick Broyles, City Administrator
(218) 828-2307
nbroyles@brainerdmin.gov
City Attorney Civil Legal Services since XXXX
Population 14,395
Council-Mayor Form of Government

City of Crosby

Trish Harren, City Administrator
(218) 546-5021
cityadmin@cityofcrosby.com
City Attorney Civil Legal Services since XXXX
Population 2,630
Non-partisan City Council Form of Government

City of Isanti

Josi Wood, City Administrator
(763) 444-5512
jwood@cityofisanti.us
City Attorney Civil Legal Services since XXXX
Population 6,804
Council-Administrator Form of Government

City of Crosslake

Lori Conway, City Administrator
(218) 692-9803
lconway@cityofcrosslake.gov
City Attorney Civil Legal Services since XXXX
Population 2,394
Mayor-Council Form of Government

FEE PROPOSAL

TRACK 1: Civil Legal Services / City Attorney Services

We bill on an hourly basis. Our billing is for actual time incurred in 1/10-hour (6 minute) increments. We propose the following hourly rates effective January 1, 2027

	MISCELLANEOUS	LITIGATION	DEVELOPER PAID
Shareholders	\$210.00/hr.	\$240.00/hr.	\$260.00/hr.
Associates	\$190.00/hr.	\$205.00/hr.	\$205.00/hr.
Paralegal	\$100.00/hr.	\$100.00/hr.	\$100.00/hr.
Law Clerk	\$90.00/hr.	\$90.00/hr.	\$90.00/hr.

Out-of-pocket costs (e.g., filing fees, service fees, depositions, etc.) are billed at cost, without surcharges. Mileage will be billed at the current rate set by the IRS. There are no charges for ordinary photocopies, faxes, printing, or word processing. Payment can be made by check or ACH.

Hourly rates may increase annually, depending on inflation and the Firm's costs. Increases are typically in the range of \$5-10/hour. Increases do not necessarily occur every year.

Our firm issues detailed monthly billing statements including itemized dates of service, identification of attorney and any support personnel providing services, actual time spent on services, detailed description of the service provided, fees for the service provided, and all associated costs and expenses related to the service provided. Billing statements are also organized by project / file.

FEE PROPOSAL

TRACK 3: Labor and Employment Legal Services

We bill on an hourly basis. Our billing is for actual time incurred in 1/10-hour (6 minute) increments. We propose the following hourly rates effective January 1, 2027

	MISCELLANEOUS	LITIGATION	DEVELOPER PAID
Shareholders	\$210.00/hr.	\$240.00/hr.	\$260.00/hr.
Associates	\$190.00/hr.	\$205.00/hr.	\$205.00/hr.
Paralegal	\$100.00/hr.	\$100.00/hr.	\$100.00/hr.
Law Clerk	\$90.00/hr.	\$90.00/hr.	\$90.00/hr.

Out-of-pocket costs (e.g., filing fees, service fees, depositions, etc.) are billed at cost, without surcharges. Mileage will be billed at the current rate set by the IRS. There are no charges for ordinary photocopies, faxes, printing, or word processing. Payment can be made by check or ACH.

Hourly rates may increase annually, depending on inflation and the Firm's costs. Increases are typically in the range of \$5-10/hour. Increases do not necessarily occur every year.

Our firm issues detailed monthly billing statements including itemized dates of service, identification of attorney and any support personnel providing services, actual time spent on services, detailed description of the service provided, fees for the service provided, and all associated costs and expenses related to the service provided. Billing statements are also organized by project / file.

Thank you for providing the opportunity to submit this Proposal. We look forward to hearing from you.

Respectfully submitted,

RATWIK, ROSZAK & MALONEY, P.A.

By: /s/ Joseph J. Langel
Joseph J. Langel

**RATWIK, ROSZAK & MALONEY, P.A.
ATTORNEYS' RÉSUMÉS**

ANN R. GOERING

Education:

William Mitchell College of Law, J.D., *cum laude*, 1990
Hamline University, B.A., 1985

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice and Experience:

Labor and employment law, including employment litigation and arbitration, investigations, defense of harassment and discrimination claims, negotiation and administration of collective bargaining agreements; employee discipline and discharge; general school law; federal and state court civil litigation; data privacy and open meeting law.

JOSEPH J. LANGE

Education:

University of Minnesota Law School, J.D., *cum laude*, 1994
University of Chicago, M.A., 1988
Loras College, B.A., *magna cum laude*, 1987

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A., 1995 to present
Minnesota Court of Appeals, Judicial Law Clerk for Judge Thomas Kalitowski, 1994-95

Primary Areas of Practice and Experience:

General counsel to 14 cities, insurance defense for Minnesota counties, general counsel to public school districts across the state, general counsel for the Lake Minnetonka Conservation District, and counsel for various joint powers entities including fire districts. Work includes civil litigation (including construction litigation, eminent domain, contract litigation, and code enforcement), administrative hearings (annexation/detachment, election law), general municipal and public contracting laws, planning and zoning, real estate (acquisition, sale, easements, etc.), Open Meeting Law, Government Data Practices Act, code review and drafting, and bid law.

MARGARET A. SKELTON

Education:

William Mitchell College of Law, J.D., *cum laude*, 1993
University of Wisconsin, B.A., *with honors*, 1989

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.
Assistant City Attorney, City of St. Paul
Attorney, Torres Law Offices

Primary Areas of Practice and Experience:

Civil litigation, labor and employment law, including labor negotiations, discrimination, harassment, constitutional torts, discipline, termination and arbitration.

JENNIFER K. EARLEY

Education:

William Mitchell College of Law, J.D., 1995
Winona State University, B.A., *cum laude*, 1989

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.
Shareholder, Knutson, Flynn & Deans, P.A.

Primary Areas of Practice and Experience:

Civil litigation, labor and employment law, including labor negotiations, discrimination, harassment, constitutional torts, discipline, termination and arbitration.

ERIN E. BENSON

Education:

William Mitchell College of Law, J.D., *cum laude*, 2006
University of Minnesota, B.A., 2002

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice and Experience:

General municipal law, litigation, school law, and labor and employment law, employment investigations, data privacy and open meeting law.

CHRISTIAN R. SHAFER

Education:

University of Minnesota Law School, J.D., *magna cum laude*, 2007

University of Michigan, B.A., 2004

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice and Experience:

General municipal law, litigation, school law, special education, and labor and employment law.

TIMOTHY A. SULLIVAN

Education:

Hamline University School of Law., *summa cum laude*, 2010

Winona State University, B.A. 2006; B.S. *magna cum laude*, 2007

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice & Experience:

Labor and employment law, including employment litigation and arbitration, investigations, defense of harassment and discrimination claims, negotiation and administration of collective bargaining agreements; employee discipline and discharge; general municipal law; federal and state court civil litigation; data privacy and open meeting law.

JORDAN H. SODERLIND

Education:

William Mitchell College of Law, J.D., *magna cum laude*, 2014

St. Olaf College, B.A., 2010

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.

Attorney, Anderson, Larson, Saunders, Klaassen & Dahlager, PLLP

Primary Areas of Practice & Experience:

General municipal law, litigation, school law, and labor and employment law.

ADAM J. FRUDDENEducation:

University of Minnesota Law School, J.D., *cum laude*, 2018

Oakland University, M.A.T., 2014

Denison University, B.A., 2012

Legal Career:

Shareholder, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice & Experience:

General municipal law, litigation, special education, school law, and labor and employment law.

MARY M. WAHLQUISTEducation:

University of Minnesota Law School, J.D., *cum laude*, 2022

University College Dublin, M.Sc., 2017

St. Olaf College, B.A., *magna cum laude*, 2016

Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice & Experience:

General municipal law, school law, and labor and employment law.

CAMERON E. FOXEducation:

University of Minnesota Law School, J.D., 2022

Hope College, B.A., *summa cum laude* 2016

Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice & Experience:

General municipal law, school law, and labor and employment law.

LAUREN T. KINGSBECK

Education:

University of St. Thomas School of Law, J.D., *cum laude*, 2022
St. Olaf College, B.A. *cum laude*, 2015

Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice & Experience:

General municipal law, school law, and labor and employment law.

ANDREA F. JAMISON

Education:

Mitchell Hamline School of Law, J.D., *cum laude*, 2023
United Nations Mandated University for Peace, M.A., *with honors*, 2015
Northeastern University, Boston, MA, B.A., *summa cum laude*, 2010

Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice & Experience:

General municipal law, school law, and labor and employment law.

STEPHANIE FRANCO MALAVE

Education:

University of St. Thomas School of Law, J.D., 2023
St. Catherine University, B.A., *magna cum laude*, 2019

Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice & Experience:

General municipal law, school law, and labor and employment law.

MADISON M. ELLIOTTEducation:

Mitchell Hamline School of Law, J.D., 2025

University of Minnesota, B.A., 2021

Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice & Experience:

General municipal law, school law, and labor and employment law.

TORI R. GALEEducation:

Mitchell Hamline School of Law, J.D., 2024

Portland State University, B.A., 2020

Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

Attorney, Atticus Family Law, S.C.

Primary Areas of Practice & Experience:

General municipal law, school law and labor and employment law.

JACK T. RADOMSKIEducation:

Marquette University Law School, J.D., 2026

University of Minnesota, B.A., 2023

Legal Career:

Attorney, Ratwik, Roszak & Maloney, P.A.

Primary Areas of Practice & Experience:

General municipal law, school law and labor and employment law.



*Proposal to provide Civil Legal Services and
Prosecution Services to the City of Columbia Heights*

Our firm's long-term commitment and dedication to serving municipalities makes us
the leading choice to provide Civil Legal and Prosecution Services
for the City of Columbia Heights.

Kurt B. Glaser
333 Washington Avenue North
405 Union Plaza Building
Minneapolis, Minnesota 55401
612-213-2325 - KGlaser@BBG.law

COMMITTED TO SERVING MUNICIPALITIES

Committed To Serving Municipalities.....	2
Our Proposal to the City	2
Civil Legal Services	2
Prosecution Services	3
City & Government Clients	6
Personnel Assignments For Legal Services	7
Meet The Team Who Will Serve The City	8
Support Capabilities.....	23
Office Locations.....	25
Potential Conflicts of Interest	25
Respect & Equal Opportunity.....	26
Malpractice Claims and Ethics Complaints.....	26
Professional Liability Insurance Coverage	26
Proposal Certification	26
Fee Proposal.....	27
Professional References	29
Addendum.....	31

COMMITTED TO SERVING MUNICIPALITIES

Proposal to provide Civil Legal Services and Prosecution Services to the City of Columbia Heights

We are a local law firm dedicated to providing exceptional municipal legal and prosecution services. With a deep commitment to community-focused legal practices and restorative justice, we take pride in serving our long-standing city clients with a high level of skill, integrity, and responsiveness. All ten of our attorneys are actively engaged in prosecution, ensuring that our legal services are rooted in real-world experience and a deep understanding of municipal needs. Currently, we serve over twenty municipalities across four metro-area counties, bringing a wealth of knowledge and insight into every partnership.

Our approach to municipal legal services is tailored to reflect the unique needs and priorities of each city and law enforcement agency we work with. In providing civil legal services, our primary objectives are to protect the City's interests, support responsible development, manage risk, and help City leaders achieve their strategic goals. In our prosecution work, we emphasize public safety, accountability, victim support, and fair administration of justice. Through targeted public safety initiatives, crime-prevention strategies, diversion opportunities when appropriate, and strong partnerships with law enforcement, we strive to reduce repeat offenses, improve outcomes, and strengthen the communities we serve.

Collaboration is at the heart of our philosophy. Through ongoing dialogue with city leadership, staff, law enforcement, and community members, we ensure our legal and prosecution services align with Columbia Heights's values and long-term goals. Our firm has consistently led the way in providing forward-thinking municipal legal solutions, allowing us to offer an unparalleled level of service to the City of Columbia Heights.

OUR PROPOSAL TO THE CITY

We propose providing both Civil Legal Services and Prosecution Services to the City of Columbia Heights, offering a comprehensive and collaborative legal partnership.

CIVIL LEGAL SERVICES

Our approach to civil legal services is both proactive and strategic. We recognize that the role of a city attorney extends well beyond answering legal questions or responding to disputes. Effective municipal counsel helps City leaders achieve their goals by providing practical legal advice, managing risks, anticipating challenges, protecting public resources, and positioning the City for long-term success.

Our Philosophy for serving our communities identifies four key priorities: Organizational Excellence, Financial Sustainability, Strategic Investment, and Connected Community. We believe the City's legal counsel should actively support each of those objectives. Our attorneys work closely with elected

officials, administrators, department heads, and staff to ensure that legal services help move municipal priorities forward rather than simply react to issues as they arise.

Supporting Columbia Heights – Our Philosophies

Organizational Excellence

Municipal government functions best when elected officials and staff have timely access to sound legal advice. We assist cities with ordinance development, policy creation, personnel matters, labor and employment issues, Minnesota Government Data Practices Act compliance, Open Meeting Law questions, contract administration, and day-to-day operational issues. Our goal is to provide practical, responsive guidance that allows City officials and staff to perform their work confidently, efficiently, and in compliance with the law.

Financial Sustainability

One of the most important functions of a city attorney is helping municipalities avoid unnecessary costs and liabilities. We emphasize preventative legal counsel, early issue identification, and practical risk management strategies. By addressing legal concerns before they become disputes, cities can avoid costly litigation, project delays, compliance issues, and unexpected liabilities, helping protect taxpayer resources and support long-term financial stability. We employ a team approach to City business for flexibility and to assign lower-cost staff to matters where appropriate.

Strategic Investment

Our attorneys have extensive experience assisting municipalities with major public and private development projects, land use matters, redevelopment initiatives, real estate transactions, infrastructure projects, utility agreements, easements, public-private partnerships, economic development initiatives, and contract negotiations. We help cities balance growth opportunities with sound legal protections to ensure that public investments achieve their intended results and advance the community's long-term objectives.

Connected Community

Strong local government depends upon public confidence and productive engagement with residents, businesses, and community stakeholders. We recognize that municipal attorneys often play an important role in helping cities navigate challenging public issues, communicate effectively with residents, maintain transparency, and build trust in governmental decision-making. Our attorneys are committed to being accessible, responsive, and collaborative partners who help City leaders engage constructively with their community. We expect to have daily contact between the firm and the City with response times either instantaneous or within a business day. The firm uses Microsoft Teams for virtual meetings and messaging with City staff. We would enjoy having regular office hours at City Hall.

We tailor our communication approach to each city's needs and preferences. After collaborating with City stakeholders, we develop a communication plan that fits the City's expectations. Typically, Kurt Glaser will communicate directly with Aaron Chirpich or Chief Markham on the highest-level and strategic matters, while the BBG Team will coordinate with other stakeholders as needed.

Beyond traditional legal counsel, our attorneys have extensive experience assisting municipalities with:

- Land use planning and real estate development.
- Economic development and redevelopment projects.
- Contract drafting, review, and negotiation.
- Code enforcement and regulatory compliance.
- Employment and labor law matters.
- Open Meeting Law and Data Practices Act compliance.
- Intergovernmental agreements and cooperative arrangements.
- Complex infrastructure, utility, and public improvement projects.
- Coordinating with the League of Minnesota Cities Insurance Trust, bond counsel, labor counsel, and other special counsel as needed.
- Real estate acquisition, disposition, and easement matters.

Kurt Glaser will lead Columbia Heights's civil legal services. During nearly two decades of representing municipalities, Kurt and BBG's Team has helped cities successfully navigate significant development projects, complex public infrastructure initiatives, multimillion-dollar real estate transactions, utility agreements, ordinance revisions, employment matters, and sensitive public policy issues. His experience allows him to provide legal counsel that not only resolves legal issues but also advances the City's broader strategic objectives.

Our philosophy is simple: the city attorney should be a trusted advisor, problem solver, and strategic partner. We are committed to providing responsive legal services that help Columbia Heights protect its interests, achieve its goals, and continue providing exceptional service to its residents.

PROSECUTION SERVICES

As the City's prosecutor, we are committed to providing fair, effective, and accountable prosecution services that promote public safety, support victims, and uphold the rule of law. Our philosophy emphasizes accountability first, while recognizing that different cases sometimes require different tools to achieve the best long-term outcome for the community.

To ensure our prosecution services align with the City's needs, we maintain open and ongoing communication with City leadership, law enforcement, court personnel, and community partners. This collaborative approach allows us to develop prosecution strategies that reflect the City's priorities, support the Police Department's public safety mission, and address emerging community concerns as they arise.

We believe successful prosecution involves more than obtaining convictions. It requires protecting public safety, supporting victims, promoting accountability, reducing repeat offenses, and making responsible use of public resources. Our team is dedicated to upholding the law with professionalism, fairness, and integrity. We will tailor our services to Columbia Heights's needs by providing outstanding traditional prosecution services while partnering with City leadership and law enforcement to develop public safety initiatives that advance accountability, crime prevention, community engagement, and efficient use of taxpayer resources.

Community Safety and Accountability Initiatives

One of the strengths that distinguishes our firm is our ability to collaborate with cities and law enforcement agencies to develop prosecution programming that supports broader public safety objectives. We recognize that every community is different. As a result, we do not implement identical programs in every city. Instead, we work with elected officials, city staff, police leadership, and community partners to identify local concerns and develop practical solutions that align with the City's goals. It starts with knowing the mission:

Mission Statement of the Columbia Heights Police Department

The Columbia Heights Police Department is committed to active partnerships with the community in order to protect life and property, innovatively solve problems, and enhance the safety and quality of life in the communities we serve.

Columbia Heights has built a strong reputation for community-focused policing, crime prevention, youth engagement, and partnerships that strengthen public trust and community safety. Our prosecution philosophy aligns closely with these objectives.

In addition to providing traditional prosecution services, our firm has experience developing and operating a variety of public safety initiatives. Many of these align with the Department's 2026-2029 Strategic Plan, including:

- Community Safety Diversion Programs for appropriate first-time and low-level offenders.
- Ticket Education Programs focused on reducing traffic violations and improving driver behavior.
- Driver's License Reinstatement initiatives designed to increase legal compliance and reduce recurring licensing offenses.

- Restorative accountability programs that provide meaningful consequences while repairing harm and supporting victims.
- Community service alternatives that promote accountability and provide tangible benefits to the community.
- Enhanced victim engagement and support practices.
- Specialized public safety initiatives addressing recurring concerns identified by law enforcement and City leadership.

These programs are not alternatives to public safety - they are tools that can be used selectively to improve public safety, increase accountability, support victims, and make efficient use of taxpayer resources. In many cases, traditional prosecution is the appropriate response. In other cases, education, compliance-focused intervention, restitution, community service, or structured accountability programs may be more effective at reducing future offenses and promoting long-term compliance.

If selected, we would meet with City leadership and the Columbia Heights Police Department to identify opportunities where prosecution services can assist the City in advancing its public safety goals, strengthening community trust, reducing repeat offenses, and maintaining the high quality of life enjoyed by Columbia Heights residents.

A Strong Partnership For The Future

We recognize that each city has its own distinct identity, challenges, and aspirations. For the City of Columbia Heights, we are committed to providing the highest level of legal service that aligns with the city's vision.

Our ultimate goal is to work in close partnership with Columbia Heights's leadership and community to develop service plans that are specifically designed to meet the city's evolving legal and prosecutorial needs. By fostering a relationship built on trust, transparency, and shared commitment, we aim to create a foundation for a long-term partnership—one that not only provides exceptional legal service but also contributes to the overall well-being of the city.

We are honored to be considered to serve the City of Columbia Heights and look forward to building our collaborative and enduring relationship that advances the city's goals and supports its residents.

CITY & GOVERNMENT CLIENTS

Our public sector clients include:

Municipal Clients:

City of Annandale	P
City of Andover	P/C/+15K
City of Anoka (Charter City)	P/C/+15K
City of Bethel	P/C
City of Buffalo	P/+15K
City of Centerville	P/C
City of East Bethel	P/C
City of Elk River	P/+15K
City of Golden Valley	P/+15K
City of Ham Lake	P/C/+15K
City of Howard Lake	P
City of Lexington	P/C
City of Oak Grove	P
City of Osseo	P
City of Rockford	P
Linwood Township	P
Minnesota DNR (Anoka Cty)	P
Anoka County	
Attorney's Office	P
-Special Assistant County Attorney	

Periodic Municipal Clients:

City of Big Lake	CE
City of Coon Rapids	A/+15K
City of Fridley	A/+15K
City of Ramsey	A/+15K
Sherburne County	
Attorney's Office	P
Special Assistant County Attorney	

Law Enforcement Agencies We Serve:

Anoka County Sheriff
Hennepin County Sheriff
Sherburne County Sheriff
Wright County Sheriff
Annandale Police Department
Anoka Police Department
Buffalo Police Department
Centennial Lakes Police Department
Coon Rapids Police Department
Elk River Police Department
Fridley Police Department
Golden Valley Police Department
Howard Lake Police Department
Osseo Police Department
Ramsey Police Department
Minnesota Department of Natural Resources
Minnesota State Patrol

Services Provided:

P = Prosecution Service

C = Civil Legal Services

A = Administrative Hearing Services

CE = Code Enforcement Services

+15K = Population of at least 15,000 residents

PERSONNEL ASSIGNMENTS FOR LEGAL SERVICES

Civil Legal Services:

Kurt Glaser will serve as lead City Attorney for Columbia Heights. Kurt will oversee Columbia Heights's civil legal services, including attending City meetings when requested and completing work assigned by the City Council, City Administrator, and authorized staff. Josh Meier will directly support Kurt in civil municipal matters. On specialized matters, other members our Team will be assigned as needed.

Prosecution Services:

Kurt Glaser will serve as Columbia Heights's Chief Prosecutor, Dominic J. Skawiniak will handle day-to-day prosecution duties. Kurt will lead prosecution and law enforcement matters, while Dominic will manage court appearances, charging decisions, law enforcement consultations, and case review and preparation.

Our entire municipal and prosecution Team is available seven days a week and anytime day or night. Because BBG works as a Team, the City of Columbia Heights will have access to the accumulated knowledge and assistance of the firm's attorneys, paralegals, and support staff to ensure that the City receives the highest level of service possible.

MEET THE TEAM WHO WILL SERVE THE CITY

Few firms can match the collective experience of our attorneys in municipal law and prosecution. Our clients benefit from the depth of knowledge earned through decades of service to cities and communities. The firm consists of seven full-time attorneys serving as prosecutors and municipal counsel, and three part-time prosecutors who are Of Counsel to the firm. In addition, we employ eight paralegals, two administrative assistants, and an IT professional.

Please meet the team who will serve Columbia Heights.

Our Attorneys

Kurt B. Glaser

Academic Training:

University of Toledo, Ohio, College of Law, Juris Doctor, 1992

Oxford University, England, Magdalen College, Institute on Comparative & International Law, 1990

Professional Chronology:

Admitted to Minnesota Bar, 1992

Admitted to the United States District Court for the District of Minnesota

Admitted to the United States Court of Appeals for the Eighth Circuit

Criminal Justice Act Panel for the United States District Court of Minnesota, 1998 to Present

Centennial Lakes Police Department, General Counsel, 1999 to Present

U.S. Court of Appeals for the Eighth Circuit, C.J.A. Panel, 2002 to Present

City of Lexington, City Attorney and Prosecuting Attorney, 1999 to Present

City of Centerville, City Attorney and Prosecuting Attorney, 2005 to Present

City of Nowthen, Prosecuting Attorney, 2014 to 2026

City of Anoka, Hearing Officer, 2016 to 2020

City of Osseo, Prosecuting Attorney, 2022 to Present

City of Rockford, Prosecuting Attorney, 2022 to Present

City of Ham Lake, Prosecuting Attorney, 2022 to Present

City of Golden Valley, Prosecuting Attorney, 2023 to Present

Professional Affiliations:

Minnesota State Bar Association

Anoka County Municipal Prosecutors Association

Anoka County Bar Association
 Hennepin County Bar Association
 Hennepin County Suburban Prosecutors Association
 Federal Bar Association

Kurt serves as Prosecutor for the Cities of Golden Valley, Osseo, Rockford, and Ham Lake, and as City Attorney and Prosecutor for the Cities of Lexington and Centerville. In addition to his prosecution work, he serves as general counsel to organizations including the Centennial Lakes Police Department and the Centennial Fire District.

Kurt began his legal career as a prosecutor in Wayne County (Detroit), Michigan, where he handled gang-related gun and drug offenses. He later practiced litigation and employment law with Wells Fargo, U.S. Bank, and 3M. For the past twenty-seven years, however, his primary focus has been municipal law, where he has developed extensive experience in both civil municipal legal services and criminal prosecution.

Having worked on both sides of the courtroom, Kurt brings a well-rounded perspective as both a prosecutor and criminal defense attorney. In private practice, he has handled numerous high-profile federal cases and earned a reputation for skill in complex litigation. A particular highlight of his career is his long-standing service to the United States District Court, where he has been reappointed annually since 1998 to the Criminal Justice Act Panel to represent defendants in complex federal criminal matters.

Kurt is recognized as a leader in municipal prosecution for developing innovative programs tailored to the unique needs of the communities he serves. In Golden Valley, for example, he helped create a prosecution model that extends beyond traditional case processing by emphasizing restorative and diversion-based responses, early intervention, public safety, and cost-effective case management. His work includes leadership in the RESTORE Program, ticket education and driver's license reinstatement initiatives, restorative justice options, community service alternatives, and diversion pathways designed to hold offenders accountable while reducing unnecessary court involvement and repeat offenses. These programs reflect Kurt's practical approach to municipal prosecution: protecting public safety, supporting victims and law enforcement, using public resources wisely, and implementing alternatives when they better serve the community.

Since 1999, Kurt has served as a City Attorney, providing comprehensive civil legal services to municipalities throughout Minnesota. His municipal litigation experience includes significant land use, real estate development, special assessment, water rights, and contract disputes. He has also played a key role in the development of residential subdivisions, large multifamily developments, tax increment financing redevelopment projects, and major commercial developments involving thousands of rental and residential units and tens of thousands of square feet of commercial space.

Kurt has successfully argued precedential cases before the United States Court of Appeals, the Minnesota Court of Appeals, and the Minnesota Supreme Court. He has also drafted and implemented

municipal ordinances, several of which have been adopted as model ordinances by the League of Minnesota Cities. In addition, he has represented municipalities and law enforcement interests in legislative advocacy efforts before the Minnesota Legislature.

Scott C. Baumgartner

Academic Training:

William Mitchell College of Law, St. Paul, Minnesota, Juris Doctor, 1994
St. Cloud State University, St. Cloud, Minnesota, B.S. Criminal Justice, 1988

Professional Chronology:

Admitted to Minnesota Bar, 1995
General practice of law, 1995 to 2006
City of Anoka, Assistant City Attorney, 2006 to 2007
City of Andover, Assistant City Attorney and Prosecuting Attorney, 2006 to 2007
City of Lino Lakes, Assistant City Attorney and Prosecuting Attorney, 2006 to 2007
City of Lino Lakes, City Attorney, 2007 to 2009
City of Lino Lakes, Prosecuting Attorney, 2007 to 2008
City of Andover, City Attorney and Prosecuting Attorney, 2007 to Present
City of Anoka, City Attorney, 2007 to present
City of Elk River, Prosecuting Attorney, 2007 to Present
City of Oak Grove, Prosecuting Attorney, 2009 to Present
City of Ramsey, Assistant Prosecuting Attorney, 2014 to 2017
City of Ramsey, Administrative Hearing Officer, 2016 to Present
City of Bethel, Assistant Prosecuting Attorney, 2019 to 2026
City of Annandale, Prosecuting Attorney, 2020 to Present
City of Buffalo, Prosecuting Attorney, 2020 to Present
City of Coon Rapids, Administrative Hearing Officer, 2022 to Present
City of Howard Lake, Prosecuting Attorney, 2024 to Present
City of Bethel, City Attorney and Prosecuting Attorney 2026 to Present

Professional Affiliations:

American Bar Association
Minnesota State Bar Association
Anoka County Bar Association
Anoka County Municipal Prosecutor Association
Member of PATROL (Minnesota's Police Accredited Training Online program)

Anoka County Violence Against Women Task Force Steering Committee Member
Anoka County Domestic Abuse Case Expediting Subcommittee Member

Scott lives in Ramsey and is a graduate of Anoka High School where he met his wife of 35 years. They have three children, all of whom attended St. Stephen's Catholic School and graduated from Anoka High School. Prior to 2005, Scott was the President of the Anoka Youth Athletic Association. In 2006 and 2007, Scott created the Anoka Ramsey Athletic Association (ARAA) to provide local youth athletes with better experiences and opportunities in youth sports. Scott was involved in ARAA for over 17 years, coaching multiple sports and assuming the roles of Vice President and President for several of those years. Scott remains involved in youth sports in Anoka and is regularly consulted for advice by ARAA.

Professionally, Scott has been practicing law for over 30 years, officing out of the same downtown Anoka office building during that span, which he now owns with his Partner Mark Berglund. For the past 19 years, Scott's practice focused exclusively on representing cities and public sector entities, including both Charter and Statutory Cities. He has been involved in numerous court trials, jury trials, mediations, arbitrations, and arguments before the Minnesota Court of Appeals and the Minnesota Supreme Court. As a City Attorney, among normal duties typically associated with such a role, Scott has negotiated cell tower leases, multi-million-dollar real estate transactions, and numerous development agreements. In addition to the traditional services provided by a city attorney, Scott has played a key role in many unique City projects and accomplishments, including:

- Downtown Social District Establishment
- Anoka County Broadband Agreement
- County Jail Expansion Project Negotiations
- School Resource Officer (SRO) Issue
- TH 47 Railroad Crossing Project
- Organized Garbage Hauling Process
- Cell Tower Lease Negotiations
- Multiple Real Estate Transactions, Development Agreements & Leases
- HRA Related Real Estate Transactions & Contract Reviews
- Drafting and Revising Numerous City Ordinances
- Enforcement of Ordinance Violations
- Assistance with Data Requests

Additionally, since Minnesota's legalization of marijuana, Scott has become well versed in the new law and has assisted his and other cities in drafting appropriate Ordinances and even advising as to the establishment of a municipally run Cannabis Retail Business.

Scott's prosecution practice has encompassed all phases of the criminal process including charging decisions and complaint drafting, witness and officer interviews, handling contested motions, vehicle forfeiture proceedings, court trials, jury trials, and appeals. As a prosecutor, Scott has been selected to serve on various committees and pilot projects, including the Anoka County Violence Against Women Task Force Steering Committee and the Domestic Abuse Case Expediting Subcommittee. These programs identify high risk domestic abuse victims, provide better services to these victims, resolve these cases more quickly, and achieve better overall results. As a result of these efforts, all Anoka County law enforcement and prosecutors now participate in both programs. Scott further assisted in expanding portions of these successful programs throughout Sherburne County and continues to represent all municipal prosecutors in Anoka County on these committees.

In 2012, Scott helped develop a diversion program in Sherburne County for certain low-level offenses. This program aimed to reduce resources spent on these types of offenses, quickly compensate victims, and provide typical first-time offenders with an opportunity to preserve a clean criminal record. This program is now implemented throughout Sherburne County.

Mark E. Berglund

Academic Training:

St. John's University, Collegeville, Minnesota, B.S. Political Science, 2001

University of Minnesota Law School, Minneapolis, Minnesota, Juris Doctor, 2004

Professional Chronology:

Admitted to Minnesota Bar, 2004

Admitted to the Federal District Court for the District of Minnesota

General Practice, 2004 to Present

City of Blaine, Prosecuting Attorney, 2015 to 2019

City of Elk River, Assistant Prosecuting Attorney, 2018 to 2022

City of Anoka, Prosecuting Attorney, 2022 to Present

City of Ham Lake, City Attorney, 2022 to Present

Linwood Township, Prosecuting Attorney, 2023 to Present

Minnesota DNR Anoka County, Prosecuting Attorney, 2023 to Present

City of East Bethel, City Attorney and Prosecuting Attorney, 2026 to Present

21st District Ethics Committee, Investigator, 2012 to 2021

Professional Affiliations:

Minnesota State Bar Association
 Anoka County Bar Association (* President 2018 to 2019)
 Anoka County Municipal Prosecutor Association (Vice President)
 Anoka Community Anti-Crime Commission Board Member
 Minnesota Trial Lawyers Association

Mark resides in Ramsey with his wife Susie. They have three children, Max who currently attends the United States Air Force Academy and Lou and Sally, who both attend Anoka High School. Mark was born and raised in Anoka and is a second-generation attorney and prosecutor. He is committed to community as a business and building owner in downtown Anoka. Additionally, the firm's proximity to the Anoka County Courthouse has been instrumental in fostering a strong relationship with county official, court staff and law enforcement agencies.

Mark works in the areas of real estate law, corporate law, criminal law, and personal injury law. He has tried numerous criminal and civil cases before juries and the court. Mark has also authored and argued a wide variety of criminal and civil motions, including successfully arguing cases before the Minnesota Court of Appeals and the Minnesota Supreme Court. Through his private practice, Mark has represented hundreds of clients in both criminal and civil matters.

Additionally, Mark has experience in both prosecution and municipal law. He prosecuted for the City of Blaine from 2015 to 2019, the City of Elk River from 2018 to 2022, and currently prosecutes for the City of Anoka and East Bethel. Mark is also the City Attorney for the Cities of Ham Lake and East Bethel.

As City Attorney, Mark represents Ham Lake and East Bethel in civil matters and provides advice and counsel on city issues, including, but not limited to, contract negotiation and review, land use questions, and ordinance creation and amendment. He is in regular communication with the City Administrators, staff, and council, and he attends City Council meetings, workshops, and staff meetings.

In addition to his legal practice, Mark served as an investigator for the 21st District Ethics Committee for over eight years and as President of the Anoka County Bar Association from 2018 to 2019. He currently serves as Vice President of the Anoka County Municipal Prosecutor's Association and is a Board Member on the Anoka Community Anti-Crime Commission. Mark has been a member of the Minnesota State Bar Association and the Anoka County Bar Association since 2004.

Paul D. Baertschi

Academic Training:

Southern Illinois University School of Law, J.D. 1979.
Bradley University, B.A. Administration of Criminal Justice, 1975.
Trinity College, 1972 - 1973.

Professional Chronology:

City of Loretto, Prosecuting Attorney, 1986 to 2022
City of Medina, Prosecuting Attorney, 1986 to 2022
Lake Minnetonka Conservation District, Prosecuting Attorney, 1986 to 2022
City of Robbinsdale, Prosecuting Attorney, 1990 to 2018
City of Rockford, Prosecuting Attorney, 1995 to 2022
City of Maple Grove, Prosecuting Attorney, 1996 to 2022
City of Deephaven, Prosecuting Attorney, 1996 to 2022
City of Woodland, Prosecuting Attorney, 1996 to 2022
City of Orono, Prosecuting Attorney, 2016 to 2022
City of Osseo, Prosecuting Attorney, 2016 to 2022
City of Fridley, Prosecuting Attorney (Code enforcement), 2020 to 2022
City of Andover, Prosecuting Attorney, 2022 to Present
City of Bethel, Prosecuting Attorney, 2022 to Present
City of Elk River, Prosecuting Attorney, 2022 to Present
City of Oak Grove, Prosecuting Attorney, 2022 to Present

TALLEN & BAERTSCHI (1993 to 2022); BAERTSCHI & ASSOCIATES (1991 to 1993),
Minneapolis, MN; Criminal law practice including municipal prosecution and private criminal
defense.

HOLMES & GRAVEN, CHARTERED (1989 to 1991); LeFEVERE, LEFLER, KENNEDY,
O'BRIEN & DRAWZ (1987 to 1989), Minneapolis, Minnesota. Position with Holmes & Graven
practicing in the areas of prosecution, municipal law, litigation, and criminal defense.

Professional Publications:

"Minnesota Police Briefs" Creator and editor of a monthly legal newsletter on criminal law.
Subscribers include most major police departments, Minn. State Patrol, and private attorneys.

"Minnesota DWI Desk Book," Co-author of Field Sobriety Testing chapter, Minnesota CLE,
2003 and revised 2007.

“Law Enforcement Training Manual” for the Minnesota County Attorney’s Association. DWI Chapter, 1990.

Paul is a life-long prosecutor, having served as a municipal prosecutor for over 40 years.

He received his B.A. from Bradley University in 1976 and his law degree from Southern Illinois University in 1979. He relocated to Minnesota in 1984. Paul has done prosecution work with the Isanti County Attorney’s office and later with Holmes and Graven, and Tallen and Baertschi. Paul joined BBG in 2022, bringing several decades of experience in prosecution as well as private defense to the firm. Currently, he is the Prosecutor for the cities of Andover, Bethel, Elk River, and Oak Grove.

Paul is Past President of the Criminal Law Section Council of the Minnesota State Bar Association. He has been a lecturer at various seminars including the annual Criminal Justice Institute for attorneys and police officers. Paul authors a monthly case summary service, Minnesota Police Briefs, which has been in publication for over 30 years. Many attorneys, including city attorneys, public defenders and private attorneys rely on this service to keep up to date on developments in criminal law. Paul has worked with the Supreme Court Criminal Rules Committee to revise forms used in District Court and frequently provides consultation for other attorneys.

Paul is a strong believer in fairness and equal access to the courts. He is a founder and member of the Board of Directors of Twin Cities Christian Legal Aid, an organization which provides free legal services to the poor at various locations in the Twin Cities.

Dominic J. Skawiniak

Academic Training:

Juris Doctor, University of St. Thomas School of Law, Minneapolis, MN (2024)
Bachelor of Arts, Psychology and Sociology, *cum laude*, St. John's University, Collegeville, MN (2020)

Professional Chronology:

Admitted to the Bar in 2025

City of Columbia Heights Prosecuting Attorney, 2025 to Present

City of Columbia Heights, Prosecuting Attorney, 2025 to Present

City of Saint Francis, Prosecuting Attorney, 2025 to Present

Barna, Guzy & Steffen, Ltd., Coon Rapids, MN (2025–Present): Prosecuting attorney for three metro-area municipalities. Represent municipalities at all stages of prosecution.

Anoka County Attorney's Office, Anoka, MN (2023-2025): Appeared regularly in felony criminal hearings on behalf of the State as a certified student attorney.

Minnesota Army National Guard (2019-Present): Combat deployment to Afghanistan and Syria. Drafted and executed operations orders, training plans, risk assessments, and standard unit operating procedures.

Veterans Defense Project (2023-Present): Volunteer work to advance veterans treatment courts in Minnesota and other jurisdictions.

Dominic graduated from St. John's University in Collegeville, MN in 2020. In 2019, Dominic joined and is currently a member of the Minnesota Army National Guard. In the National Guard Dominic has held various roles. He was deployed twice, once to Afghanistan and once to Syria. His other relevant experience with the National Guard includes drafting and executing operations orders, training plans, risk assessments, and standard unit operating procedures.

Dominic graduated from the University of St. Thomas School of Law in 2024. He interned with the Anoka County Attorney's Office from 2023 to 2025. In that role he appeared regularly in felony criminal hearings on behalf of the State as a certified student attorney. Following graduation from law school, Dominic was hired by Barna, Guzy & Steffen, Ltd. in Coon Rapids. With BGS Dominic has been prosecuting for three metro-area municipalities, including the City of Columbia Heights, representing municipalities in all stages of prosecution. Dominic has established himself as a committed and fair prosecutor, making himself available to law enforcement for the municipalities he represents to address any questions or concerns at all times of the day.

Dominic has also volunteered his time to the Veterans Defense Project from 2023 to the present. His work for the Project includes advancing veterans' treatment courts in Minnesota and other jurisdictions. He has also drafted a memorandum that was presented at the 8th Circuit Annual Conference.

Joshua Meier

Academic Training:

Mitchell Hamline School of Law, Juris Doctor, 2024

Iowa State University, Bachelor of Arts in Criminal Justice with a minor in Child-Adult Family Services, May 2021 Dean's List Honors (Spring 2019 – Spring 2021)

Professional Chronology:

Admitted to Minnesota Bar, 2024

City of Golden Valley, Prosecuting Attorney, 2024 to Present

City of Osseo, Prosecuting Attorney, 2024 to Present

City of Rockford, Prosecuting Attorney, 2024 to Present

Hennepin County Attorney's Office, Certified Student Attorney, Youth Prosecution Division, 2022 to 2024.

Legal Assistance To Prisoners (LAMP), Certified Student Attorney, 2023 to 2024.

Iowa State University Police Department, Lead Supervisor and Community Service Officer, 2019 – 2020

Professional Affiliations:

Minnesota State Bar Association

Anoka County Municipal Prosecutors Association

Hennepin County Suburban Prosecutors Association

Josh is exceptionally well-suited for performing municipal legal work, thanks to his extensive educational background and diverse professional experiences.

After receiving his Juris Doctor from Mitchell Hamline School of Law, Josh has built a solid legal foundation which he uses to prosecute for the cities of Golden Valley, Osseo, and Rockford in Hennepin County, and Buffalo, Annandale, and Howard Lake in Wright County. He also holds a Bachelor of Arts in Criminal Justice with a minor in Child-Adult Family Services from Iowa State University, where he consistently earned Dean's List honors. This academic background equips him with a deep understanding of the legal system and the social dynamics relevant to municipal contexts. His professional experience highlights his interest and commitment to public service.

At the Hennepin County Attorney's Office, he was a leader in the Youth Prosecution Division. He has extensive court experience with serious traffic cases, expungement, and restitution matters. His experience in delivering opening statements, direct examinations, and conducting thorough legal research showcases his readiness to handle the complexities of municipal law. Additionally, his ability to draft and edit legal documents, negotiate offers, and support trial preparation highlights his preparedness to work collaboratively with municipal attorneys.

Josh's hands-on experience providing legal services to prisoners with Legal Assistance to Minnesota Prisoners (LAMP) has provided him with invaluable insights into the legal needs of incarcerated individuals. Here, he represented clients facing various legal challenges, honing his skills in drafting legal documents, conducting depositions against government agencies, and effectively communicating

with clients. This role developed his ability to navigate complex legal issues—an essential skill for municipal legal work, especially in matters involving community services and justice systems.

Prior to law school, Josh served as a Community Service Officer and Lead Supervisor with the Iowa State University Police Department. His work in law enforcement allowed him to interact closely with the community and city staff. This role provided him with practical knowledge of public safety and community relations, essential for understanding the interplay between law enforcement and community services in municipal legal work.

With his combination of legal knowledge, practical experience, and a strong commitment to serving the community, Josh is well-prepared to contribute effectively to any municipal legal team. His ability to navigate complex legal issues, advocate for clients, and engage with various stakeholders positions him as an excellent candidate for municipal legal work.

Abigail Hill

Academic Training:

University of St. Thomas School of Law, Minneapolis, Minnesota, Juris Doctor, 2026

University of Minnesota, Minneapolis, Minnesota, Bachelor of Arts, Psychology, minor in Spanish, 2022

Professional Chronology:

Sat for the bar examination, August 2026

Cities of Golden Valley, Osseo, Rockford, Lexington, Centerville, and Ham Lake,

Supervised Practitioner Attorney, January 2026 to Present

Dakota County Attorney's Office, Prosecution Law Clerk, 2024 to 2025

White and Associates, Law Clerk, 2025 to January 2026

Law Office of Iris Ramos LLC, Law Clerk and Paralegal, 2023 to 2024

Professional Affiliations and Activities:

Family Law Society

Women's Law Society

Bible Study Leader, University of St. Thomas School of Law

Minnesota State Bar Association

Anoka County Municipal Prosecutors Association

Hennepin County Suburban Prosecutors Association

Abigail Hill graduated from the University of St. Thomas School of Law in May 2026 and sat for the bar examination in August 2026. Since January 2026, she has been prosecuting as a supervised practitioner attorney for the Cities of Golden Valley, Osseo, Lexington, Centerville, and Ham Lake. In

that role, she appears on arraignment and pretrial calendars, conducts hearings and court trials, and works directly within the municipal prosecution process. Her current prosecution work builds on her prior experience with the Dakota County Attorney's Office, where she appeared on behalf of the State in more than 2,000 matters, including in-custody hearings, probation violations, misdemeanors, and first appearances.

Abigail's courtroom experience is complemented by a broad foundation in family law, immigration law, and general litigation support. As a law clerk with White and Associates in Elk River, she drafted legal documents, assisted with case management, filed pleadings, calendared hearings, scheduled client meetings, and communicated professionally with clients and court staff. Her prior work with The Law Office of Iris Ramos LLC further strengthened her legal research, writing, client communication, and case organization skills, including work on immigration applications, family law complaints, affidavits, discovery materials, memoranda, and briefs.

Abigail's academic accomplishments and community involvement reflect the same diligence and service-oriented approach she brings to legal work. She received her Bachelor of Arts from the University of Minnesota, majoring in Psychology and minoring in Spanish, and graduated with a strong academic record. At the University of St. Thomas School of Law, she is a Dean's Scholarship recipient and has been involved with the Family Law Society, Women's Law Society, and the St. Thomas Law Bible Study. She is fluent in Spanish and proficient in Portuguese, adding valuable language capacity and client-service skills to the firm's legal team.

Abigail enjoys giving back to her community by volunteering in her church's Kids and Youth Ministries. In her free time, she loves staying active, spending time outdoors, and enjoying life with her husband, their two cats, and their horse.

Hannah B. Spencer

Academic Training:

University of St. Thomas School of Law, Minneapolis, Juris Doctor, *cum laude*, 2021
Western Washington University, Bellingham, Washington, B.A. Philosophy 2012

Professional Chronology:

Admitted to Minnesota Bar, 2021
Admitted to the United States District Court for the District of Minnesota
City of Centerville, Prosecuting Attorney, 2021 to Present
City of Lexington, Prosecuting Attorney, 2021 to Present
City of Nowthen, Prosecuting Attorney, 2021 to 2026
City of Ham Lake, Prosecuting Attorney, 2022 to Present

City of Minneapolis, Office of the City Attorney, Prosecution Law Clerk/Certified Student Attorney, June 2020-August 2021

Campbell Knutson, Prosecution Intern/Certified Student Attorney, January-May 2020

Hennepin County Public Defender, Brooklyn Center, Intern/Certified Student Attorney, May-June 2019

Professional Affiliations:

Minnesota State Bar Association

Anoka County Bar Association

Anoka County Municipal Prosecutor Association

Hannah joined our firm immediately following her graduation from the University of St. Thomas with honors in May 2021. Hannah joined our firm with many experiences that shaped her values as an attorney and prepared her for a career in prosecution. Hannah is a strong proponent of progressive prosecution, favoring restorative and rehabilitative justice models of punishment.

During her time in law school, Hannah clerked for the Minneapolis City Attorney's Office, where she participated in all aspects of prosecution, including court trials, motions, and diversion programs. Hannah spent much of her time there working in Minneapolis' unique Restorative Court, which embraces a collaborative approach between prosecutors, public defenders, and social workers to utilize the court system to address the unmet social needs of habitual and at-risk offenders.

Personally, Hannah is proud to share that she is in long-term recovery from drug addiction. Her journey has given her first-hand experience and understanding of the effects of addiction on an individual and on society, as well as a better understanding of how the court system can be utilized to provide resources and motivation to address these issues.

Currently, Hannah is Of Counsel to the firm and supports prosecution and municipal civil legal services. She has a very hands-on approach to each individual and seeks to use case resolution as a means to address the underlying cause of the criminal behavior wherever possible. Hannah prosecutes with fairness and equity and feels strongly that prosecution cannot be "pay to play", where money can be used to avoid consequences. She favors dispositions which allow the offender to return a benefit to society, such as volunteer work.

Legal Paraprofessionals and Support Personnel

Our firm employs legal paraprofessionals and other support staff who are all well-versed in municipal and criminal law.

Sara Strehlo holds a degree in paralegal studies and has worked as a paralegal for over 25 years. Sara has extensive prosecution and municipal law experience. She supports civil legal services and complex litigation for Kurt. She has managed thousands of prosecution matters. Her work includes organizing case files, interviewing and working with witnesses and police officers, scheduling hearings, handling discovery and restitution requests, and providing general litigation support. She is very skilled in legal research and writing motions. She is uniquely experienced at providing support to crime victims and victims of domestic violence.

Holly Provo holds degrees in paralegal studies and criminal justice and has been working as a paralegal for over 29 years. Holly has extensive experience in criminal prosecution, including the drafting of numerous criminal complaints, interviewing victims/witnesses, file preparation for hearings and trials, responding to discovery demands, and interaction with the law enforcement agencies, probation services and court administration of the cities served by the firm. Holly is also well versed in the use of E-Charging for the electronic preparation and filing of criminal complaints and has received all security clearances required to participate in the E-Charging program through the BCA. Holly's knowledge and experience in utilizing electronic discovery, record and report requesting, and E-Charging has dramatically increased efficiencies within the firm.

Jackie Bernu has extensive knowledge in criminal law and has worked as a Paralegal since 2012. Prior to her position as a Paralegal, Jackie worked in court administration for six years where she obtained a strong base and understanding of criminal law, gaining considerable experience in the assignments division as well as the criminal division. She was the primary clerk for many jury and bench trials as well as a variety of other hearings. In 2012, Jackie transitioned to a local law firm working as their lead prosecution paralegal, where she handled complaints, witness and victim communication, restitution information, and most all other responsibilities for ten cities in two counties and three locations where she remained for seven years. In addition to her significant experience in criminal prosecution, she also has extensive knowledge in criminal defense, civil municipal law, and civil DWI-related forfeitures. Jackie takes pride in establishing and building relationships with all of our justice partners.

Kaitlyn Owen is highly qualified for paralegal work in municipalities, drawing on her experience managing case files, discovery requests, and drafting essential legal documents such as Statements of Probable Cause, Warrants, and Subpoenas. In her current role, she regularly handles E-Filing, interacts with law enforcement, and ensures that victims are informed of their statutory rights, all of which require keen attention to detail and compliance with legal protocols. Her previous role included drafting legal documents such as Wills, Power of Attorney documents, and conducting legal research using various legal platforms. Kaitlyn's academic background, which includes a Bachelor's degree in Legal

Studies and a Minor in Social Justice, alongside her ABA Approved Paralegal Certificate, equips her with a deep understanding of legal processes. Additionally, her Notary Public license and specialized training in privacy and security protocols make her an asset to any municipal legal team, ensuring the highest levels of confidentiality and professionalism in all legal matters.

Bella Smetana's background and skills make her well-suited for municipal legal work. Her Bachelor's degree in Criminal Justice, combined with a solid academic performance, demonstrates a deep understanding of criminal law and procedure, both vital in municipal legal settings. Her professional experience, particularly her role in customer care and patient management at Park Nicollet, highlights her ability to handle sensitive information, de-escalate conflicts, and manage multiple tasks in high-pressure situations - skills essential in working with municipal clients and navigating public-sector challenges. Additionally, her strong communication, critical thinking, and problem-solving abilities are key assets for any legal team focused on local government and community issues.

Corinne Hunt is excellently suited to serve the city due to her diverse skill set and strong educational background in criminal justice and psychology, with a forensic emphasis. Her experience as a Resident Assistant has honed her communication, advocacy, and organizational abilities, essential for liaising with clients, law enforcement, and city officials. Through her work at Union Gospel Mission, she gained valuable insight into administrative tasks and processes, which enhance her understanding of legal cases involving community services. Corinne's problem-solving skills, attention to detail, and commitment to social justice make her well-suited for handling the complexities of municipal legal work.

Tamiya Walton joined BBG in 2026 after building a strong public-sector administrative background with the Minnesota Judicial Branch, where she worked as a Judicial Court Operations Associate in both the Protective Orders Team and Criminal Division. In those roles, she managed case files and documentation, responded to public and stakeholder inquiries, maintained court records, entered and verified data across court systems, prepared official documents, coordinated time-sensitive case materials, and supported judicial officers with calendars and case preparation. Since joining BBG, Tamiya's primary work has focused on leading and supporting prosecution programming, including the coordination, documentation, and administration necessary to implement efficient, accountable, and community-focused prosecution services for the cities served by the firm.

Our firm also employs other attorneys, paralegals, and legal assistants who can support our work for Columbia Heights if ever needed.

SUPPORT CAPABILITIES

The use of cutting-edge technology affords our firm the ability to communicate with clients, courts, and defense attorneys conveniently and quickly. All of our cases are managed and stored digitally, allowing our attorneys and support staff 24-hour access to our files and greatly increasing our ability to respond to clients' legal needs quickly and efficiently. In conjunction with the firm's all-digital, paperless system, we utilize the records management systems of our partner law enforcement agencies. This allows those agencies to save staff time and resources, resulting in overall cost savings. Criminal discovery is provided to defense counsel through electronic transmission.

Technologically, our office is equipped with Microsoft 365 cloud-based software and storage. We maintain computer security that meets or exceeds the standards established by the Minnesota Bureau of Criminal Apprehension and the Criminal Justice Information Services Division of the Federal Bureau of Investigation for handling confidential law enforcement and other private data. We provide complete computer capabilities for all attorneys and support staff, including laptops, cell phones, and individual email addresses; remote access to server files from any computer, allowing retrieval and editing of documents; and high-speed internet. Our firm is also a leader in the use of artificial intelligence services to provide cost-saving measures for our clients. We have access to all necessary prosecution services, including:

E-Charging

This web-based service gives our law firm the ability to charge suspects with crimes. All BBG staff has remote access capabilities to E-Charging to provide coverage for our police agencies 24/7/365.

E-Filing and E-Service

This is a web-based system used to electronically file and serve documents in the Minnesota District Courts.

Minnesota Government Access

This web-based service gives our law firm statewide access to court records and confidential records of the Minnesota Judicial Branch.

Minnesota Driver and Vehicle Services - Licensing and Registration System (MNLARS)

This web-based service gives our law firm statewide access to confidential driver license histories and motor vehicle records.

Minnesota Department of Corrections Portal

This web-based service gives our law firm statewide access to confidential records showing people held in custody and/or subject to supervision by the Department of Corrections, local law enforcement or probation offices.

Copilot & SharePoint – Artificial Intelligence, Information Storage & Legal Research

Copilot is artificial intelligence which securely researches our internal files and cases stored in Sharepoint, the internet, and private legal and information databases. These tools are approved by the Criminal Justice Information Services Division of the F.B.I. for secure use with confidential law enforcement data.

vLex / FastCase – Legal Research

This is a service used for legal research with access to case law for all state and federal courts, along with statutes services and other legal information.

OFFICE LOCATIONS

We have two office locations: downtown Anoka across the street from the Anoka County Courthouse and in Minneapolis near the Hennepin County Government Center. BBG will provide the City with prosecution services from our Anoka office and civil legal services from the Minneapolis office. Our doors are always be open to the City Council, City Staff and our law enforcement partners in the event any of them would like to stop by.

POTENTIAL CONFLICTS OF INTEREST

To the best of our knowledge, none of the attorneys has any personal or professional relationship that would impair the firm's ability to provide independent legal services to the City.

Because the firm's practice focuses primarily on representing municipal clients, it would be unlikely that any private client would create a conflict of interest impacting our ability to provide services to the City of Columbia Heights. The firm does represent some neighboring cities but does not foresee the representation of our current public clients as creating any possible conflict of interest in our representation of the City of Columbia Heights. Rather, representation of neighboring cities typically allows us to reduce costs to our clients who may have a similar issue to be addressed. This scenario allows us to share knowledge and forms used in one of our cities for our other cities, thus reducing the need to recreate the wheel. If selected, we will not accept any client or project that would pose a potential conflict of interest with our representation of the City of Columbia Heights.

Since our firm is all digital, cross-referencing for any potential conflicts is accomplished by simply scanning and searching our files.

To resolve a potential conflict of interest, we follow the Minnesota Rules of Professional Responsibility which governs lawyer conduct. Some conflicts can be resolved by reassignment of the attorney with another qualified attorney within our firm. For a firm conflict, or where there can be a perceived conflict, we will assign a matter to another qualified law firm. Conflict resolution of this nature would only occur after discussing the planned resolution with the City.

RESPECT & EQUAL OPPORTUNITY

In our firm, we treat everyone with common decency and respect. We support the principles of diversity, equity, and inclusion. We do not discriminate on the basis of race, sex, religion, color, creed, national origin, age, sexual orientation, gender, marital status, status related to public assistance, disability, or any other basis protected by law.

STATEMENTS OF ANY MALPRACTICE CLAIMS AND/OR ETHICS COMPLAINTS

None of the attorneys have ever been sued by a city or other client for malpractice nor been the subject of any disciplinary action by the Minnesota Board of Professional Responsibility.

PROFESSIONAL LIABILITY INSURANCE COVERAGE

Our firm has professional liability insurance coverage through Minnesota Lawyers Mutual, with coverages of \$3,000,000 per occurrence and \$5,000,000 aggregate.

PROPOSAL CERTIFICATION

Kurt Glaser has authority to legally bind the firm in a contract with the City. This proposal will remain valid for 120 days.

FEE PROPOSAL

We propose providing both civil legal services and prosecution services. Our fees would be billed monthly, and we would provide billing details and reports consistent with the City's required billing information, including the date of service, attorney or staff member providing the service, time spent on each task, a service description, and itemized costs and expenses.

Civil Legal Compensation

Attorney – Senior Attorney	\$220.00 per hour
Attorney – Associate Attorney	\$180.00 per hour
Paralegal	\$90.00 per hour
Reimbursable Developer Related Services (“Pass-through rate”)	\$325.00 per hour
Internal expenses (Printing, fax, scanning, etc.)	No Charge
Expenses charged to us by third parties (i.e., Process service, expert services, transcripts, etc.)	Billed At Cost

Prosecution Services Compensation

Attorney – Senior Attorney	\$149.35 per hour
Attorney – Associate Attorney	\$128.75 per hour
Paralegal	\$72.10 per hour
Internal expenses (Printing, fax, scanning, etc.)	No Charge
Expenses charged to us by third parties (i.e., Process service, expert services, transcripts, etc.)	Billed At Cost
Access to law enforcement, court, and prosecution databases and software (i.e., BCA, MGA, etc.)	Billed At Cost & Shared With Other Cities

- Legal services are billed in one-tenth-hour increments.
- We would agree that annual fee increases should be equal to the COLA increases received by non-union City staff to help offset inflation.

Cost Estimating and Budget Management

For major projects and litigation, BBG begins with an initial assessment of the scope, complexity, objectives, staffing needs, and anticipated expenses. Based on that assessment, we prepare a budget estimate identifying major phases of work, expected attorney and paralegal involvement, anticipated third-party costs, and key assumptions affecting the estimate.

The proposed budget is discussed with the client before significant work begins whenever practicable. Throughout the matter, the responsible attorney monitors actual costs against the estimate and regularly evaluates whether the budget remains accurate.

If circumstances arise that are likely to result in a material increase in costs, we promptly notify the client, explain the reasons for the variance, provide a revised estimate, and discuss available options. Except in emergencies or where immediate action is required to protect the client's interests, we consult with the client before undertaking significant unbudgeted work.

BBG also manages costs through efficient staffing, assigning work to the lowest appropriate billing level consistent with providing high-quality legal services. This approach promotes transparency, predictability, and the avoidance of billing surprises.

PROFESSIONAL REFERENCES

Please contact our Civil Legal Services references:

Bill Petracek
City of Lexington, City Administrator
9180 Lexington Avenue
Lexington, MN 55014
(763) 231-9444
Statutory City with a population of 3,285

Denise Webster
City of Ham Lake, City Administrator
15544 Central Avenue NE
Ham Lake, MN 5530
(763) 235-1680
Statutory City with a population of 16,464

Please contact our Prosecution Services references:

James Mork
Centennial Lakes Police Department, Chief of Police (retired)
54 North Road
Circle Pines, MN 55014
(763) 235-2560
Joint Powers police department serving three cities with a population of 12,500

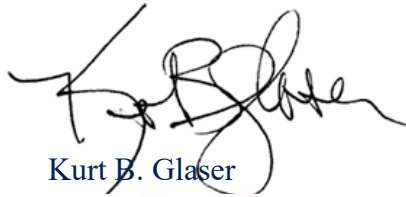
Andy Youngquist
Anoka Police Department, Chief of Police
275 Harrison Street
Anoka, MN 55303
(763) 576-2818
Charter City with a population of 17,921

Maria Cisneros
City of Golden Valley, City Attorney – Civil Legal Services
7800 Golden Valley Road
Golden Valley, MN 55427
(763) 593-8096
Statutory City with a population of 22,552

We appreciate the opportunity to submit this proposal for your consideration and welcome any questions and an opportunity to meet with the City Council and staff to explore the possibility of providing legal services to the City of Columbia Heights. Please contact me so we may discuss the details of our proposal. Thank you for your consideration.

Respectfully submitted,

BERGLUND, BAUMGARTNER & GLASER, LLC

A handwritten signature in black ink, appearing to read "K. B. Glaser", with a stylized, cursive script.

Kurt B. Glaser

A handwritten signature in blue ink, appearing to read "M. E. Berglund", with a stylized, cursive script.

Mark E. Berglund

A handwritten signature in blue ink, appearing to read "S. C. Baumgartner", with a stylized, cursive script.

Scott C. Baumgartner

ADDENDUM

Please find attached, examples of work we have produced for other communities.

- 2026 Golden Valley Prosecutor - Annual Update
- 2023 Golden Valley Prosecutor - Presentation re: Progressive Prosecution
- Sample Billing Statement



EXECUTIVE SUMMARY

Legal

763-512-2345 / 763-512-2344 (fax)

Golden Valley City Council Work Session

July 14, 2026

Agenda Item

1. Annual Report from City Prosecutor

Prepared By

Maria Cisneros, City Attorney

Kurt Glaser, City Prosecutor

Summary

This report provides the City Council with an update on the work of the Golden Valley Prosecutor's Office and highlights several areas where prosecution services have continued to evolve beyond traditional case processing. Over the past year, the office has focused on timely and fair case resolution, restorative and diversion-based responses, early intervention, public safety, and regional leadership on issues affecting Golden Valley residents. The following sections summarize key developments in the City's prosecution work, including Extreme Risk Protection Orders, the RESTORE Program, regional advocacy related to Operation Metro Surge, SBIRT participation, grant-seeking efforts, and the elimination of the City's prior case backlog.

Extreme Risk Protection Orders: Reducing Risk and Promoting Mental Health Intervention

Minnesota's Extreme Risk Protection Order law is a new public-safety tool that allows prosecutors, law enforcement, family or household members, and guardians to petition the court to temporarily restrict firearm access when a person presents a significant risk of harm to others or self. While the statute is focused on firearm safety, Golden Valley's early and frequent experience with ERPO petitions has helped shape a broader and more practical local model: using the court process not only to reduce immediate risk, but also to create an opportunity for crisis assessment, mental-health intervention, stabilization, and connection to services.

Golden Valley has worked collaboratively with law enforcement and the judiciary, including dialogues with the Chief Judge, to encourage a thoughtful use of this new process that balances public safety, due process, and compassion. Through this work, the City and the Prosecutor's Office have helped demonstrate that ERPOs can be more than emergency firearm-removal proceedings; they can also serve as a meaningful point of intervention before a crisis becomes a tragedy.

RESTORE Program: Expanding Accountability, Support, and Community Repair

The City's RESTORE Program continues to grow in 2026 through its partnership with Community Mediation and Restorative Services. The program provides an alternative response for appropriate cases by focusing on accountability, repair, personal growth, and connection to community resources. This year, RESTORE expanded both in the number of participants served and in the types of support

available, including employment assistance, job applications, training opportunities, substance-use assessments, chemical-health counseling, and other stabilizing services. A significant mid-year development is the Hennepin County Public Defender's Office approving referrals of its clients into the program, which is expected to increase participation during the second half of 2026. The City also piloted the inclusion of a DWI case to evaluate how restorative practices can be applied effectively in additional case types.

The value of the program is best reflected in the work being done directly with participants. Alex Endeshaw, CMRS RESTORE Program Manager, described the impact of the partnership this way: "Through our partnership with the City of Golden Valley Prosecutor's Office, CMRS has supported adult diversion participants in completing meaningful, restorative agreements. While honoring confidentiality, we can share that participants have engaged in reflective apology writing, researched community resources, pursued job applications and trainings, and strengthened family commitments. Some have sought advocacy rather than escalating conflict, attended AA to support long term healing, and even offered testimony within the harmed person's faith community. These cases demonstrate the depth of participant engagement and the restorative outcomes emerging from this collaboration." One RESTORE graduate, identified here as J.S., described the program as "life changing" after meeting with the person impacted by his conduct. J.S. expressed profound "gratitude" for the opportunity to participate in that encounter, share directly, and learn through his participating in the restorative process.

Alex Endeshaw's summary and J.S.'s experience illustrate why RESTORE has become an important part of Golden Valley's public-safety approach. The program holds participants accountable while also addressing the underlying barriers that can contribute to repeat justice-system involvement. As usage increases through the remainder of 2026, the City's partnership with CMRS is positioned to continue expanding a model that promotes accountability, repair, stability, and long-term community restoration.

The Prosecutor's Office also welcomes Tamiya Walton as the manager of the RESTORE Program. Ms. Walton joins BBG from Hennepin County District Court, and a central focus of her position will be to promote, coordinate, and grow the RESTORE Program as participation increases.

Golden Valley's Leadership in Regional Response to Operation Metro Surge

In response to Operation Metro Surge, the City of Golden Valley took a leadership role among suburban municipalities by helping organize an amicus brief in support of the lawsuit brought by the Minnesota Attorney General and the Cities of Minneapolis and Saint Paul. The lawsuit challenged federal immigration-enforcement activity that local governments reported was disrupting schools, businesses, access to public services, court access, and public safety. Golden Valley joined with Bloomington, Brooklyn Center, Edina, Falcon Heights, Lauderdale, Minnetonka, Mounds View, Richfield, and Saint Louis Park to support the request for judicial relief and to explain the local impact of the federal operation on metro-area communities.

Golden Valley's participation reflected the City's commitment to public safety, community trust, and the equal dignity of all residents. By coordinating with other cities, Golden Valley helped ensure that suburban communities affected by Operation Metro Surge had a collective voice in the litigation and that the court understood the practical consequences for residents, families, schools, local businesses, and municipal services. This effort also demonstrated Golden Valley's support for people impacted by the operation and reinforced the City's role as a regional partner in responding to actions that

undermine residents' sense of safety and access to local government.

SBIRT: Early Screening and Intervention for First-Time DWI Offenses

The City is participating in Hennepin County's SBIRT program, which helps first-time misdemeanor DWI defendants receive early screening, education, and support before the case reaches sentencing. By offering screening shortly after the first court appearance, the program helps identify which participants are low risk and which may benefit from chemical-health intervention, brief counseling, or treatment referral. This benefits Golden Valley by creating a faster, more practical path to address alcohol or drug use, while avoiding unnecessary probation conditions or system involvement for individuals unlikely to reoffend. For participants who need help, SBIRT provides timely motivation and connection to services when the incident is still fresh, making the court process more constructive and better focused on reducing future impaired-driving behavior.

Grant Funding for Restorative Services

In response to City feedback encouraging the pursuit of outside funding, the Prosecutor's Office applied for a restorative-practices grant to support and expand restorative services in Golden Valley and other contract-prosecution communities. The application proposed a scalable pilot model led by Golden Valley, with partner cities, designed to address a gap in restorative programming for suburban cities that rely on contract prosecutors and are often structurally limited in accessing state restorative-practices funding. Although the application was not selected, feedback confirmed that the City's proposal was strong. The Prosecutor's Office will use that feedback to refine the application, strengthen the funding strategy, and continue seeking future grant opportunities to support restorative conferences, victim services, repair plans, dismissal and expungement pathways, participant support, and long-term program evaluation.

Resolution of Case Backlog and Real-Time Case Management

When BBG assumed prosecution services for the City, the office inherited a substantial backlog of hundreds of pending or dormant cases. Those cases required review, triage, and resolution to determine which matters could proceed, which required additional action, and which should be closed in the interests of justice, efficiency, or evidentiary sufficiency. This work was completed while also maintaining ongoing prosecution services for newly referred cases.

As of May 1, 2026, the Prosecutor's Office has resolved or closed all inherited backlog cases. The City's prosecution caseload is now being handled in real time, allowing new cases to be reviewed, charged, diverted, resolved, or scheduled without the delays caused by legacy files. This transition represents a significant operational improvement and places the City in a stronger position to provide timely, fair, and accountable prosecution services.

Supporting Documents

- [2025 Suburban Statistical Overview](#)



BERGLUND,
BAUMGARTNER,
& GLASER, LLC



Prosecution Proposal

EXECUTIVE SUMMARY

August 10, 2023

What we heard from you...



YOUR CHALLENGES

- Social justice concerns
- Economic inequity
- Changes to law enforcement culture

YOUR PRIORITIES

- Community Engagement
- Restorative Justice
- Domestic Violence Prevention
- Mental Health Outreach

How we are aligned...



BBKG CREATES AND CHAMPIONS PUBLIC SAFETY INITIATIVES THAT:

- Seek results that best suit offenders and the community, instead of focusing on the number of convictions or the length of sentences
- Address the underlying causes of crime and the needs of chronic offenders
- Emphasize the use of treatment alternatives, behavioral programming, and restorative justice
- Divert minor offenders outside traditional prosecution

Improved Interventions

These programs, which align with Golden Valley's aims, are examples of what BBKG is now delivering to our client cities.

BEHAVIORAL HEALTH REFERRALS

- Match people with available substance use and mental health services.
- Pretrial referrals for chemical evaluations and mental health supports.
- Funding for individuals is available based on income need.

INTENSIVE DOMESTIC ASSAULT PRE-TRIAL PROGRAMMING

- Match early intervention immediately after a domestic violence arrest.
- Focuses on reducing violence and family reunification, not on punishing offenders.
- A federal grant is available to fund the program.

FAST TRACK DOMESTIC ASSAULT CASE-HANDLING

- Expedited handling of domestic violence cases through the court system.
- Reducing time spent in court enhances victim engagement and aids in the emotional closure of trauma.
- Best suited for aggressors who must be held accountable.

Proposals for Community Engagement

Based on what you told us, these are proven programs that BBKG can deliver to the community.

RESTORATIVE COURT

- A holistic approach to justice treating the underlying socioeconomic causes of criminal behavior so that individuals can return to good health and law-abiding behavior.
- Participants work with social workers to obtain mental health and addiction services, as well as health care, job and housing aid, and community support.
- Model used with success by the City of Minneapolis since 2018.

Progressive Prosecution



PROSECUTION WORK	CO-CREATED PROGRAMMING	POTENTIAL PROGRAMS
<p>No More 'Pay to Play' Prosecution</p> <ul style="list-style-type: none"> • More Use of Community Service <p>Post-charge Case Diversion using:</p> <ul style="list-style-type: none"> • Chemical Dependency Evaluations • Anger Management • Victim Impact Panels • Crime Victim Restitution <p>Traffic Safety</p> <ul style="list-style-type: none"> • Drivers License Reinstatement • Driving With Care Program <p>Collaboration</p> <ul style="list-style-type: none"> • High School Class outreach 	<p>Domestic Assault</p> <ul style="list-style-type: none"> • Lethality Assessment Screening for Victims • Intensive Domestic Abuse Pretrial Program for Offenders <p>Pre-charge Case Diversion</p> <p>Decision Points Program (thefts)</p> <p>Law Day Events</p> <ul style="list-style-type: none"> • Driver License Reinstatement Clinic • Statewide Jurisdiction by Supreme Court <p>Veterans Court</p>	<p>Pathways to New Beginnings</p> <p>Restorative Justice Community Action</p> <p>Restorative Court</p> <p>Dialogues</p> <ul style="list-style-type: none"> • Offender - Victim • Offender - Police

Proposals for Community Engagement (cont.)

RESTORATIVE JUSTICE COMMUNITY ACTION

- RJCA's Community Conferencing program allows first-time low-level offenders to make amends by participating in forums with people impacted by crime where they discuss the incident and determine restitution.
- Used as an alternative to traditional prosecution, the prosecutor refers offenders into RJCA. Successful participation in RJCA results in case dismissal or reduced consequences.

PATHWAYS TO NEW BEGINNING

- An alternative sentencing option for defendants convicted of weapons offenses.
- The program is designed to reduce recidivism through a community-based program that addresses the risk factors and needs of these defendants.

Your Team



Kurt Glaser

Lead Prosecutor



Ronnie Santana

Assistant Prosecutor



Scott Baumgartner

Prosecutor



Mark Bergland

Prosecutor



Hannah Spencer

Assistant Prosecutor



Sara Strehlo

Lead Paralegal



Thank you.

**We look forward to partnering with you
to serve you and your community.**



Berglund, Baumgartner & Glaser, LLC

333 Washington Ave N, Ste 405
Minneapolis, MN 55401
www.BBG.law

**INVOICE****BILL TO**

City of Golden Valley
7800 Golden Valley Road
Golden Valley, MN 55427

INVOICE

8458

DATE

03/22/2026

TERMS

Due on receipt

DUE DATE

04/01/2026

INVOICE DESCRIPTION

January Prosecution Services

DATE	ACTIVITY	DESCRIPTION	AMOUNT
01/01/2026	Golden Valley Pro - Associate	Looking at emails for pretrial calendar. - Josh Meier, 1 hr @ \$125.00/hr	125.00
01/02/2026	Golden Valley Pro - Paralegal	File management, Discovery - Isabella R. Smetana, 3 hrs @ \$70.00/hr	210.00
01/02/2026	Golden Valley Pro - Paralegal	Attended Court - Kaitlyn G. Owen, 4 hrs 12 mins @ \$70.00/hr	294.00
01/02/2026	Golden Valley Pro - Associate	GV pretrial calendar held. - Josh Meier, 3 hrs 30 mins @ \$125.00/hr	437.50
01/04/2026	Golden Valley Pro - Senior Atty	Process weekend arrest. Hearing prep. - Kurt Glaser, 42 mins @ \$145.00/hr	101.50
01/05/2026	Golden Valley Pro - Paralegal	File management, PT Prep, Complaints - Isabella R. Smetana, 5 hrs 30 mins @ \$70.00/hr	385.00

RESPONSE TO REQUEST FOR PROPOSAL
FOR CIVIL LEGAL SERVICES AND LABOR AND EMPLOYMENT SERVICES
CITY OF COLUMBIA HEIGHTS

August 31, 2026



Contact: Sam Ketchum
(612) 337-9244 | sketchum@kennedy-graven.com | kennedy-graven.com



August 31, 2026

VIA EMAIL TO: ACHIRPICH@COLUMBIAHEIGHTS.GOV

Aaron Chirpich
City Manager
City of Columbia Heights
3989 Central Avenue NE
Columbia Heights, MN 55421

Re: City of Columbia Heights RFP for Civil Legal Services and Labor and Employment Services

Dear City Manager Chirpich:

Thank you for the opportunity to present the City of Columbia Heights with this proposal for both Civil Legal Services and Labor and Employment Services.

Kennedy & Graven focuses almost exclusively on local government work. We represent cities, townships, school districts, development authorities, counties, and various other government entities throughout Minnesota. The foundation of our success rests on solid, long-term client relationships and the delivery of responsive, practical, and high-quality solutions to both common and unique problems.

We understand the work to be done and how to do it. We are fully committed to performing our work with excellence and in a timely manner. We are confident that we can provide the highest level of legal services to the City of Columbia Heights.

This proposal will remain valid for 120 days after the proposal deadline of August 31, 2026. If selected, we are happy to work with the City on executing a contract for these services. Please feel free to contact me if you have any questions or if you would like any additional information.

Thank you for your consideration.

Sincerely,

/s/ Sam Ketchum

Sam Ketchum, Attorney
Kennedy & Graven, Chartered

TABLE OF CONTENTS

TRANSMITTAL LETTER	1
TABLE OF CONTENTS	2
ABOUT KENNEDY & GRAVEN	3
FIRM PROFILE	4
Brief History of Kennedy & Graven	4
Firm Organization	4
Attorneys & Qualifications	4
Support Personnel	4
Office Location	5
Areas of Legal Practice	5
General Qualifications	6
Representative Clients	7
Former Municipal Clients	7
Firm's Experience with Municipal Organizations	7
PROPOSED STAFFING	7
Sam B. Ketchum	7
Zachary T. Brennan DesAutels	9
Mary D. Tietjen	10
Jana O. Sullivan	11
Bridget E. Finn	12
Communication and Service Approach	13
Managing Service Requests and Availability to Clients	13
Regular Office Hours	13
Team Approach and Special Counsel	13
CONFLICT OF INTEREST	14
REFERENCES	15
INSURANCE, LICENSING, AND CERTIFICATIONS	15
FEE PROPOSAL	15
CONCLUSION	15
EXHIBITS	
Exhibit A: Full List of Kennedy & Graven Attorneys	A-1
Exhibit B: Representative Clients	B-1
Exhibit C: Professional References	C-1
Exhibit D: Fee Proposal	D-1



General & Special Counsel to Local Governments

THROUGHOUT MINNESOTA

ABOUT KENNEDY & GRAVEN

Kennedy & Graven is the largest law firm in Minnesota that practices primarily local government law. The firm was founded in 1973 with a practice in local government law, public finance, and development. In 1989, members of a leading local government law firm, LeFevre, Lefler, Kennedy, O'Brien & Drawz, P.A., joined the organization.

Kennedy & Graven provides cities, development authorities, townships, school districts, counties, and other local government units with comprehensive legal counsel and litigation representation.

By use of a team approach, Kennedy & Graven is able to deliver services in a comprehensive and economical manner. We take maximum advantage of the unique knowledge and experience that our attorneys have in specific areas of local government law. Kennedy & Graven's representation of a wide array of local government entities often means that the firm has previously encountered an issue and can therefore respond quickly and efficiently.

The Kennedy & Graven team consists of numerous attorneys, paralegals, and support staff focused almost exclusively on local government law.

Kennedy & Graven practices in all major areas of local government law, including:

- General Counsel
- Economic Development and Redevelopment
- Land Use
- Employment and Labor
- Litigation
- Real Estate
- Eminent Domain
- Environmental
- Public Finance
- Public Utilities
- Construction
- Utilities



**The largest law firm
in Minnesota
serving primarily
local governments**



98%
**of the firm's work
is related to local
government law**



36
ATTORNEYS
**with diverse backgrounds
and areas of expertise
in local government law**



**The firm has provided
services for more than**
300 Cities
200 Townships
100 Schools

FIRM PROFILE

Brief History of the Firm

Kennedy & Graven, Chartered (“Kennedy & Graven” or the “firm”) is a law firm focused almost exclusively on local government law.

We combine the tradition of two of the state’s leading law firms in the fields of local government law, public finance, and development. The law firms of LeFevre, Lefler, Kennedy, O’Brien & Drawz, P.A., founded in 1958, and Holmes & Graven, Chartered, founded in 1973, combined their law practices in 1989 to form Kennedy & Graven. Since then, Kennedy & Graven has expanded and diversified its representation of local government clients.

Every attorney at the firm is experienced in general and specialized aspects of local government law. This experience includes the many common issues that cities face, such as ordinance drafting, complying with the Open Meeting Law and the Data Practices Act, planning and zoning implementation, real estate, administrative enforcement, public utilities, public finance, and more. This experience also includes working with joint powers entities, planning commissions, charter commissions, economic development authorities, housing and redevelopment authorities, and other boards and committees.

Firm Organization

Kennedy & Graven is a professional corporation. The firm is run by an Executive Committee, which consists of five members who serve staggered two-year terms. The firm’s President is elected annually by the firm’s Board of Directors. A full-time office administrator reporting to the President and the Executive Committee is responsible for the implementation of the directives from the Executive Committee and Board of Directors and for overseeing the day-to-day operations of the firm. The firm also has a human resources manager who reports directly to the President and Executive Committee. Legal assistants are assigned to designated attorneys. Law clerks and paralegals are available to all attorneys on an as-needed basis.

Attorneys

The firm has 36 attorneys. The firm’s attorneys include 22 shareholders, 11 associates, and 3 of-counsel attorneys. Over 98% of the work performed by attorneys relate to local government law.

Please see **Exhibit A** for a full list of Kennedy & Graven attorneys.

Support Personnel

Kennedy & Graven has four paralegals: two in real estate, one in litigation, and one in public finance. The firm has 15 additional staff in legal administrative assistant or administrative positions. The firm administrator is a former city attorney.

Office Location

Fifth Street Towers
 150 South Fifth Street
 Suite 700
 Minneapolis, MN 55402
 (612) 337-9300
 (800) 788-8201 Toll free
 (612) 337-9310 Fax

Areas of Legal Practice

Kennedy & Graven provides legal services in all major areas of local government law. The firm is the appointed city attorney for over 80 cities in Minnesota and serves as special counsel to many more. The firm also represents a variety of other local governments, such as counties, townships, metropolitan agencies, joint powers entities, and school districts.

The firm does not currently provide prosecution services. Our city clients generally contract directly with another law firm or their local county attorney's office for those services. However, the firm's city attorneys often work collaboratively with prosecutors on matters that relate to general civil legal services.

The firm's broad base of knowledge, along with numerous attorneys, assist our clients in several ways including efficiency and creativity in service.

Examples of legal services include:

- Local Government Operations and Management. Kennedy & Graven assists its clients in the full range of issues that arise in the operation of local government from special assessments and contracting to data practices and election issues. Our role in assisting local government includes both special one-time projects and making sure we are available as needed to advise on any day-to-day issues in a timely and efficient manner. Our assistance related to day-to-day operations and management includes attendance and providing legal counsel at regular and special meetings of public bodies, staff meetings, and other meetings.
- Employment Law/Labor Relations. The firm is actively involved in the employment and personnel area. Our experiences include discipline/discharge cases; unemployment compensation hearings; race, sex, disability, and age discrimination cases; sexual harassment cases; Veterans' Preference Act cases; reviews of personnel policies/handbooks, employment contracts and affirmative action plans; advice on pay equity/comparable worth plans; Minnesota leave laws such as paid family and medical leave and earned sick and safe time, FLSA issues, collective bargaining agreements; PERA issues, and Minnesota Government Data Practices Act issues. Kennedy & Graven has defended related cases in federal and state courts, arbitrations, and before the Minnesota Human Rights Department, the federal EEOC, the Minneapolis Commission on Civil Rights, and the Commissioner of Veterans Affairs.
- Land Use. Our attorneys have extensive experience in the full range of land use matters, including comprehensive plans, zoning, subdivisions, planned unit developments, conditional use permits and interim use permits and assist city staff, planning commissions and city councils with such matters. The firm also has experience with requests for reasonable accommodations from land use and other ordinances in compliance with federal and state law.

- Real Estate. Our firm has a long history of handling real estate matters for public clients. The firm advises municipalities and school districts in the acquisition and development of land, sales of undeveloped and developed property, financing structures for real estate transactions, lease agreements, title review and resolution of title issues, subdivision of land, and common ownership communities. The firm is frequently retained to conduct title registration actions and actions to resolve adverse title claims.
- Public Contracting and Construction. Attorneys at Kennedy & Graven regularly advise our municipal clients on public contracting matters, including answering bidding questions, drafting, and revising construction contracts, and drafting and negotiating architect and engineer contracts.
- Municipal Litigation. Since its inception, Kennedy & Graven has engaged in a substantial and varied litigation practice representing local governments. Our primary areas of litigation practice are eminent domain, land use, real estate, franchise/utility/telecommunications, construction, employment, and general municipal matters.
- Code Enforcement. Our attorneys regularly assist local government clients on code enforcement matters, including drafting and revising ordinances, enforcing nuisance, and housing maintenance provisions, and abating hazardous buildings.
- Eminent Domain. Kennedy & Graven handles both routine and complex condemnation proceedings, including public purpose challenges, quick-take challenges, severance claims, going concern claims, relocation claims and fixture value claims.
- Municipal Finance. As a nationally recognized bond counsel firm, Kennedy & Graven has acted as bond counsel for over 250 public entities in Minnesota.
- Tax Increment Financing. We assist local units of government of all sizes navigate through the tax increment financing process. Attorneys with the firm have worked to create and administer every type of TIF district allowed under state law and have worked on some of the most complex TIF arrangements developed throughout the state.
- Utilities, Telecommunications and Franchise Law. Kennedy & Graven represents many cities throughout the state on cable franchising, right-of-way, energy utility development and regulation, and other utility matters. Several of our attorneys have broad experience regarding issues such as utility rates and rate design, franchise negotiations, and use of the right-of-way by utilities including small cell (5G) providers. We also represent several cable commissions.

General Qualifications

Kennedy & Graven, Chartered, is the largest law firm in Minnesota that focuses its practice almost exclusively on local government law.

Every attorney at the firm is experienced in general and specialized aspects of local government law. This experience includes the many common issues that cities face, such as ordinance drafting, complying with the Open Meeting Law and the Data Practices Act, planning and zoning implementation, real estate, administrative enforcement, public utilities, public finance, and more. This experience also includes working with joint powers entities, planning commissions, charter commissions, economic development authorities, housing and redevelopment authorities, and other boards and committees.

The firm's representation of many local government entities often means that when a municipal client has a legal issue, an attorney at the firm has reviewed the same or similar issue previously for a different client and has the experience, knowledge, and information to respond quickly and efficiently.

Representative Clients

Kennedy & Graven provides legal services to local governments throughout Minnesota. The firm serves as the city attorney for over 80 cities. These include all forms of city government, including home rule charter cities and statutory cities. The firm represents five cities with populations between 15,000 and 25,000 residents and 17 total cities with populations of over 15,000 residents. Please see **Exhibit B** for a list of all municipal clients.

Former Municipal Clients

In May of 2024, two attorneys at the firm representing the cities of Pipestone and Rice left the firm and the firm no longer represents those cities.

Experience with Municipal Organizations and Insurance Trusts

Kennedy & Graven has extensive experience with the resources provided by the League of Minnesota Cities, including its written resources, programming, and staff. Kennedy & Graven's city attorneys regularly coordinate with the League of Minnesota Cities Insurance Trust and its litigation department provides litigation defense services to LMCIT. The firm's attorneys also frequently present at conferences hosted by the League and other municipal and legal associations.

PROPOSED STAFFING

City Attorney Team

The firm proposes Sam Ketchum as the City Attorney. Sam would serve as the lead and primary point of contact for civil legal services and be responsible for the overall coordination of work to the extent other firm attorneys are involved. Zac DesAutels would serve as the Assistant City Attorney.



Sam B. Ketchum

Proposed City Attorney

PROFESSIONAL CHRONOLOGY

2009-2014	Various positions, YMCA of the North
2010-2014	B.S. & B.A., University of Minnesota-Twin Cities, Psychology and Political Science
2011-2011	Government Relations Specialist, McGrann Shea Carnival Straughn & Lamb, Chartered
2014-2014	Government Relations Specialist, Larkin Hoffman
2014-2017	J.D., University of Minnesota Law School
2015-2017	Law Clerk, Sherwin-Williams
2015-2017	Student Director and Student Attorney, Robins Kaplan Civil Practice Clinic
2017-present	Admitted to practice in the State of Minnesota
2017-2020	Judicial Law Clerk, Hennepin County District Court
2020-present	Attorney, Kennedy & Graven, Chartered

PROFESSIONAL AFFILIATIONS

Minnesota State Bar Association (MSBA), Member
 MSBA Environmental, Natural Resources, and Energy Law Section, Vice Chair of Section Council
 Hennepin County Bar Association, Member
 Minnesota Association of City Attorneys, Member
 University of Saint Thomas School of Law Mentor Program, Mentor

BACKGROUND AND EXPERIENCE

Sam is an attorney at Kennedy & Graven. He is currently the City Attorney for the cities of Paynesville and Rose Creek. He has also served as the assistant city attorney for several cities and worked with a variety of municipalities throughout Minnesota. Sam also serves as general counsel for the Metropolitan Mosquito Control District, the Chisago Lakes Joint Sewer Treatment Commission, the Mississippi River St. Cloud Watershed Entity, and the Lower Minnesota River East Watershed Joint Powers Board. Sam brings a diligent, practical, and thoughtful approach to representing his clients.

Sam frequently represents local government entities at public meetings. He advises these entities on municipal statutes, the Open Meeting Law, the Minnesota Government Data Practices Act, labor and employment laws, and legal requirements related to public property. He drafts a variety of ordinances, resolutions, contracts, policies, memoranda, forms, and other legal documents for these entities.

Sam specializes in environmental law, land use and development, and public utilities. This includes matters related to land use and zoning regulations, development and redevelopment projects, local improvements, solar energy and energy storage facilities, solid waste programs, natural resources, wetlands, environmental review, per- and poly-fluoroalkyl substances (PFAS), water, stormwater, and wastewater systems, right-of-way regulation, and compliance with federal, state, and local laws and regulations in these areas. Sam has presented to municipal and legal associations on topics in these areas.

Sam has also represented government entities in litigation matters. He routinely collaborates with litigation groups at the firm and outside counsel in matters before federal, state, and administrative courts. This especially includes litigation related to government liability, environmental laws, land use disputes, public projects, and code enforcement actions. He has advised many Minnesota cities with respect to claims and issues related to PFAS contamination in public water systems. Sam has achieved favorable litigation results for clients on environmental law claims, hazardous and nuisance properties, and damage to city-owned utilities.

Sam graduated from the University of Minnesota Law School in 2017 with concentrations in Environmental & Energy Law and Civil Litigation. Prior to joining Kennedy & Graven, he was a Judicial Law Clerk in Hennepin County District Court. Sam also previously worked as a Student Director in the Law School's Civil

Practice Clinic, in the general counsel's office of an international manufacturing company, and in the government relations departments of two local law firms.



Zachary T. Brennan DesAutels

Proposed Assistant City Attorney

PROFESSIONAL CHRONOLOGY

2006	B.A., <i>magna cum laude</i> , Journalism, Ithaca College
2009	Law Clerk, Sprenger + Lang, PLLC
2010	Law Clerk, United States Attorney's Office for the Western District of New York
2010	Law Clerk, United States Attorney's Office for the District of Minnesota
2011	J.D., <i>magna cum laude</i> , <i>Order of the Coif</i> , University of Minnesota Law School
2011	Judicial Extern, Hon. Diana E. Murphy, United States Court of Appeals for the Eighth Circuit
2011-2013	Law Clerk, Second Judicial District of Minnesota
2013-2016	Assistant City Attorney, City of St. Paul
2016-2019	Associate Attorney, Doyle, Restrepo, Harvin & Robbins, LLP
2019-2026	Assistant County Attorney, Hennepin County Attorney's Office
2026-Present	Attorney, Kennedy & Graven, Chartered

PROFESSIONAL AFFILIATIONS

Minnesota State Bar Association (MSBA), Member
Hennepin County Bar Association, Member

BACKGROUND AND EXPERIENCE

Zac DesAutels practices in the areas of litigation and municipal law. He is a versatile, experienced, and practical advocate and adviser.

After finishing law school and a judicial clerkship in Ramsey County, Zac joined the Civil Division of the Saint Paul City Attorney's Office, primarily handling real estate and economic development contracts and negotiations. He went on to work at a law firm in his native Houston, Texas, litigating business disputes and insurance coverage matters, before returning to Minnesota as a white-collar crime prosecutor in the Hennepin County Attorney's Office. He has given presentations on fraud investigation and prosecution for law enforcement and at the Minnesota County Attorneys Association Annual Meeting.

Labor and Employment Team



Mary D. Tietjen

Proposed Labor and Employment Attorney

PROFESSIONAL CHRONOLOGY

1988	B.A., <i>cum laude</i> (Psychology), Concordia College, St. Paul, MN
1988-1992	Staffer, United States Congressman Gerry Sikorski
1993-1997	Full-time Law Clerk, League of Minnesota Cities Insurance Trust (LMCIT)
1997	J.D., <i>cum laude</i> , William Mitchell College of Law, St. Paul, MN
1997-2001	Defense Attorney, LMCIT
2001-2004	Associate Attorney, Kennedy & Graven
2004-Present	Shareholder, Kennedy & Graven

PROFESSIONAL AFFILIATIONS

Minnesota State Bar Association, Member
Minnesota Association of City Attorneys, Member and Past President

BACKGROUND AND EXPERIENCE

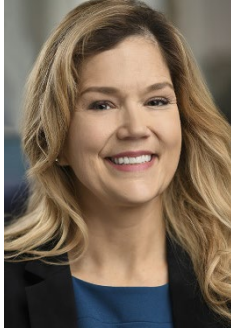
Mary is currently the City Attorney for the cities of Richfield, Rosemount, Osseo, Montrose, and Robbinsdale. With the diverse characteristics of these cities – small and fully-developed, first-ring thriving suburbs, and more rural, developing communities – Mary has developed a broad base of municipal knowledge.

In addition to her role as general counsel for cities, Mary’s practice focuses on providing employment and labor advice to clients on a wide variety of matters, including personnel policy reviews, compliance with federal and state requirements (FMLA, ADA, Veteran’s preference, data practices), employee discipline and termination, labor contract interpretation and grievances, and civil service matters.

Mary provides labor and employment counsel for the cities of Chanhassen, Lake Elmo, Brooklyn Center, New Brighton, Minnetrista, Medina, Olivia, East Grand Forks, St. Joseph, Caledonia, City of the Village of Minnetonka Beach, Carver, Sandstone, Paynesville, and Rice, as well as her own general counsel clients and clients of others throughout the firm on an as-needed basis.

Mary has extensive past litigation experience including employment-related litigation, labor grievance arbitrations, special assessment appeals and trial and appellate work in both state and federal court. Her experience includes both court and jury trials, significant motion practice and many arguments at the Minnesota

Court of Appeals and Minnesota Supreme Court. Before joining Kennedy & Graven, Mary was a defense attorney with LMCIT and represented cities across the state in personal injury and property damage cases.



Jana O. Sullivan

Labor and Employment Attorney

PROFESSIONAL CHRONOLOGY

1999	B.A., Political Communication, George Washington University
1997	Intern, Senator Paul Wellstone's office
1998	Intern, CNN's White House Unit
1999	Intern, Children's Defense Fund
2003	J.D., University of Minnesota Law School
2003	Law Clerk, Judge Thomas Kalitowski, Minnesota Court of Appeals
2003	Admitted to Minnesota State Bar
2004	Jardine, Logan, O'Brien, Associate
2005	League of Minnesota Cities, Litigation Attorney; promoted in 2017 to Assistant Litigation Supervisor; law clerk 2001-2003
2024	Attorney, Kennedy & Graven, Chartered
2026	Shareholder, Kennedy & Graven, Chartered

PROFESSIONAL AFFILIATIONS

Minnesota Association of City Attorneys, Member
 Minnesota Defense Lawyers Association, Member
 St. Thomas University Law School, Adjunct Professor
 Advocates for Human Rights, Pro Bono Attorney – Asylum & Trafficking

BACKGROUND AND EXPERIENCE

Jana O'Leary Sullivan is a shareholder at Kennedy & Graven and is experienced with and passionate about working with local governments. Jana has more than 20 years of experience advising and representing cities. Jana specializes in employment and labor law, including providing employment counseling and trainings, reviewing policies and contracts, coordinating conflict resolution and media/public communication efforts, and conducting employment investigations. Jana focuses on providing holistic advice to clients that incorporates considerations of public relations, workplace morale, and social and political factors.

LITIGATION EXPERIENCE

Jana has over 20 years of litigation experience in employment and labor law, data practices, and related areas. She has represented local governments before state and federal courts, administrative courts including the Office of Administrative Hearings, state and federal agencies including the Equal Employment Opportunity Commission and Minnesota Department of Human Rights, and in arbitrations/veterans' preference hearings.

Jana's experience encompasses all aspects of litigation including discovery (including complex electronic and other discovery), depositions, motion practice and hearings, trials/hearings, and appellate practice.



Bridget E. Finn

Labor and Employment Attorney

PROFESSIONAL CHRONOLOGY

2015-2019	B.A., University of Dayton, Dayton, OH
2019-2022	J.D., <i>cum laude</i> , University of Illinois at Chicago Law School, Chicago, IL
2021	Judicial Extern, Illinois Supreme Court
2022	Law Clerk, Asher, Gittler & D'Alba, Ltd.
2023-2024	Associate Attorney, Thomas Quinn, LLP
2024-2026	Associate Attorney, Wagner, Falconer, & Judd, Ltd.
2026-Present	Attorney, Kennedy & Graven, Chartered

PROFESSIONAL AFFILIATIONS

Minnesota State Bar Association, Member

Minnesota State Bar Association's Labor and Employment Council, Board Member

BAR ADMISSIONS

Minnesota State Bar

Illinois State Bar

BACKGROUND AND EXPERIENCE

Bridget is an associate attorney at Kennedy & Graven and focuses her practice on labor and employment law matters. Specifically, Bridget advises her clients on employment issues such as hiring, leave laws, employee discipline and terminations, and provides employment counseling and trainings. She also drafts and offers guidance on policies and other employment contracts.

Bridget graduated from the University of Illinois at Chicago Law School where she was a member of the Review of Intellectual Property Law and graduated *Cum Laude*. While in law school, Bridget externed at the Illinois Supreme Court and clerked for a union side labor firm in Chicago. She then went on to practice insurance defense and employment law following graduation. She has represented clients in matters before state courts and administrative agencies.

COMMUNICATION AND SERVICE APPROACH

Managing Legal Requests and Availability to Clients

Kennedy & Graven attorneys defer to our clients about the best method of managing, communicating about, and approaching legal requests. The structure of the attorney-client working relationship can vary from one client city to another and from one person in one city to another. The firm will tailor the attorney-client working relationship to provide the best services to Columbia Heights.

Sam would serve as the direct point of contact for the firm's civil legal services. He encourages clients to contact him in whatever format they choose, including through office hours, in-person or virtual meetings, phone call, or email. Sam is generally available to answer calls directly or respond to voicemails or emails within 24 hours and will prioritize requests according to whether they are routine, urgent, or emergency matters. In the event Sam is out of the office, Zac will serve as the second point of contact or the firm will provide contact information for a colleague who is available to assist in a similar timely manner. The firm's labor and employment attorneys take a similar approach to communication and responsiveness.

Sam reviews agenda for all city council, commission, or staff meetings. He communicates with city staff before meetings about possible legal issues, questions, or procedure. He follows up with city staff after meetings as directed by city officials or as may be necessary.

Sam regularly informs city councils and staff about legal developments, including summary updates at council meetings when requested.

Sam is familiar with the complexities and practicalities of working with city managers, city councils, department heads, boards, commissions, and other city consultants. Again, Kennedy & Graven will tailor its relationship with the members and levels of city government as necessary. When the firm takes on a new client city, the attorneys typically meet with city leadership to discuss this relationship and identify what information and responsibilities are relevant.

Regular Office Hours

Sam is willing and available to conduct regular office hours in Columbia Heights.

Team Approach and Special Counsel

At Kennedy & Graven, we use a team-based approach to the practice of law, which allows us to leverage the experiences and expertise of everyone within the firm to deliver the highest service and significant cost savings when compared to other firms. For example, our attorneys may assign certain specific matters to a special counsel or paralegal in the firm if the lead attorney believes it is more efficient for the city to do so. The lead attorney would retain overall responsibility to ensure that the needs of the city are being met.

Examples of Special Counsel include:



Sarah J. Sonsalla

Real Estate

Sarah Sonsalla is a Shareholder at Kennedy & Graven and has over 20 years of experience in representing cities and townships. Sarah is currently the city attorney for Brook Park, Fridley, Kettle River, Lake City, Lake Elmo, Minnetrista, New Brighton, and Sandstone and is general counsel for Local Government Information Systems (LOGIS), a joint powers entity. Sarah has significant real estate experience including drafting real estate documents such as purchase agreements, easements, and deeds and bringing quiet title actions, proceedings subsequent actions and Torrens registration actions. Sarah is currently representing the City of Minneapolis in the registration of property for the Upper Harbor development project.



Jessica E. Schwie

Litigation

Jessica Schwie is a shareholder at Kennedy & Graven, Chartered, and practices in the areas of litigation and employment law. With more than 15 years of civil litigation experience and success, Jessica has developed a solid reputation amongst her clients and in the community as a detailed, thorough and assertive trial lawyer, investigator, and pre-litigation advisor that is able to manage difficult situations.



Josh P. Weir

Eminent Domain

Josh is a shareholder and has over 10 years of experience as an attorney. Josh specializes in municipal and eminent domain law and currently represents the cities of Deerwood, Littlefork, Pelican Rapids, and Slayton, and provides assistant city attorney services for a number of other cities. Josh also provides litigation services at Kennedy & Graven, with a focus on eminent domain and real property acquisitions and litigation. Prior to joining the firm, Josh worked as an Assistant Attorney General representing the Washington State Department of Transportation, Department of Social and Health Services, and a variety of other state agencies. Josh has a wide range of experience providing advice to public entities and has litigated hundreds of disputes in state and federal trial and appellate courts.

CONFLICTS OF INTEREST

We are not aware of any current or former client for which our proposed representation would conflict with Columbia Heights.

The firm does not represent any developers, contractors, property owners, or businesses with matters before or involving the city of Columbia Heights.

The firm represents contiguous cities of Fridley and New Brighton as well as the Mississippi Watershed Management Organization.

The firm has a computerized conflict-checking system that is used to identify actual or potential conflicts. The

system maintains a database containing the names of all clients and opposing parties. This database is checked each time that the firm opens a new matter. If a potential conflict exists, we notify each client. If an actual conflict exists, we will withdraw from representing either client unless both clients consent to our representation.

In the interest of disclosing personal relationships with key city stakeholders, the spouse of the proposed City Attorney is currently the principal at Valley View Elementary School in Columbia Heights.

REFERENCES

Please see **Exhibit C** for a list of Sam Ketchum's municipal references.

INSURANCE, LICENSING, AND CERTIFICATIONS

All of Kennedy & Graven's attorney's are licensed and in good standing with the Minnesota State Bar.

The firm has professional liability insurance with First Specialty Insurance Corp. Coverage is \$5,000,000 per claim/aggregate with a \$100,000 deductible per claim/aggregate.

The firm has had no malpractice claims or ethics complaints in the last five years and there are no claims or complaints pending.

FEE PROPOSAL

Please see **Exhibit D** for Kennedy & Graven's fee structure.

CONCLUSION

We believe that our firm offers the highest quality legal services to cities in the most cost-effective and efficient way. Thank you for this opportunity to offer Kennedy & Graven's services to Columbia Heights. Again, please feel free to contact me if you have any questions or need any additional information.

KENNEDY & GRAVEN, CHARTERED

Dated: August 31, 2026

/s/ Sam Ketchum

Sam Ketchum, Attorney

Kennedy & Graven, Chartered

EXHIBIT A

FULL LIST OF KENNEDY & GRAVEN ATTORNEYS

Kennedy & Graven has 36 attorneys with diverse backgrounds and expertise. Below is a summary of each attorney's areas of practice:



Robert A. Alsop
Of-Counsel

Employment Law, Housing Law, Litigation



Dave T. Anderson
Shareholder

Municipal Law



Ronald H. Batty
Shareholder

Municipal Law, Economic Development & Redevelopment



Andrew M. Biggerstaff
Shareholder

Public Finance, Real Estate, Public Utilities



Greta L. Bjerkness
Shareholder

Municipal Law, Real Estate Law, and Eminent Domain



Josh P. Devaney
Associate

Litigation



Zac DesAutels
Associate

Municipal Law, Litigation



Bridget E. Finn
Associate

Employment Law



Alex W. Furcich
Associate

Municipal Law, Economic Development



Alex D. Ivan
Shareholder

School Law, Special Education



Sam B. Ketchum
Associate

Municipal Law, Litigation, Environmental Law



Gregory S. Madsen
Shareholder

Employment and Labor Law, School Law



Peter Martin
Shareholder

School Law, Employment and Labor Law, Real Estate Law



Tessa M. McEllistrem
Shareholder

Litigation



Peter G. Mikhail
Shareholder

Litigation, Construction Law, Real Estate Law



Bridget M. Nason
Shareholder

Municipal Law



Mallory P. Nordberg
Associate

School Law



Scott J. Riggs
Shareholder

Municipal Law, Economic Development & Redevelopment, Real Estate Law, Township Law



Haley Taylor Schlitz
Associate

Municipal Law



Joseph L. Sathe
Associate

Municipal Law, Economic Development



Jessica E. Schwie
Shareholder

Litigation, Employment Law



Nicholas A. Smoger
Associate

Litigation



Carlos Soto-Quezada
Associate

School Law



Jana O. Sullivan
Shareholder

Municipal Law, Employment and Labor Law, Litigation



Sarah J. Sonsalla
Shareholder

Real Estate Law, Employment Law, Municipal Law



James M. Strommen
Of-Counsel

Litigation, Public Utility Law, Construction Law



James J. Thomson
Shareholder & President

Municipal Law, Land Use, Litigation



Rachel G. Tierney
Shareholder

Municipal Law, Economic Development



Mary D. Tietjen
Shareholder

Municipal Law, Employment and Labor Law



Siobhan L. Tolar
Associate

Municipal Law, Economic Development & Redevelopment



John Utley
Of-Counsel

Municipal Bonds, Public Finance



Robert J.V. Vose
Shareholder

Municipal Law, Public Utility Law



Maggie R. Wallner
Shareholder

Employment and Labor Law, Litigation, School Law



Michelle Weinberg
Shareholder

Litigation



Josh P. Weir
Shareholder

Real Estate Law, Eminent Domain



Pamela Whitmore
Shareholder

Municipal Law, Employment Law, Mediation

EXHIBIT B

LIST OF MUNICIPAL CLIENTS

DESIGNATED CITY ATTORNEY FOR THE FOLLOWING CITIES:

Baudette	McGrath
Baxter	Medina
Belle Plaine	Minnetonka Beach
Biscay	Minnetrista
Brooklyn Center	Montrose
Brooklyn Park	Mounds View
Brook Park	Nerstrand
Carver	Nevis
Clearwater	New Brighton
Cokato	New Prague
Cosmos	New Trier
Credit River	Nicollet
Crystal	North Oaks
Deerwood	Oak Grove
East Gull Lake	Oakdale
Eden Valley	Olivia
Empire	Osseo
Excelsior	Paynesville
Faribault	Pelican Rapids
Fertile	Pine Island
Franklin	Randolph
Fridley	Richfield
Goodhue	Robbinsdale
Greenwood	Rogers
Hayward	Rose Creek
Holdingford	Rosemount
Hopkins	Roseville
Independence	St. Paul Park
Inver Grove Heights	Sandstone
Kenyon	Shakopee
Kettle River	Shell Rock Township
Lake City	Slayton
Lake Elmo	Tonka Bay
Lauderdale	Victoria
Little Fork	Wahkon
Mahtomedi	Wells
Mankato	West Concord
Mantorville	West St. Paul
Maple Lake	White Bear Lake
Maplewood	Windom
Marshall	Worthington

**GENERAL COUNSEL TO THE FOLLOWING ECONOMIC DEVELOPMENT AUTHORITIES,
HOUSING AND REDEVELOPMENT AUTHORITIES, AND PORT AUTHORITIES:**

Baudette	Maple Plaine
Baxter	Marshall
Belle Plaine	Medina
Blaine	Minnetonka
Bloomington	Minnetrista
Brainerd	Monticello
Brooklyn Center	Montrose
Brooklyn Park	Mounds View
Burnsville	New Prague
Carver	Olivia
Chanhassen	Osseo
Clearwater	Paynesville
Cokato	Pine Island
Crystal	Richfield
East Gull Lake	Robbinsdale
Eveleth	Rosemount
Excelsior	Roseville
Faribault	St. Paul Park
Golden Valley	Sandstone
Grand Rapids	South St. Paul
Hopkins	Shakopee
Inver Grove Heights	Victoria
Kenyon	Virginia Eveleth
Lake City	Wanamingo
Lino Lakes	Wells
Mankato	West Concord
Mantorville	West St. Paul
Maplewood	White Bear Lake
Maple Lake	Windom
Maple Plaine	Worthington
Marshall	

GENERAL COUNSEL TO JOINT POWERS AND OTHER ENTITIES:

Cable Commissions:

Apple Valley, Rosemount, Farmington
Lake Minnetonka
Quad Cities
Arlington, Gaylord, Winthrop, Gibbon
Southern Minnesota

Joint Powers Entities:

Local Government Information Systems
(LOGIS)
Suburban Rate Authority (SRA)
Chisago Lakes Joint Sewage Treatment
Commission

Watershed Entities:

Bassett Creek WMC
Mississippi River WMO
Lower Minnesota River East Watershed
Partnership
Mississippi River St. Cloud Watershed Entity

Other:

Metropolitan Mosquito Control District
Metropolitan Library Service Agency

SPECIAL COUNSEL TO DOZENS OF CITIES, COUNTIES, JOINT POWERS ORGANIZATIONS, AND OTHER PUBLIC BODIES.

BOND COUNSEL TO CITIES, COUNTIES, SCHOOL DISTRICTS AND OTHER PUBLIC BODIES.

COUNSEL TO DOZENS OF TOWNSHIPS AND SCHOOL DISTRICTS.

Lists available upon request.

EXHIBIT C

SAM KETCHUM'S PROFESSIONAL REFERENCES

City of Richfield

Katie Rodriguez

City Manager

Phone: (612) 861-9702

Email: krodriguez@richfieldmn.gov**City of Paynesville**

Tariq Al-Rifai

City Administrator

Phone: (320) 243-3714 extension 227

Email: tariq@paynesvillemn.com**Metropolitan Mosquito Control District**

Daniel Huff

Executive Director

Phone: (651) 643-8365

Email: dhuff@mmcd.org

EXHIBIT D

COMPENSATION AND FEE STRUCTURE

The firm proposes hourly rates for all services. The minimum increment of billable time is six minutes (0.1 hour). Travel time and meeting attendance will also be billed at hourly rates. Bond counsel services (if requested) will be billed at rates customarily charged by the firm at the time. The firm proposes that all hourly fees are increased by 3% (rounded to the nearest dollar) on January 1 of each year beginning January 1, 2027 over the proposed term of any contract.

	2026
GENERAL SERVICES (All services identified in the RFP as General Legal Services, unless addressed elsewhere below)	
Attorneys	\$210
Paralegals	\$110
NON-ROUTINE SERVICES (Litigation; real estate; employment)	
Attorneys	\$250
Paralegals	\$140
SPECIFIC DEVELOPMENT, REDEVELOPMENT, TAX ABATEMENT; AND TIF PROJECTS AND PASS-THROUGH FEES*	
Attorneys	\$310
Paralegals	\$150

* Pass-through fees will apply to legal services that are not paid for from the City general fund, such as public improvement projects, or legal fees that are passed through to third parties.

OVERHEAD COSTS

The firm bills its out-of-pocket costs for such things as postage, filing fees and witness fees, and similar items.

Photocopying: No charge

Mileage: Then-current IRS business rate

Westlaw fees: No charge



August 31, 2026

VIA EMAIL

Aaron Chirpich
City of Columbia Heights
3989 Central Avenue NE
Columbia Heights, MN 55421

RE: Proposal to City of Columbia Heights for
Track 1: Civil Legal Services/City Attorney Services and
Track 3: Labor and Employment Legal Services

Dear Aaron Chirpich:

On behalf of LeVander, Gillen & Miller, P.A., we are pleased to submit the enclosed proposal to the City of Columbia Heights to provide Track 1: Civil Legal Services/City Attorney Services and Track 3: Labor and Employment Legal Services.

Our firm has a long history of representing municipalities in Minnesota. We understand the services to be provided to the City. We have experience with nearly every aspect of municipal government, including data practices, open meetings, employment and labor, real estate transactions, competitive bidding, and land use and development. We are committed to providing Columbia Heights with a high level of customer service by having one assigned attorney and responding in a prompt manner. We are willing to offer regular office hours in the City of Columbia Heights Offices.

The proposal will remain valid for at least 120 days after the proposal deadline, which is August 31, 2026. Korine Land is a shareholder and Vice President and has the authority to bind the firm.

Thank you for your time and consideration. We look forward to hearing from you.

Sincerely,

A blue ink signature of Korine Land, written in a cursive style.

Korine Land
Attorney

A blue ink signature of Cynthia Kirchoff, written in a cursive style.

Cynthia Kirchoff
Attorney

Enclosure

PROPOSAL TO THE
CITY OF COLUMBIA HEIGHTS
FOR
TRACK 1: CIVIL LEGAL SERVICES/CITY
ATTORNEY SERVICES AND
TRACK 3: LABOR AND EMPLOYMENT SERVICES

SUBMITTED BY:



1305 Corporate Center Drive, Suite 300
Eagan, Minnesota 55121
(651) 451-1831
www.levander.com

Date: August 31, 2026

Contact Person:
Cynthia Kirchoff
ckirchoff@levander.com
Direct: 651-361-8592

PROPOSAL TO THE CITY OF COLUMBIA HEIGHTS FOR TRACK 1 AND TRACK 3

FIRM BACKGROUND

LeVander, Gillen & Miller, P.A. (Firm) is a law firm with substantial knowledge, skill and experience in municipal law. Formed in 1929 by Harold Stassen and Elmer Ryan, the Firm is enjoying its 97th year of providing legal services. We have successfully practiced municipal law since 1949 when we began representing the City of South St. Paul, a client we continue to represent today.

The Firm is city attorney for numerous municipalities and counsel for their economic development authorities (EDAs) throughout Minnesota, representing cities from less than 500 people to more than 40,000. See Appendix 1 for a representative list of clients. We represent three charter cities (Hastings, South St. Paul, and Stillwater).

We have four (4) attorneys and one (1) dedicated paralegal that are well-versed in municipal law. Their qualifications and specialties are discussed the Proposed Staffing section below.

The Firm is conveniently located at 1305 Corporate Center Drive, Suite 300, Eagan, Minnesota 55121, near the intersection of Pilot Knob Road and Interstate 494 in Eagan, Minnesota (just east of the Minneapolis – St. Paul International Airport).

The Firm is familiar with the League of Minnesota Cities’ resources as attorney Cynthia Kirchoff is a former League research attorney and law clerk. We coordinate with the League of Minnesota Cities Insurance Trust (LMCIT) after a claim is filed against one of our clients and work with LMCIT to select a defense attorney for the city, as requested.

PROPOSED STAFFING – TRACK 1 AND TRACK 3

If selected, attorney Cynthia Kirchoff would serve as the designated City Attorney and attorney Korine Land would serve as the regular backup attorney. Their attorney profiles are included in Appendix 2.

1. Proposed City Attorney – Cynthia Kirchoff

Ms. Kirchoff serves as the City Attorney for the cities of Arden Hills, Dayton, Fertile, and Hastings.

She has a J.D. from William Mitchell College of Law, an M.A. in urban planning from Minnesota State University – Mankato, and a B.A. from the University of Minnesota – Twin Cities. Ms. Kirchoff has been licensed in Minnesota since 2005 and has more than 13 years of experience in municipal law, including with the League of Minnesota Cities, city attorney offices, and in law firm settings. She has been with the Firm since 2025, and her interests are general legal counsel, employment and labor law, real estate, land use, and development, and technology.

Ms. Kirchoff is a member of the Minnesota State Bar Association, Dakota County Bar Association, and International Municipal Lawyers Association. Because of her passion for land use law, development, and redevelopment, she retains her membership in the American Planning Association and the American Institute of Certified Planners (AICP).

2. Proposed Backup Attorney – Korine Land

Ms. Land currently serves as the City Attorney for the cities of Cottage Grove, Stillwater, South St. Paul, Lilydale and Sunfish Lake. She also represents the South Metro Fire Department.

Ms. Land obtained her J.D. from William Mitchell College of Law and her bachelor's degree from Augustana University in Sioux Falls, SD. She joined the Firm in 1996 as an Associate and became a Shareholder in 2002. She is a past president of the Minnesota Association of City Attorneys (MACA), serves on the Planning Committee for MACA conferences and has presented on topics at the MACA annual conference such as Code Enforcement, Nuisances, Dangerous Dogs, Odor Ordinances, Medical Marijuana, Planning, Platting, City Attorney pitfalls, and many others. In 2005, she was recognized as a Rising Star[®] and each year since 2011, she has been named as a Super Lawyer[®] by *Minnesota Law & Politics* for municipal/government law.

3. Additional Attorneys Who May Provide Legal Services

a. *Angela Amann, Labor and Employment.* Ms. Amann has 30 years of legal experience in both public and private practice and would assist with City labor and employment-related matters. In addition to working with our cities, she also provides legal guidance to the Firm's non-municipal clients regarding employment-related claims and disputes.

b. *Aaron Price, Minnesota Municipal Law.* Mr. Price is a Senior Associate with the Firm, first joining as a law clerk during law school and now as an Attorney since 2017. He concentrates his practice in municipal law and has experience assisting all the Firm's municipal clients. He has particular acumen and proficiency in contract review, Data Practices Act requests, Open Meeting Law and employment law matters.

Their attorney profiles are included in Appendix 2.

4. Professional Staff

In addition to the Firm's experienced municipal law attorneys, the Firm's full-time paralegal, Sarah Reinhart, assists with matters relating to real estate and development.

COMMUNICATION AND SERVICE APPROACH

The Firm's approach is to designate one attorney as the lead who is responsible for meeting the needs of the municipal client. If the lead attorney is unavailable for any reason, we provide the client with the name and contact information of the backup attorney. We find this team approach to be easier for

clients because there is only one point of contact, but we are still able to offer a full range of municipal legal services at a moment's notice.

The Firm is flexible and desires to meet the City's needs for efficient and effective legal advice. Generally, this means the Firm would structure the working relationship based on the City's needs. When legal assistance or opinions are requested, the Firm would collaborate with Staff to understand the request and establish deadlines. Ms. Kirchoff is available to review meeting agendas before posting. Before attending Council meetings, she meets with some of her clients to discuss issues that may be raised during the meeting so that she is prepared.

Continuity and consistency would be provided by Ms. Kirchoff's handling of nearly all City legal matters. Staff can expect to easily reach Ms. Kirchoff by phone or e-mail. If Ms. Kirchoff is out of the office, then staff could easily reach Ms. Land. All calls and e-mails are typically responded to within one business day from the day they are received, unless the matter is urgent. Legal reports, documents, memoranda, and contract review are prepared on the City's timeline. Ms. Kirchoff will manage the full scope of legal services provided to the City. She is available for in-person meetings and virtual meetings and regular office hours at City offices. We strive to reduce costs for our municipal clients by using templates when appropriate and using a paralegal to assist with preparing simple documents, such as easements. An attorney will always check the paralegal's work before sending it to the client.

We find one of the best methods for monthly reporting on the status of contract review, requests, and development projects is to have regularly scheduled meetings with city staff via telephone or Teams. We are also able to provide a written report each month to city staff with an update on the various assignments, new court decisions, and new state or federal laws. We are flexible and will provide the report in the format that works best for the City.

The Firm's approach to working with the City Manager, City Council, department heads, boards, commission, and other City consultants is based on the City's needs and policies. Ms. Kirchoff can be reached by all members of City staff and elected and appointed officials, if such direct access is preferred. However, when contacted by elected or appointed officials, Ms. Kirchoff will typically report the contact and response to the City Manager to ensure the City Manager is fully informed of these interactions.

EXPERIENCE AND QUALIFICATIONS BY TRACK

TRACK 1: Civil Legal Services/City Attorney Services

The Firm practices in all areas of municipal law, including:

- ***Minnesota Municipal Law***

From addressing city policy concerns and revising city codes to keeping up with changes in relevant laws and providing pragmatic solutions to the daily issues facing cities, the Firm's attorneys have significant experience in all aspects of Minnesota municipal law. We routinely assist clients with day-

to-day matters, including drafting ordinances (zoning and general regulations) and all types of contracts, working with city administration and city councils to hire, discipline, and terminate employees, assisting staff with preparation of public meeting agendas and packets, preparing public hearing notices, and attending city council, planning commission, economic development authority, and other board, commission, and committee meetings. Details about our experience are included in the subject areas below.

We have shared our expertise and experience with other municipal attorneys, newly elected officials, city planners and department directors doing presentations at the League of Minnesota Cities' Elected Officials Conference, Minnesota Association of City Attorney Conferences, the Real Estate Institute, the Government Law Institute and a variety of other Continuing Education training.

- Home Rule Charter Cities

We have experience working with Minnesota charter cities. Our experience includes attending charter commission meetings to provide legal advice, drafting charter amendments, and assisting with appointments to the charter commissions. We have created administrative citation authority in all three of our charter cities to provide alternative methods of enforcement for nuisance and other City Code violations.

- Open Meeting Law

Making sure that public meetings are legally posted and run efficiently and effectively is a key function of a good City Attorney. Ms. Kirchoff has experience with interpreting the Open Meeting Law and attending public meetings to provide legal advice. She assists clients with preparing meeting agendas and has provided training to governing bodies and appointed boards/committees regarding Open Meeting Law requirements in addition to parliamentary procedure, such as Robert's Rules of Order.

- Minnesota Government Data Practices Act & Records Retention

Complying with the Minnesota Government Data Practices Act is an important municipal function. Ms. Kirchoff has experience reviewing, analyzing, and responding to all types of data practices requests made to government entities. She also keeps up to date with the guidance from the Data Practices Office (DPO), attending DPO training when available. Our attorneys understand records retention laws and assist municipal clients with adopting retention schedules.

- Conflicts of Interests and Public Ethics

Our Firm provides training on request for all newly elected officials to ensure they are not only aware of general municipal laws, but also counsels them on the Minnesota conflicts of interest law. Many newly elected officials run for office because of their positions in the community and are unaware that those positions may preclude them from participating in some of the matters that come before the Council. It is not only important for elected officials to avoid actual conflicts of interest, but also the appearance of a conflict of interest.

- Ordinance and Resolution Drafting

We recognize that the City Attorney's role is instrumental in assisting cities with developing appropriate tools through ordinances and resolutions to address the unique issues facing each of them. We recently completed revisions of the entire city codes for several of our clients. We have found that a complete analysis of each section of the code vetted through meetings with appropriate members of city staff and periodic work sessions with the City Council are highly effective. It is critical that the city code is easy for city staff to implement, for the public to understand, and is compliant with the ever-changing state of the law.

- Policy and Training

We provide training to our municipal clients in the areas of the Open Meeting Act, Minnesota Government Data Practices Act, parliamentary procedure, and land use decision making among other areas. We will design any training that our municipal clients desire from one-hour training to a full-day training. Municipal law is not intuitive, and we have found that conducting regular training for elected officials, commissions and City Staff is helpful to avoid common mistakes.

- New Laws

We closely monitor the Minnesota legislature each session to see if new laws will impact local government and local control. Following the session, we inform our cities of changes that may need to be addressed in the City Code or in policies to ensure we are staying compliant. While Federal laws tend to have less impact on local government, recently there have been many changes in policies that have required review and attention so that cities who receive federal grant funding do not have negative consequences. We also review appellate cases decisions each week both in Minnesota and the Federal District of Minnesota to see if current laws have been interpreted in ways that will affect how cities have been doing business. Monitoring State and Federal laws and cases is an important part of a City Attorney's role.

- ***Land Use, Zoning, Subdivision, Planning, Variances, Conditional Use Permits, Interim Use Permits, and Appeals***

Ms. Kirchoff has extensive experience in land use law. She holds a master's degree in urban planning and worked as a city planner for several years before entering the legal profession within the League of Minnesota Cities in 2004, so she understands the practical aspects of development review and approval. Ms. Kirchoff has experience with drafting zoning and subdivision ordinances, enforcing and interpreting zoning and subdivision regulations, and processing site plans, building permits, conditional use permits, variances, and plats and subdivisions. She understands what needs to be included in findings of fact to approve or deny land use applications.

We also assist our clients with preparing development agreements for residential and commercial projects. When a larger development requires an environmental review (i.e., AUAR, EIS or EAW), we assist our cities with guiding them through the study, reports, public notification requirements and

final adoption to ensure a smooth process. We also have worked closely with other environmental regulatory agencies, such as watershed districts and the Minnesota Department of Natural Resources when their approvals are needed for specific projects. State and local stormwater requirements are a critical part of many new projects, and we have developed model forms and processes for cities to consider that ensure stormwater management is handled appropriately at the time of development and ongoing into the future.

- ***Development, Redevelopment, Housing, Economic Development, Tax Increment Financing, and Public Finance***

The Firm's municipal attorneys have the depth and breadth of legal experience necessary to serve an Economic Development Authority (EDA). As part of our economic development work, the Firm has overseen many robust development projects, including a thriving 20-year economic development and revitalization plan for the City of West St. Paul's Robert Street area, and the development of a large industrial park in Cottage Grove, where the city installed the majority of the infrastructure, embracing an "if you build it, they will come" philosophy that has been quite successful.

The City of South St. Paul recently rejuvenated its EDA and with the Firm's guidance, has seen the redevelopment of many contaminated properties along the Mississippi River through the assistance of grants and tax increment financing (TIF), which will eventually result in a significant increase in the property tax base. The efforts welcomed the transformation of a long-vacant Wells Fargo Bank building into a market-rate apartment building, which has spurred many new businesses, including restaurants, grocery stores and housing along a previously struggling corridor.

All of our clients retain separate bond counsel and TIF counsel to assist with those specialized types of financing tools used by cities. However, we work closely with outside counsel to ensure that the city's needs are met and protected and that the proposed type of financing is appropriate for each project. We review TIF Agreements and other financing documents to make sure they are in alignment with the development agreements and work with outside counsel to make any modifications.

- ***Public Improvements, Special Assessments, Easements, Right-of-Way, and Real Estate***

Almost all of our municipal clients utilize the statutory process found in Minnesota Statutes Chapter 429 to specially assess the cost of public improvement projects. The statute is meticulously detailed and any flaws in the statutory process can be fatal, so we work carefully with city engineers or consultants to ensure no steps are missed from the inception of the project with the feasibility reports, through the preparation of the public bidding and contract documents and finally to the assessment hearing. Recognizing that a special benefit analysis hinges on each city's assessment policy, we work with city councils to draft policies that meet their goals for implementing special assessments in a fair manner to the residents and the city.

The Firm handles real estate matters for many of our municipal clients. We prepare purchase agreements (buying and selling real estate) and can manage acquisitions and sales from the council

authorization to closing on the property. We work closely with the title company to ensure a successful closing and do not provide title examination services. We have a great library of real estate forms including vacation of easements, encroachment agreements, lease agreements, license agreements, and other types of land use permissions. Having city staff prepare a first draft which is then reviewed by our office is a time-saver.

If the voluntary acquisition of property is not successful for a public purpose project, we do not handle condemnation proceedings and would recommend that the City obtain outside counsel. However, we are familiar with the groundwork that needs to be laid for any eminent domain action, from obtaining appraisals, making offers, finding relocation consultants, to giving the Council the options of voluntary acquisitions versus the eminent domain process. Our office does not initiate eminent domain actions, but we work closely with outside counsel to work as the liaison with City Staff, set up closed meetings, distribute attorney-client memos and ensure a seamless process.

- ***Contracts, Procurement, Professional Services Agreements, Construction Contracts, Joint Powers Agreements, Leases, and Franchise Agreements***

Our municipal attorneys regularly provide advice on drafting and reviewing contracts and competitive bidding laws. Ms. Kirchoff has drafted nearly every type of contract, including professional services, construction (buildings, streets and utilities), and purchase agreements (both buying and selling real estate), leases, development agreements, economic development incentive agreements, and joint powers agreements (e.g., city and school district). Additionally, the Firm has experience drafting electric and gas franchises for municipal clients.

- ***Code Enforcement, Nuisance Abatement, Administrative Citations, Licensing, and Property Maintenance***

The Firm is well-versed in assisting municipal clients with code enforcement. Since starting at the Firm in 1996, Ms. Land has been especially attuned to property maintenance violations. In aging communities, code enforcement is not just a single property problem it is a neighborhood problem. For many years, she was the chief prosecutor in a special forum in Dakota County District Court known as “Community Court” that was established solely to address property code violations for the cities in Dakota County. In addition, we have effectively utilized Minnesota Statutes Chapter 463, the Hazardous or Substandard Buildings statute, to address the immediate needs of removing or correcting hazardous and substandard buildings for both commercial and residential buildings.

As stated earlier, we have assisted charter cities with adopting the charter amendment and subsequent ordinances to create an administrative citation program. We help City Staff navigate business licensing issues, including license appeal hearings heard by the city council, as well as license suspension and revocation hearings, ensuring that due process is protected.

- ***Civil Litigation, Claims Management, Insurance Defense Coordination, and Risk Management***

Although we do not provide most civil litigation services, we assist municipal clients with claims management, insurance defense coordination, and risk management. When requested, we submit claims to the League of Minnesota Cities Insurance Trust (LMCIT) for our municipal clients to determine coverage. We have a close working relationship with LMCIT claims staff and defense attorneys. We assist with the selection of defense counsel, document production for the defense counsel, and being the liaison between defense counsel and City Staff when needed.

If it is a City-initiated action, we have successfully instituted hazardous building actions in district court under Minnesota Statutes Chapter 463 for vacant or hazardous properties or structures. These are often high-profile matters in which property owners have continued to ignore warnings and citations, leaving a blight and eyesore for the City Council to try to explain. While these matters can take time to get to completion, the success is that the building is repaired or demolished and much of the litigation costs, including attorneys' costs, can be assessed against the property, so there is little out of pocket for the city.

As for risk management, we not only provide our municipal clients with recommendations on minimum insurance requirements for contracts, but we also inform our municipal clients of the risks associated with certain contracts. Many times, fine print limits the liability of the other party, limits recovery, and imposes strict terms and conditions. When the city desires to enter into such contracts, we attempt to provide as much risk information as possible to ensure the city is aware of the consequences if the contract goes awry.

TRACK 3: Labor and Employment Legal Services

Our experience in employment and labor law is wide-ranging. The municipal attorneys at the Firm prepare and revise personnel policies, procedures and protocols to make sure our cities are up to date on state and federal employment-related mandates, appropriately adopting new rules and pivoting when necessary.

Ms. Kirchoff assists with disciplinary/termination actions and navigating state and federal employment laws, such as the Veteran's Preference Act, Minnesota Human Rights Act, the Fair Labor Standards Act, and the Family and Medical Leave Act. She also conducts investigations into employment-related complaints and has experience preparing responses to discrimination complaints filed with the Minnesota Department of Human Rights. For the City, Ms. Kirchoff will assist the City with finding an outside employment investigator for workplace complaints.

Additionally, Ms. Kirchoff has experience in labor law. When requested by a municipal client, she handles labor union grievances (from mediation to arbitration) and interest arbitrations. She advises municipal clients on collective bargaining, labor relations, and unfair labor practices filed with the Public Employment Relations Board. Additionally, she is available to participate in collective

bargaining negotiations for the City and to review memoranda of understanding and collective bargaining agreements.

The Firm does not provide employment litigation services but will work with LMCIT to select the defense attorney for a covered claim or assist the City with selecting outside counsel for a claim that is not covered by LMCIT.

CONFLICTS OF INTEREST

The Firm does not represent any client where representation may conflict with our ability to serve as city attorney for the City. We do not represent real estate developers doing business with or anticipating doing business with Columbia Heights. We do not represent other local units of government with overlapping or adjacent jurisdiction.

When the Firm opens a new file, the names of all interested parties are cross-referenced through a database to identify possible conflicts of interest. Depending on the nature of the conflict, the Firm may obtain a waiver, block the affected attorney from the matter, or request the matter be referred to another firm.

There is no known personal, professional, or financial relationship between Ms. Kirchoff or Ms. Land and City elected officials, staff, or key stakeholders.

REFERENCES

Please see [Appendix 3](#) for a list of the Firm's references.

INSURANCE, LICENSING, AND CERTIFICATIONS

All of the Firm's attorneys are currently licensed in Minnesota. No malpractice claims and/or ethics complaints have been made against the Firm or the attorneys over the last five years. The Firm's malpractice certificate of insurance is [Appendix 4](#).

Each year Ms. Land, Ms. Kirchoff, and Mr. Price attend the Minnesota City Attorney's Association conferences in February and July to learn about new laws and approaches to representing Minnesota municipalities.

FEE PROPOSAL

The Firm proposes an hourly rate structure for fees. For general municipal legal services, which includes meeting attendance, employment and labor matters, ordinance drafting, contract drafting, office hours, and routine work (responding to emails, taking telephone calls, and preparing legal opinions), the Firm proposes \$195 per hour for all attorneys and \$145 per hour for all support personnel (legal assistants/paralegals) for 2027.

For specialized services (developer pass-through and real estate acquisitions and sales), the Firm proposes \$250 per hour for all attorneys and \$175 per hour for all support personnel (legal assistants/paralegals).

The rates are subject to change on an annual basis. If selected, the Firm will provide a 60-day notice before the rate change takes effect.

The Firm's additional charges are set forth below:

Other Fees	
Itemized Fees:	Charge
Photocopying	\$.20/page black/white \$.49/page color
Legal Research	Actual cost; not to exceed \$300/month
Mileage Reimbursement	Applicable IRS approve rate (Mileage will not be charged to and from City Hall)
Recording fees, filing fees, title search fees, out of pocket expenses	Actual Cost
Billing increments & minimum charge for all services	.10 hour/6 minutes

Please see Appendix 5 for a sample billing statement.

The process for estimating costs on major projects is based on our past experiences for similar projects, after careful discussion with city staff to identify the project depth and scope. We keep track of the fees as the project progresses and will give sufficient notice (at least 60-90 days) when

CONCLUSION

We believe that LeVander, Gillen & Miller, P.A. is uniquely positioned, based on our extensive experience in municipal law, to provide full city attorney legal services to the City. We are committed to delivering the highest quality professional legal services to the City in an efficient, effective and practical manner. We look forward to the opportunity to provide legal representation to the City.

Respectfully submitted,

LEVANDER, GILLEN & MILLER, P.A.

By: _____

Cynthia Kirchoff
Attorney

By: _____

Korine Land
Attorney



APPENDIX 1**Clients****CITY ATTORNEY:**

Arden Hills
Cottage Grove
Darwin
Dayton
Fertile
Hastings
LeRoy
Lilydale
South Haven
South St. Paul
Stillwater
Sunfish Lake

LABOR AND EMPLOYMENT:

Arden Hills
Darwin
Dayton
Fertile
Hastings
LeRoy
Lilydale
Mahtomedi
South Haven
South St. Paul
Stillwater
Sunfish Lake

GENERAL COUNSEL FOR EDA:

Cottage Grove
Hastings
Lilydale
South St. Paul
Stillwater

SPECIAL PURPOSE ENTITY (INCLUDES LABOR AND EMPLOYMENT):

South Metro Fire Department

FORMER MINNESOTA MUNICIPAL CLIENTS WITHIN THE PAST FIVE YEARS:

Baxter
Forest Lake
Inver Grove Heights
North Oaks
Randolph
West St. Paul

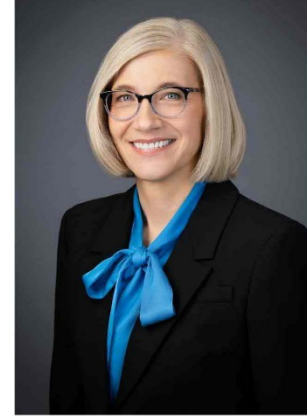
APPENDIX 2

Attorney Profiles



ESTABLISHED IN 1929

LEVANDER
GILLEN &
MILLER P.A.
ATTORNEYS AT LAW



CYNTHIA R. KIRCHOFF

Associate

Areas of Practice	Municipal and Governmental Law Real Estate and Land Use
Education	<i>William Mitchell College of Law</i> Juris Doctor <i>Minnesota State University - Mankato</i> Master of Arts, Urban Planning <i>University of Minnesota – Twin Cities</i> Bachelor of Arts, Sociology
Bar Admissions	Minnesota Supreme Court Texas State Bar
Experience	LeVander, Gillen & Miller, PA Private municipal law practice in Dallas-Fort Worth, Texas City of Denton, Texas – Deputy City Attorney City of St. Cloud, Minnesota – City Attorney Private municipal law, employment law, and land use law practice in Twin Cities League of Minnesota Cities – Law Clerk and Research Attorney
Associations & Memberships	Minnesota State Bar Association International Municipal Lawyers Association American Planning Association
Recognitions & Certifications	American Institute of Certified Planners (AICP)
Teachings & Seminars	“Cross Roads: The Intersection of Land Use & Zoning Law and Elder Law,” 2016 Upper Midwest/APA Minnesota Planning Conference.



ESTABLISHED IN 1929

LEVANDER
GILLEN &
MILLER P.A.
ATTORNEYS AT LAW



KORINE L. LAND

Shareholder

Areas of Practice

Municipal and Governmental Law
Real Estate and Land Use
Eminent Domain

Education

William Mitchell College of Law
Juris Doctorate (J.D.), Cum Laude
Associate Editor, William Mitchell Law Review
Augustana College - Sioux Falls, South Dakota
Bachelor of Arts (B.A.)
Magna Cum Laude

Bar Admissions

Minnesota Supreme Court
United States District Court, District of Minnesota
Wisconsin Supreme Court

Appointments, Memberships, and Affiliations

Minnesota City Attorney's Association - Past President
Minnesota Women Lawyers

Bar Association Membership

Minnesota State Bar Association
Wisconsin State Bar Association
First Judicial District Bar Association
Dakota County Bar Association

Lectures, Speeches, Courses Taught

Lorman Education "What You Need to Know about Public Records
and Open Meetings"
Minnesota City Attorney's Association "Administrative Citations"
Minnesota City Attorney's Association "Dangerous Dogs"
Government Training Services "Land Use Law: Beyond the Basics"

Pro Bono and Volunteer Activities

Legal Assistance of Dakota County
Loaves & Fishes
Neighbors, Inc. Adopt-A-Family Program

Awards, Honors and Recognitions

Recognized by Minnesota Law & Politics as a Super Lawyer
(Since 2011)

1305 CORPORATE CENTER DRIVE | SUITE 300 | EAGAN, MN 55121 | MAIN: 651-451-1831 | WWW.LEVANDER.COM



ANGELA M. LUTZ AMANN
Shareholder

Areas of Practice

Employment Law
Probate and Estate Planning
Association and Non-Profit Law
Health Care Law

Position at LGM

Secretary of the Board of Directors
Chair, Human Resources Committee
Chair, Probate/Estate Planning and Employment Law
Practice Groups
Associate Attorney (1995 - 1999)

Education

University of Notre Dame Law School
Juris Doctorate (J.D.), 1994
Honors: Thomas J. White Scholar
Student Articles Editor,
Journal of Law, Ethics and Public Policy

Northwestern University; Evanston, Illinois
Bachelor of Science (B.S.), 1991
Honors: Dean's List (all quarters)
Major: Communications

Bar Admissions

Minnesota Supreme Court, 1994
United States District Court, Minnesota, 1995

Prior Experience

Law Clerk to the Honorable Thomas R. Lacy
First Judicial District Court, Minnesota (1994 - 1995)

**Appointments,
Memberships, and
Affiliations**

Minnesota Women Lawyers (1999 - Present)
River Heights Chamber of Commerce
Member (1995 - Present)
Board of Directors (2005 - 2007)
Inver Hills Community College Foundation Board of Directors
(2014 – Present)

**Bar Association
Membership**

Minnesota State Bar Association (1995 - Present)
First Judicial District Bar Association (1995 - Present)
Dakota County Bar Association (1995 - Present)

1305 CORPORATE CENTER DRIVE | SUITE 300 | EAGAN, MN 55121 | MAIN: 651-451-1831 | WWW.LEVANDER.COM



ESTABLISHED IN 1929

LEVANDER
GILLEN &
MILLER P.A.
ATTORNEYS AT LAW



AARON S. PRICE

Senior Associate

Areas of Practice

Municipal and Governmental Law
Civil Litigation

Education

Western Michigan University, Thomas M. Cooley Law School
Juris Doctorate (J.D.), 2012
Honors: Dean's List
Certificate of Merit: Advanced Legal Research

University of Minnesota - Duluth
Bachelor of Arts (B.A.), 2008
Honors: Dean's List

Bar Admissions

Minnesota Supreme Court, 2013

Prior Experience

Law Clerk, LeVander, Gillen & Miller, P.A. (2016 - 2017)
Prosecution Services, LeVander, Gillen & Miller, P.A. (2008 - 2016)

Bar Association Membership

Minnesota State Bar Association (2013 - Present)
First Judicial District Bar Association (2017 - Present)
Dakota County Bar Association (2017 - Present)

Awards, Honors and Recognitions

Recognized by Minnesota Law & Politics as a Rising Star in State,
Local & Municipal Law (2021 & 2022)

Recognized in Minnesota Monthly Magazine's list of Best Lawyers In
Minnesota – Municipal Law (2022)

APPENDIX 3

References

City Name	City of Hastings
Contact Person	John Hinzman
Title	Community Development Director
Phone Number & Email Address	(651) 480-2378 jhinzman@hastingsmn.gov
Services Provided	City Attorney Labor & Employment
Dates of Service	From 2021 to present
Population & Form of Government	Population: 22,563 (2025 est.) Charter City

City Name	City of Cottage Grove
Contact Person	Jennifer Levitt
Title	City Administrator
Phone Number & Email Address	(651) 458-2890 jlevitt@cottagegrovemn.gov
Services Provided	City Attorney
Dates of Service	From 2018 to present
Population & Form of Government	Population: 43,604 (2025 est.) Statutory City

City Name	City of Arden Hills
Contact Person	Jessica Jagoe
Title	City Administrator
Phone Number & Email Address	(651) 792-7810 jjagoe@cityofardenhills.org
Services Provided	City Attorney Labor & Employment
Dates of Service	From 2024 to present
Population & Form of Government	Population: 9,583 (2025 est.) Statutory City

APPENDIX 4

Malpractice Insurance



MINNESOTA LAWYERS MUTUAL

INSURANCE COMPANY

333 South Seventh Street, Suite 2200
Minneapolis, MN 55402
Phone: (612) 341-4530 || Fax: (800) 305-1510

Policy Number: 2993 42

DECLARATIONS
LAWYERS PROFESSIONAL LIABILITY POLICY
CLAIMS-MADE and REPORTED

THIS IS A CLAIMS-MADE AND REPORTED POLICY. IT APPLIES ONLY TO THOSE CLAIMS THAT ARE BOTH FIRST MADE AGAINST THE INSURED AND REPORTED IN WRITING TO MINNESOTA LAWYERS MUTUAL INSURANCE COMPANY ACCORDING TO THE NOTICE OF CLAIMS AND DISCIPLINARY PROCEEDINGS SECTION AND THE NOTICE OF POTENTIAL CLAIMS SECTION. PLEASE CAREFULLY REVIEW THIS POLICY IN ITS ENTIRETY.

Item 1. Named Insured: LeVander, Gillen & Miller, P.A.
Address: 1305 Corporate Center Drive
Suite 300
Eagan, MN 55121

Item 2. Policy Period **Effective Date:** 4/15/2026 to **Expiration Date:** 4/15/2027
12:01 a.m. at the address of the Named Insured in Item 1.

Item 3. Limits of Liability:	\$3,000,000	Per Claim
	\$5,000,000	Aggregate

Item 4. Deductible:	\$10,000	Per Claim
----------------------------	-----------------	------------------

Item 5. Knowledge Date: 4/15/1986

Item 6. Premium: \$12,668	Number of Lawyers: 4
---------------------------	----------------------

Item 7. Forms and Endorsements:
MLM-0019 (01-22) Prior Acts Retroactive Date Endorsement, MLM-0032 (01-22) Minnesota Changes Endorsement,
MLM-2000 (01-22) COVERAGE FORM

Item 8. Notice

The Insured shall give written notice of CLAIMS, DISCIPLINARY PROCEEDINGS, and/or POTENTIAL CLAIMS to: Minnesota Lawyers Mutual Insurance Company online at: www.mlmins.com/insurance/claims-reporting; OR Minnesota Lawyers Mutual Insurance Company || 333 South Seventh Street, Suite 2200 || Minneapolis, MN 55402

In witness whereof, Minnesota Lawyers Mutual Insurance Company has caused this policy to be signed by its President and Secretary and countersigned by a duly authorized agent of the Company.

MINNESOTA LAWYERS MUTUAL INSURANCE COMPANY

Roger Fellows, Secretary

Jennifer Strawn

Jennifer Shaw, Authorized Agent

Suzanne Noh

Suzanne Robinson, President

APPENDIX 5

Sample Billing Statement**Levander Gillen & Miller PA**

1305 Corporate Center Dr Suite 300, Eagan, Mn 55121, United States
 Eagan, MN 55121
 Phone: 651-451-1831
 Email: accounting@levander.com
 www.Levander.com

Statement

Statement # 441
 Date: 05/28/2026

22251.00000

General Matters

Attorney	Date	Description of Work	Hours	Rate (USD)	Total (USD)
CRK	04/17/2026	Review and respond to email from City Clerk regarding	0.10	\$195.00	\$19.50
CRK	04/27/2026	Review draft notice for street and alley vacation and prepare draft resolution to comply with Minn. Stat. § 412.851 and email the same to Mayor	1.20	\$195.00	\$234.00

Time Keeper	Position	Hours	Rate	Total
Cynthia Kirchoff	Associate	1.3	\$195.00	\$253.50

Subtotal **\$253.50 USD**

Total **\$253.50 USD**

Payment (06/10/2026) **-\$253.50 USD**

Balance Owing **\$0.00 USD**



MADDEN GALANTER HANSEN
ATTORNEYS AT LAW

Susan
Margaret L. Penland
Grace M. Sawatzke

7760 France Avenue South, Suite 290
Bloomington, Minnesota 55435
763.545.2525 office
952.999.4789 fax
www.mgh-lawfirm.com

August 28, 2026

SENT VIA EMAIL

Aaron Chirpich
City Manager
City of Columbia Heights
achirpich@columbiaheightsmn.gov

Re: City of Columbia Heights - Request for Proposals for Legal Services
Proposed Track 3 - Labor and Employment Legal Services

Dear Mr. Chirpich:

We are writing in response to the Request for Proposals for Legal Services that we received on August 13, 2026. We understand the City's needs on their Request for Proposal and the firm is interested in providing legal services for Track 3- Labor and Employment Legal Services.

The law firm of Madden Galanter Hansen, PLLC represents public employers throughout the State of Minnesota in collective bargaining, contract mediation, grievance arbitration, interest arbitration, employment law and labor relations matters. The attorneys in our firm practice solely in the areas of labor relations and employment law, and have more than 40 years combined experience. Our experience enables us to achieve results for employers in an efficient and cost-effective manner.

The firm includes Attorney Susan Hansen, its owner, Attorney Maggie Penland, Attorney Grace Sawatzke and Office Manager/Legal Assistant Erin Johnson.

Attorney Susan Hansen is the contact person for this proposal if you should have any questions. Her email is shansen@mgh-lawfirm.com and her cell phone number is 612-382-8986. Her office number is 763-545-2525.

We confirm that this proposal will remain valid for at least 120 days after the date of this letter. We are very interested in the opportunity to provide these services to the City of Columbia Heights and will be honored if we are selected. We appreciate the consideration given to our proposal.

Very truly yours,

Susan K. Hansen
Owner

SKH:elj

CITY OF COLUMBIA HEIGHTS

Request for Proposal for Legal Services

Madden Galanter Hansen, PLLC
7760 France Avenue South, Suite 290
Bloomington, Minnesota 55435
Telephone: (763) 545-2525

Contact: Susan K. Hansen
Email: Shansen@mgh-lawfirm.com

Proposed Track: Track 3 - Labor and Employment Legal Services

Submitted: August 28, 2026

FIRM BACKGROUND AND MUNICIPAL EXPERIENCE

Since 1978, the firm of Madden Galanter Hansen, PLLC (f/k/a Frank Madden & Associates) has represented public employers throughout the State of Minnesota in collective bargaining, contract mediation, grievance arbitration, interest arbitration, and providing advice and consultation on employment law matters and labor relations matters. The attorneys in our firm practice solely in the areas of labor relations and employment law and have more than 40 years combined experience. Our experience enables us to achieve results for employers in an efficient and cost-effective manner.

We represent numerous cities, counties, joint powers organizations, municipal hospitals and municipal utilities throughout Minnesota in contract negotiations and related matters.

We are dedicated to being responsive to the needs of our clients to ensure that our clients receive quality services in a timely manner. We believe we have demonstrated, through our past representation of clients, our skill, knowledge and capacity to represent the City of Columbia Heights in collective bargaining, employment law matters and related labor relations matters. The professional references listed below can attest to our skill in these areas.

PROPOSED STAFFING

Our firm consists of three attorneys including Susan Hansen, Margaret Penland and Grace Sawatzke. Susan Hansen would serve as the primary attorney assigned to provide services to the City of Columbia Heights. The City will have direct access to the lead attorney and backup attorneys.

Susan Hansen received her B.A. from Drake University and her J.D. from Drake University, and she has been an attorney with the firm since 1996. Susan is the owner of Madden Galanter Hansen, LLP. She negotiates collective bargaining agreements on behalf of cities, counties, public utilities and joint powers organization throughout the State of Minnesota. She provides advice to public employers in all areas of public sector labor and employment law.

In addition, Susan Hansen represents public employers in grievance arbitration hearings, interest arbitration hearings, veterans preference hearings, Office of Administrative Hearings matters, unit clarification hearings, and appellate proceedings. She regularly provides legal advice to clients including interpretation and compliance with various statutes, the interpretation of collective bargaining agreements and personnel policies, grievance handling, effective discipline procedures, requirements of federal and state statutory leaves, analysis of disability issues and advice regarding the interactive process and accommodation, and compliance with the Minnesota Government Data Practices Act and Open Meeting Law. She presents training on employment law matters including effective supervision and performance management.

Margaret Penland received her B.A. from Drake University and her J.D. from the University of Minnesota, and she has been an attorney with the firm since 2017. She represents public

employers in employment law and labor relations matters. She advises public employers on various employment law matters under state and federal laws including matters involving the Family and Medical Leave Act, Americans with Disabilities Act, Fair Labor Standards Act, and the Minnesota Government Data Practices Act. She represents public employers in grievance arbitration and interest arbitration hearings and provides extensive research and drafting of post-hearing briefs. She also assists in district court matters and appeals to the Minnesota Court of Appeals on matters arising under PELRA, the Veterans Preference Act and other labor and employment laws. She conducts investigations of harassment claims, as well as investigations of alleged employee misconduct.

Grace Sawatzke received her B.A. from the University of North Dakota and her J.D. from the University of St. Thomas School of Law in December of 2025. She has been a law clerk with the firm since 2024 and assists in advising on personnel practices, discipline and discharge, discrimination claims, and compliance issues. She researches and analyzes market data for collective bargaining, contract mediation, and interest arbitration. She also assists with preparation for grievance arbitration, administrative hearings, and post-hearing briefs.

Erin Johnson is the firm's Office Manager and Legal Assistant, and she coordinates scheduling, assists with gathering market data, preparing documents and redlined contracts, and provides clerical support for the firm's attorneys.

The résumés of Susan Hansen, Margaret Penland and Grace Sawatzke are attached.

COMMUNICATION AND SERVICE APPROACH

From our firm's standpoint, the critical issues relating to effective representation include providing competent and effective advice and services on a cost-effective basis in a timely manner. Our firm is strongly committed to performing work within requested time periods and believes that it is fully qualified as one of the leading firms in the State of Minnesota in labor relations, personnel matters, labor and employment law work.

The firm currently represents a large number of municipalities including the cities of Apple Valley, Baxter, Bloomington, Chaska, Cottage Grove, Corcoran, Crystal, Eden Prairie, Fridley, Grand Rapids, Howard Lake, Hutchinson, International Falls, Jackson, Mankato, Maplewood, Marshall, Minnetonka, Morris, Mound, New Hope, North Mankato, Rochester, Rogers, Shakopee, Stillwater and Wayzata. In addition, the firm represents approximately 30 counties including Brown, Blue Earth, Carver, Dakota, Goodhue, Lac Qui Parle, Mille Lacs, Olmsted, Stevens, St. Louis, Todd and Washington. We also represent the Metropolitan Council and a number of joint powers organizations such as Minnesota Prairie County Alliance and Arrowhead Regional Corrections. Most of our public sector clients have been represented by our firm for a number of years.

EXPERIENCE AND QUALIFICATIONS BY SUBJECT AREA

Contract Negotiations

The firm handles a variety of contract negotiation services for its public sector employer clients, including serving as chief spokesperson at the table on behalf of our clients in collective bargaining. The negotiation services include providing advice regarding strategy, legal issues and the implications and potential impact of various proposals and counterproposals. We also assist clients in the preparation of bargaining proposals, advise clients on economic and labor relations trends, meet and negotiate with a wide variety of public sector unions as the chief spokesperson at the table and represent clients in mediation of labor contracts with the State Bureau of Mediation Services as necessary.

Our philosophy in contract negotiations is to maximize results for our clients, present our clients' proposals, positions and interests in a positive manner and achieve an acceptable negotiated agreement in a manner that minimizes conflict to the extent possible within the timeframes established by the client. We are cognizant of the impact that adversarial approaches can have on employee relations and the long-term relationship between the employer and the exclusive representatives of employees. It is our experience that results can be achieved for our clients in collective bargaining and other labor relations matters without negatively impacting working relationships that exist outside of the negotiation process.

Many of the counties and cities in which we serve as the chief negotiator and labor relations advisor have multiple bargaining units consisting of both essential and non-essential employees. We are experienced in negotiating with Law Enforcement Labor Services, Inc., International Association of Firefighters, International Union of Operating Engineers Locals 49 and 70, AFSCME Councils 5 and 65, Teamsters Local 320, Minnesota Public Employees Association and International Brotherhood of Electrical Workers.

We believe we have demonstrated, through our past representation of clients, our skill, knowledge and capacity to represent the City of Columbia Heights in negotiations, grievance and interest arbitration, administrative matters before the Bureau of Mediation Services and PERB and personnel and labor relations matters. In addition, the professional references listed herein can attest to our skill in these areas.

The scope of our work for our clients in contract negotiations and contract mediation includes the following:

- Advising, assisting and serving as chief spokesperson on behalf of our clients in collective bargaining;
 - Consulting with client regarding negotiations proposals and strategy.
 - Analyzing existing contract language.
 - Collecting and analyzing relevant market data and advise on economic and labor relations trends.
 - Advice on current arbitration awards that may impact negotiations.

- Meet with the management negotiation team in advance of bargaining sessions.
 - Provide advice regarding negotiation strategy.
 - Meet with the governing body in closed session as provided under Minnesota's Open Meeting Law to discuss and define objectives and parameters.
 - Prepare and review bargaining proposals.
 - Serve as the chief spokesperson in collective bargaining on behalf of our clients.
 - Meet and negotiate with a wide variety of public sector unions and as well as a variety of local associations.
 - Represent in mediation of labor contracts with the Minnesota Bureau of Mediation Services as required.
 - Prepare redlined and final contracts.
 - Attending City Council meetings as requested and required.
- Advising and representing employers in interest arbitration proceedings;
 - Assist in formulation and preparation of final positions.
 - Representation of employers in interest arbitration hearing, including researching the panel of arbitrators and selection of the arbitrator.
 - Collect and analyze extensive background information and prepare for the interest arbitration hearing including developing the theme and strategy of the case, preparation of narrative information and exhibits, and meet with the employer's witnesses, if any, in preparation for their direct and cross-examination at the hearing.
 - Preparation of post-hearing briefs.
 - Advising and representing employers in grievance arbitration proceedings;
 - Provide consultation in the processing of grievances through the grievance procedure of the collective bargaining agreement, including, as requested, attend grievance meetings, prepare draft grievance responses or review draft responses prepared by the employer, and advise regarding defenses and strategy.
 - Representation of employers in grievance arbitration hearings, including researching the panel of arbitrators, selection of the arbitrator, developing the theme and case strategy, gather relevant facts and documentation, meet

with the employer's witnesses in preparation for their direct and cross-examination at the hearing, research arbitration precedent on similar issues, research arbitration decisions by the arbitrator selected to hear the case, prepare for cross-examination of the union's witnesses, and prepare post-hearing arbitration brief following the hearing.

- Representation in veterans preference hearings before a tripartite panel or before an administrative law judge at the Office of Administrative Hearings.
- Advising and representing employers in unit determination and unit clarification hearings before the Minnesota Bureau of Mediation Services;
 - Provide advice on appropriate employee inclusions and exclusions in unit determination cases for new bargaining units based on community of interest and status of employees as supervisory, confidential and essential.
 - Prepare proposed stipulations and petitions for description of appropriate unit for submission to the Bureau of Mediation Services .
 - Represent employers in the unit determination and unit clarification hearings.
- Handling appeals before the Minnesota Court of Appeals on matters of employment and labor law;
- Representing employers in unfair labor practice charges before PERB and in district court, including but not limited to claims related to allegations of failure to bargain, hiring part-time non-union employees to perform bargaining unit work, changes in terms and conditions of employment and issues arising during a strike;
- Attending City Council meetings as required.

Our firm regularly provides consultation and advice to our public sector employer clients on personnel issues, the disciplinary process, the administration and interpretation of collective bargaining agreements, federal and state statutory requirements, administrative decisions and case law, and other legal requirements pertaining to labor law, employment law and personnel matters, including

- Administration of labor contracts and personnel policies
- Discipline and discharge, and constitutional due process requirements
- Fair Labor Standards Act
- Family and Medical Leave Act
- Americans With Disabilities Act
- Paid Family Medical Leave Act

- Earned Sick and Safe Time Act
- Discrimination under state and federal laws including EEOC and MDHRA
- The requirements of the Workers' Compensation Act and its interplay with the FMLA, ADA and other workplace issues
- Minnesota Government Data Practices Act
- Minnesota Open Meeting Law
- Investigations of alleged employee misconduct.
- Supervisory training on effective performance management and progressive disciplinary action
- Audit and revisions of personnel policies

Our firm regularly provides opinions on personnel and labor relations matters, including the areas of hiring, discipline and discharge. We provide opinions in these areas and on other legal matters upon request and within the timeline established by the client.

Our approach in interest arbitration for essential units is to assist in the preparation of final positions, carefully research the arbitration panel in preparation for the selection of the arbitrator, gather extensive background information and thoroughly prepare for the interest arbitration hearing so that we have complete knowledge of the facts and issues in dispute, together with the trends in bargaining relating to these issues. We develop a theory for the case and present a thorough and well-reasoned presentation which may include narrative information, exhibits demonstrating internal settlement patterns and external market data, as well as exhibits demonstrating the impact of the parties' positions on the issues before the arbitrator. We prepare detailed post-hearing briefs which expand upon the employer's arguments from the hearing and carefully examine and rebut the arguments presented by the union.

This firm handles approximately five (5) interest arbitration proceedings a year on behalf of clients with essential units. These include cases in which this firm has been involved in the negotiations and mediation sessions, as well as cases where the employer handled the negotiations and mediation and chose to retain a consultant when an impasse was reached. We have been successful in achieving awards of our clients' positions in the vast majority of these cases, and we believe our reputation as management representatives in interest arbitration proceedings is excellent.

Our attorneys have been successful in representing employers in grievance arbitration, interest arbitration and other administrative hearing cases, including veterans preference cases. Our success has been achieved through a knowledge of all the facts, development of a theory and theme for the case, thorough preparation of witnesses for direct and potential cross-examination, and presentation of the case in an understandable manner consistent with the theme. A few examples of grievance arbitration cases in which we represented the employer are: City of Saint Paul and Saint Paul Police Federation, (Bognanno 2020) (termination for police officer upheld for dereliction of duty and failure to intervene); City of Saint Paul and Saint Paul Police Federation, (Befort 2020) (termination for police officer upheld for dereliction of duty and failure to intervene);

Aitkin County and AFSCME Council No. 65, No BMS Case No. (Kircher 2013) (management right upheld to convert a full-time custodian position into two part-time custodian positions); City of Chaska and Law Enforcement Labor Services, Inc., BMS Case No. 15-PA-0855 (Miller 2016) (termination of police officer upheld for racial profiling); City of Blaine and Law Enforcement Labor Services, Inc., BMS Case No. 15-PA-0514 (Paull 2016) (management right upheld regarding overtime assignment and on-call assignment). An example of a unit clarification case our firm handled is Metropolitan Council and AFSCME Council 5, BMS Case No. 12-PCL-1146 (2013).

CONFLICTS OF INTEREST

The firm has reviewed all clients and no conflicts of interest exist.

REFERENCES

Professional references are listed below:

Joe Kohlmann
City Administrator
City of Stillwater
216 North Fourth Street, Stillwater, MN 55082
Office: 651-430-8800
Email: jkohlmann@stillwatermn.gov

Tim Comstock
Labor Relations manager
City of Rochester
201 4th Street SE, Rochester, MN 55904
Office: 507-328-2563
Email: tcomstock@rochestermn.gov

Steven Barrett
Human Resources Manager
City of Bloomington
1800 West Old Shakopee Road, Bloomington, MN 55431
Office: 952-563-4906
Email: sbarrett@BloomingtonMN.gov

Andy Benish
Employee Relations Director
Dakota County
1590 West Highway 55
Hastings, MN 55033
Office: 651-438-4382

Email: andrew.benish@co.dakota.mn.us

Kerie Anderka
Employee Relations Division Director
Carver County
604 East Fourth Street
Chaska, MN 55318
Office: 952-361-1570
Email: kanderka@co.carver.mn.us

INSURANCE, LICENSING AND CERTIFICATIONS

All proposed attorneys are licensed and in good standing to practice law in Minnesota. We carry professional liability insurance coverage with standard limits and general liability insurance coverage, any certifications, municipal law training, prosecution credentials, labor/employment credentials, or other relevant qualifications.

The selected firm will be required to maintain insurance acceptable to the City during the contract term.

FEE PROPOSAL

We propose an hourly fee of \$245.00 for labor relations matters effective November 1, 2026, including contract negotiations, contract mediation and providing advice and consultation on labor relations and related matters. We are also proposing this rate for consultation and preparation of opinions regarding labor relations matters. This proposed rate would increase to \$255.00 per hour effective November 1, 2027 dependent on the length of the contract.

In the event of a request for representation in interest arbitration proceedings and other administrative hearings, we propose an hourly rate of \$255.00 effective November 1, 2026 and \$265.00 per hour effective November 1, 2027.

Our rates are billed portal-to-portal. We bill in time spent in tenths of an hour and provide a detailed description of the services performed. In addition, we propose reimbursement of photocopy costs at \$0.15 per copy. We also propose reimbursement of out-of-pocket costs including parking and mileage at the IRS rate.

We submit invoices for our services on a monthly basis and request payment within thirty (30) days after receipt of invoices for services performed and acceptance of such services by the City. We are open to discussing the length of contract between our firm and the City if we were selected.

Legal fees can be reduced through the utilization of City staff to gather comparative city collective bargaining agreements and the creation of exhibits outlining relevant wages and contract

provisions. Legal fees can also be reduced if City staff meet internally before to meeting with legal counsel to be prepared with negotiation priorities and costing.

CONCLUSION

Based upon our experience and qualifications, we are confident that our firm can effectively represent the City of Columbia Heights in contract negotiations and labor matters. We would be pleased to have the opportunity to provide these services. Thank you for your consideration.

Respectfully submitted,



Susan K. Hansen

SKH: elj

SUSAN K. HANSEN

MADDEN GALANTER HANSEN, PLLC
 7760 France Avenue S, #290
 Bloomington, Minnesota 55435
 (763) 545-2525

EDUCATION:

Drake University Law School
 Drake University

J.D. (with Honors)
 B.A. (with Honors)

LABOR RELATIONS AND EMPLOYMENT EXPERIENCE:

Madden Galanter Hansen, PLLC, Attorney at Law - 1996-present.

Engaged in the practice of law with emphasis in the area of public employer representation in labor and employment law matters, including grievance arbitration, interest arbitration and unit determination proceedings. Represent employers in district court and appellate proceedings related to unfair labor practices and motion practice related to arbitration. Chief spokesperson in collective bargaining and review collective bargaining proposals. Advise public employers on variety of matters, including contract administration, personnel practices, discipline, due process, discrimination claims, Fair Labor Standards Act, Data Practices Act, Family and Medical Leave Act, American with Disability Act and other issues and legal developments. Present training on supervisory best practices, labor relations and employment law matters.

RELATED EXPERIENCE:

Frequent speaker at various labor relations seminars, including Annual Minnesota Continuing Legal Education on Public Sector Labor and Employment Law, Employment Law Institute and Minnesota Public Employment Labor Relations Association.

PUBLICATIONS:

Janus V. AFSCME and the Impact on Minnesota Public Sector Labor Relations, Minnesota Continuing Legal Education, 2018.

"She Said What?" "He Posted That?!" Political Speech in the Public Sector, Minnesota Continuing Legal Education, 2017.

Working with Requests for Accommodation- Religious and Disability, Minnesota Continuing Legal Education, 2016.

The New ADA Amendments, Minnesota Continuing Legal Education, 2009.

Data Practices Act and the Open Meeting Law, Minnesota Public Employers Labor Relations Association, 2002, 9 pp.

Extensive research for the following publications:

Madden, *Emerging Issues and Concerns Regarding Peace Officer Misconduct*, Minnesota Institute of Legal Education, 1996, 37 pp.

Galanter, *An Overview of the Minnesota Open Meeting Law*, Minnesota State Bar Association, Continuing Legal Education, 1996, 16 pp.

Madden, *Multiple Forums, Arbitrability and Judicial Review of Arbitration Awards*, Minnesota Institute of Legal Education, 1997, 16 pp.

Madden, *Advocacy and Ethics in the Arbitration Process*, Minnesota Institute of Legal Education, 1998, 20 pp.

Madden, *Arbitration and Privacy Issues*, Minnesota Institute of Legal Education, 1999, 16 pp.

Madden, *The Arbitration of Discharge Cases*, Minnesota Institute of Legal Education, 2000, 24 pp.

Madden, *Anatomy of Minnesota Strikes: A Legal and Practical Analysis*, Minnesota Institute of Legal Education, 2001, 30 pp.

Galanter, *Labor Issues and Considerations: The Impact of the National Labor Relations Act and Collective Bargaining Agreements on Reductions in Force*, Minnesota Institute of Legal Education, 2002, 16 pp.

MARGARET L. PENLAND

MADDEN GALANTER HANSEN, PLLC
 7760 France Avenue S, #290
 Bloomington, Minnesota 55435
 (763) 545-2525

EDUCATION:

University of Minnesota Law School
 Drake University

J.D. (with Honors)
 B.A. (with Honors)

LABOR RELATIONS AND EMPLOYMENT EXPERIENCE:

Madden Galanter Hansen, PLLC, Attorney at Law – May 2017-present.

Engaged in the practice of law with emphasis in the area of public employer representation in labor and employment law matters. Represent employers in grievance arbitration hearings, veterans preference hearings, and contested case hearings before the Office of Administrative hearings. Advise employers on a range of matters, including personnel practices, contract administration, grievance processing, discipline and discharge, discrimination claims, Fair Labor Standards Act, Minnesota Government Data Practices Act, Family and Medical Leave Act, and legal developments. Conduct employment investigations of harassment and employee misconduct claims.

RELATED EXPERIENCE:

The Honorable Ronald L. Abrams, Law Clerk, May 2016-May 2017

Research and draft orders on a variety of civil issues including contracts, employment, civil procedure, torts, and real property. Edit and verify citations for criminal orders regarding motions to suppress evidence. Communicate with pro se parties and counsel regarding case management and procedural requirements. Assist the judge during courtroom proceedings.

Hennepin County Attorney's Office

Civil Division Law Clerk: Employment Team, June 2015 – May 2016
 Child Protection Division Law Clerk, June 2014 – June 2015

Researched legal issues and wrote legal memoranda relating to child protection, labor, and employment law, including the ADA, FMLA, and Title VII. Drafted and edited affidavits, motions, briefs, and proposed orders to be filed in court. Represented the County Attorney's Office in misdemeanor cases (COAT Calendar) and child protection hearings.

PUBLICATIONS:

A Constitutional Paradox: Prisoner “Consent” to Sexual Abuse in Prison Under the 8th Amendment, 33 LAW & INEQ. 507 (Summer 2015).

Co-author, *Asylum's Interpretive Impasse: International Human Rights Law Arguments in Support of Domestic Violence-Based and Child Asylum Claims*, MINN. J. INT'L L. (vol. 26, December 2016).

GRACE SAWATZKE

MADDEN GALANTER HANSEN, PLLC
7760 France Avenue S, #290
Bloomington, Minnesota 55435
(763) 545-2525

EDUCATION:

University of St. Thomas School of Law
University of North Dakota

J.D.
B.A. (with Honors)

LABOR RELATIONS AND EMPLOYMENT EXPERIENCE:

Madden Galanter Hansen, PLLC, Law Clerk – December 2024-present, anticipated hire date as an attorney in April 2026, contingent upon receiving Minnesota licensure.

Conducted research on labor and employment law matters, focusing on public employer representation. Assisted in advising on personnel practices, discipline and discharge, discrimination claims, and compliance with the Fair Labor Standards Act, Minnesota Government Data Practices Act, Family and Medical Leave Act, Earned Sick and Safe Time, Americans with Disabilities Act, Minnesota Paid Family Medical Leave, and Open Meeting Law. Researched and analyzed market data for collective bargaining, contract mediation, and interest arbitration. Assisted with preparation for grievance arbitration, administrative hearings, and post-hearing briefs.

RELATED EXPERIENCE:

Hennepin County Attorney's Office, Adult Prosecution Division Law Clerk, August 2024 – December 2024

Researched complex legal issues and drafted legal memoranda related to criminal and constitutional law. Conducted legal research and writing as primary responsibilities. Gained court experience under attorney supervision by participating in various court proceedings, including misdemeanor cases and other legal hearings.

Colorado's 4th Judicial District Attorney's Office, Felony Division Law Clerk, May 2024 – August 2024

Conducted comprehensive legal research and drafted memoranda, motions, and proposed jury instructions; assembled and organized photo evidence binders and prepared concise summaries of case information; observed court proceedings daily and maintained detailed notes for the lead attorney.

St. Michael-Albertville Schools ISD 885, Human Resources Specialist, August 2020 – August 2023

Assisted in negotiations, prepared district materials for contract negotiation cycles, ensured compliance with federal and state leave statutes, supported staff investigations and human resources inquiries, and maintained and drafted policies and procedures.



City of Columbia Heights, Legal Services (Civil)

Contact Information:

Christopher M. Hood, Principal/Attorney

525 Park Street, Suite 470

Saint Paul, MN 55103

Phone: 651-225-8840

Email: cmhood@flaherty-hood.com

Website: www.flaherty-hood.com

August 28, 2015

This page intentionally left blank.



August 28, 2026

Aaron Chirpich, City Manager
City of Columbia Heights
3989 Central Avenue NE
Columbia Heights, MN 55421

VIA EMAIL ONLY

achirpich@columbiaheightsmn.gov

Re: City of Columbia Heights, Legal Services (Civil)

Dear Mr. Chirpich:

Serving cities in Minnesota has been Flaherty & Hood, P.A.'s ("Flaherty & Hood" or "firm") primary focus since the firm's inception in 1992. I am, therefore, pleased to submit the enclosed proposal to provide civil City Attorney legal services to the City of Columbia Heights (the "City" or "Columbia Heights").

Flaherty & Hood is a distinctive law firm specializing in serving cities in Minnesota, like Columbia Heights. Our philosophy is to represent the best interests of our city clients in a cost-effective and efficient manner while protecting the rights of our clients and achieving successful outcomes for cities and their taxpayers.

Why Should Columbia Heights Hire Flaherty & Hood?

There are many reasons Columbia Heights should hire Flaherty & Hood, including the following:

1. **High-Quality and Timely Service.** Flaherty & Hood will not view Columbia Heights as just another client among many; instead, Columbia Heights's projects will be given high priority and the timing of projects will be discussed early in order to meet deadlines set by the City. As a growing law firm with a strong history of public service, Flaherty & Hood is well-equipped to provide the City consistent, sound, and timely advice on all of Columbia Heights's legal questions and projects.
2. **Comprehensive Services.** No other firm offers the same comprehensive services that Flaherty & Hood provides—including city attorney, public labor and human resources, legislative, policy analysis, and communications support services. For example, we employ a communications team with extensive experience advising government entities on how to respond to media inquiries. Further, no other firm can provide the same high quality, wide-ranging services at as affordable a price.
3. **Exclusive Representation Without Conflicts of Interest.** Unlike our competitors, Flaherty & Hood almost exclusively serves cities in Minnesota, which in addition to strengthening our expertise in providing legal services to communities in Minnesota, also frees us from conflicts of interest that often arise with other firms.

4. **Competitive Rates.** Because Flaherty & Hood has dedicated its legal practice to serving the public needs of Minnesota cities, we can provide significantly reduced government rates to our city clients, including Columbia Heights. Flaherty & Hood provides competitive rates while maintaining the highest quality legal services.

What Services Does Flaherty & Hood Provide?

Flaherty & Hood provides a full range of legal services to our municipal clients. These services include civil *general* municipal legal matters such as contracts, real estate, land use, development, public labor and employment, data practices and open meeting law, among others. In addition, Flaherty & Hood excels at providing legal services in complex, *special* project areas such as labor contract negotiations, grievance and interest arbitrations, utility and regulatory issues, eminent domain, and environmental review. Our experience in these specialized areas sets Flaherty & Hood apart from our competition.

Flaherty & Hood currently serves as city attorney and general counsel for the following cities and local governments: Altura, Bemidji, Caledonia, Chisago City, Cold Spring, Eyota, Fairmont, Goodview, Grand Marais, Harris, Kellogg, Lakefield, Le Sueur, Lewiston, Little Falls, Menahga, Minnesota City, Moose Lake, New Ulm, Newport, North Branch, Northfield, Oronoco, Osakis, Pequot Lakes, Pine City, Plainview, Rollingstone, Rushford, St. Charles, Wabasha, Waite Park, Willmar, Willmar Municipal Utilities, Winona, Winona Port Authority, and Zumbrota, among others, in addition to being special legal counsel for dozens of other local governments across the State. Our experience also includes representation in federal and state courts, administrative agencies, and arbitrations and mediations.

Finally, with offices in St. Paul and Winona, Flaherty & Hood can participate, as the City desires and to best meet the City's needs, in City Council meetings and meetings with City staff, either in person or through the use of telecommunications technology.

The Flaherty & Hood Proposal

Attached please find Flaherty & Hood's proposal to provide civil City Attorney legal services to the City of Columbia Heights.

I am confident that Flaherty & Hood will provide the highest quality legal services to Columbia Heights. Should you desire to discuss our services in more detail or need additional information, please contact me at (651) 225-8840 or via email at cmhood@flaherty-hood.com. Thank you for your consideration, and I look forward to hearing from you soon.

Very truly yours,

FLAHERTY & HOOD, P.A.



Christopher M. Hood

CMH/rj

CERTIFICATION, OFFER, AND CONSENT FOR RELEASE OF PROPOSAL DATA

August 28, 2026

Aaron Chirpich, City Manager
City of Columbia Heights
3989 Central Avenue NE
Columbia Heights, MN 55421

VIA EMAIL ONLY

achirpich@columbiaheightsmn.gov

Re: City of Columbia Heights, Legal Services (Civil)

Certification and Offer:

The undersigned has carefully examined all instructions, requirements, specifications, terms and conditions of this RFP; understands all instructions, requirements, specifications, terms and conditions of this RFP; and hereby offers and proposes to furnish the services described herein at the prices quoted in the attached proposal, and in accordance with the requirements, specifications, terms and conditions of this RFP.

The undersigned also certifies that:

1. Its proposal is a valid and irrevocable offer for the City's acceptance for 180 days from the submittal date in the submittal guidelines of this RFP to allow time for evaluation, negotiation, selection, and any unforeseen delays.
2. It is a reputable firm engaged in providing legal services necessary to meet the requirements, specifications, and terms and conditions of this RFP.
3. It has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements, specifications, and accepts the terms and conditions of this RFP.
4. It is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances.
5. All statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. The respondent acknowledges that the City will rely on such statements, information, and representations in selecting the successful respondent.
6. It is not currently debarred or suspended from doing business with the Federal Government, the State of Minnesota, the City of Columbia Heights, or any of their respective government agencies.
7. It shall be bound by all statements, representations, and guarantees made in its proposal, including but not limited to, representations as to performance, and financial terms.

8. Submission of a proposal indicates the undersigned recognizes that some subjective judgments may be made by the City as part of the evaluation process.

Consent for Release of Proposal Data:

The undersigned, on behalf of Flaherty & Hood, P.A., hereby consents to the limited release of its proposal to the City Council for discussion at a public meeting and waives any claims it may have under Minnesota Statutes, Section 13.08 against the City for making such information available publicly to the City Council at such a meeting. The foregoing consent and waiver does not extend to requests made by others not affiliated with the City or financial statements, if any, submitted under separate confidential cover. Such information provided under separate cover may be public data, but will be treated by the City consistent with Minnesota Statutes, Chapter 13.

FLAHERTY & HOOD, P.A.

A handwritten signature in black ink that reads "Chris Hood". The signature is written in a cursive, flowing style.

Christopher M. Hood
President

TABLE OF CONTENTS

Table of Contents.....	1
Firm Background	3
Attorneys for the City of Columbia Heights.....	5
Accessibility.....	9
Firm Experience.....	11
Current and Non-Current Clients.....	19
Disclosures and Insurance.....	21
Fees and Expenses – City Attorney	23
References.....	25
 Appendix A: Attorney Resumes	 27
Appendix B: Current & Non-Current Clients.....	377

This page intentionally left blank.

FIRM BACKGROUND

History of Flaherty & Hood

Prior to founding the firm in 1992, Tim Flaherty was a shareholder and attorney at Briggs & Morgan, where he provided legislative representation for local governments. In 1993, Chris Hood was hired as an associate attorney to meet the legal service needs of cities in Minnesota, particularly in the areas of municipal law and land use law. Having become a shareholder with the firm in 2000, Chris has led Flaherty & Hood in growing its legal practice, which currently comprises approximately half of the firm's business.

Under Chris' leadership, the firm's legal services have expanded to incorporate environmental law, real estate law, public labor and employment law, economic development, energy and utility law, and administrative law, in addition to municipal law and land use law. To avoid potential conflicts of interest, the firm has also grown by serving Minnesota cities almost exclusively.

Currently, the firm employs twenty attorneys. Other staff members also often participate in projects to provide their expertise in legislative, public relations and communications, and policy analysis matters.

Approach to Providing Legal Services

Flaherty & Hood fully understands that the attorney-client relationship is between Flaherty & Hood and the City Council, meaning Flaherty & Hood exclusively represents the City Council.

In representing the City, Flaherty & Hood will work with the City Council, Mayor, and City staff to ensure that all legal projects are completed at the highest quality and in a timely and cost-effective manner while protecting and maintaining our professional responsibility to the City Council. Furthermore, given our extensive experience with serving Minnesota cities, we understand the importance of open and honest communication between the Council, Mayor, and City staff regarding legal issues and will maintain the highest degree of professionalism while working with these groups.

With this understanding in mind, Flaherty & Hood strives to represent the best interests of our municipal clients in a cost-effective and efficient manner while protecting the rights of our clients and achieving successful outcomes for the city and its taxpayers. Our objective is amicable resolution of legal issues, but not at the expense of good judgment and compliance with the law.

To meet this objective, Flaherty & Hood thoroughly researches and analyzes legal issues facing city clients; identifies, presents, explains implications, and makes recommendations, if advisable, on options to resolve issues; and develops positive, professional, and productive working relationships with the City Council, Mayor, and City staff in providing services. Flaherty & Hood will zealously advocate for and vigorously defend the interests of the City of Columbia Heights.

This page intentionally left blank.

ATTORNEYS FOR THE CITY OF COLUMBIA HEIGHTS

Chris Hood, Robert Scott, and Mia Benson will be the primary attorneys and contacts for the City and will be responsible for ensuring that the legal projects assigned to the firm by the City are completed in a timely, cost-effective, and professional manner.

- **Chris Hood** is a shareholder and principal attorney at Flaherty & Hood. With over 30 years of experience in representing Minnesota cities, Chris has concentrated his practice in the areas of municipal law, labor relations and public employment law, annexation and land use law, real estate law, environmental law, and administrative law. Chris serves as city attorney for the cities of Bemidji, Chisago City, Fairmont, Grand Marais, Harris, Menahga, Moose Lake, Newport, North Branch, Northfield, Pequot Lakes, Pine City, St. Charles, Winona, and Winona Port Authority, among others, and is special legal counsel to numerous cities throughout the state.
- **Robert Scott** is a shareholder attorney at Flaherty & Hood. With over 19 years of experience in representing Minnesota cities, Robert has concentrated his practice in the areas of municipal law, civil litigation, annexation and land use law, eminent domain, public utilities law, administrative law, and environmental law, including environmental permitting and regulatory issues. Robert serves as city attorney for the cities of Cold Spring, Le Sueur, Little Falls, New Ulm, Osakis, Waite Park, and Willmar, as assistant city attorney for the Firm's above-mentioned city attorney clients, and as special legal counsel to numerous cities and local governments throughout the state. Robert has extensive civil and appellate litigation experience and is the firm's lead litigation attorney.
- **Mia Benson** is an associate attorney at Flaherty & Hood and concentrates her practice in the areas of municipal law, real estate law, and administrative law. Mia serves as assistant city attorney for the Firm's above-mentioned city attorney clients.

As needed, Chris, Robert, and Mia will draw upon the experience of the firm's other in-house attorneys to best serve Columbia Heights's needs. The following attorneys will be available to the City:

- **Mike Flaherty.** Mike is a shareholder attorney at Flaherty & Hood and leads the firm's growing municipal criminal prosecution practice group. Mike has over ten years of experience as the prosecuting attorney for the City of Winona. Mike also serves as assistant city attorney for the Firm's above-mentioned city attorney clients and is the city attorney for the cities of Altura, Caledonia, Eyota, Goodview, Kellogg, Lakefield, Lewiston, Minnesota City, Oronoco, Plainview, Rollingstone, Rushford, Wabasha, and Zumbrota.
- **Brandon Fitzsimmons.** Brandon is a shareholder attorney at Flaherty & Hood and concentrates his practice in the areas of public labor and employment law, municipal law, and administrative law. Brandon has developed extensive experience on complicated public labor relations, employment, and human resources matters through advising and representing dozens of cities and public utilities on these issues.
- **Chad Arnesen** is a senior associate attorney at Flaherty & Hood and concentrates his practice in the areas of litigation, municipal law, real estate law, administrative law, and

labor and employment law. Chad serves as assistant city attorney for the Firm's above-mentioned city attorney clients.

- **David Assaf** is an associate attorney at Flaherty & Hood and concentrates his practice in the areas of municipal law, real estate law, and administrative law. David serves as assistant city attorney for the Firm's above-mentioned city attorney clients.
- **Robert Kringler** is an associate attorney at Flaherty & Hood and concentrates his practice in the areas of municipal law, real estate law, and administrative law. Robert serves as assistant city attorney for the Firm's above-mentioned city attorney clients.
- **Morgan Azbill.** Morgan is an associate attorney at Flaherty & Hood and concentrates her practice in the areas of municipal law, litigation, and labor and employment law. Morgan serves as assistant city attorney for the Firm's above-mentioned city attorney clients.
- **Gavin Keogh** is an associate attorney at Flaherty & Hood and concentrates his practice in the areas of municipal law, real estate law, and administrative law. Gavin serves as assistant city attorney for the Firm's above-mentioned city attorney clients.

Detailed resumes for each of the above attorneys are available in **Appendix A** of this proposal.

Other Flaherty & Hood Staff

In addition to the attorneys listed above that will serve the City, the following attorneys and employees make up the staff at Flaherty & Hood.

Attorneys

Bradley M. Peterson	Shareholder Attorney
Daniel M. Marx	Shareholder Attorney
Elizabeth A. Wefel	Shareholder Attorney
Shane A. Zahrt	Shareholder Attorney
Darielle J. Dannen	Senior Attorney
Christopher J. Hoodecheck	Senior Attorney
Nicholas K.C. Garcia Lisle	Senior Attorney
Kayla A. Davis	Associate Attorney
Cooper T. Silburn	Associate Attorney
Matthew L. Johnson	Associate Attorney

Staff

Marty J. Seifert	Senior Lobbyist
Derrick J. Miedaner	Director of Policy Research and Analytics
Darrin W. Lee	Lobbyist
Lily R. Hajazi-Sacay	Lobbyist
Alex A. Wildfang	Media & Communications Associate
Ethan T. Rundquist	Compensation & HR Analyst
Cassandra L. Stein	Data Analyst

Emma N. Nelson	Director of Association Management and Client Services
Emma T. Cliff	Association Management Program Coordinator
Samuel H. Hanson	Paralegal
Casey J. Teichert	Paralegal
Rikshith Chittajallu	Paralegal
Kristin M. Beaupre	Legal Administrative Assistant
Sabina M. Marty	Law Clerk
Shelly L. Czech	Office Administrator
Rylee A. Jagoe	Assistant Office Administrator

[Remainder of page intentionally left blank.]

This page intentionally left blank.

ACCESSIBILITY

Availability

Chris Hood, Robert Scott, and Mia Benson will be the primary attorneys assigned to ensure legal services provided to Columbia Heights are completed timely, accurately, and cost-effectively. From time to time, other attorneys in the Firm, including Mike Flaherty, Brandon Fitzsimmons, Chad Arnesen, David Assaf, Robert Kringler, Morgan Azbill, and Gavin Keogh may also be called upon to provide services to the City based on their specific areas of specialty should the need arise.

Response Time

Flaherty & Hood will commit to going the extra mile for Columbia Heights in order to provide timely, thorough, and accurate responses to the City's questions and projects. The timing for each project will be discussed early in order to meet every deadline set by the City. Flaherty & Hood will strive to have an attorney available to answer all of the City's calls immediately. Even if an attorney is not immediately available, we pledge to return the City's calls within four hours or less.

Reporting

Flaherty & Hood will provide reports to the City on any matter, if requested by the City.

Office Information and Locations

The Flaherty & Hood St. Paul office is located in close proximity to the State Capitol, the State Legislature, the Appellate Courthouse, and various state administrative agencies. We also have an office located in Winona to serve the legal services needs of cities in the southeast region. We could attend City Council meetings or meetings with City staff when desired or needed in person or through video or teleconference. The firm is well-equipped with telecommunications technology such as conference calling capabilities, cell service with email, and internet access.

General firm contact information for the St. Paul and Winona offices is provided below:

St. Paul Office

Flaherty & Hood, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103

Phone: 651-225-8840
Fax: 651-225-9088
Email: cityattorney@flaherty-hood.com
Online: www.flaherty-hood.com

Winona Office

Flaherty & Hood, P.A.
64 West Third Street
Winona, MN 55987

Phone: 507-205-4905
Email: cityattorney@flaherty-hood.com
Online: www.flaherty-hood.com

Computer and Technology Capabilities

Each member of the firm has a computer with the full Microsoft Office Suite and other applicable software, full internet access, an email address, a telephone extension with voicemail and conference call capabilities, and a cell phone. In addition, we are equipped with fax service, black and white and color scanners, and black and white and color copy machines.

The firm's St. Paul office can also accommodate up to 50 people and can be used for training, seminars, or other presentations. Our location, with available parking and conference space, also provides our municipal clients with meeting space and easy walking access to the State Capitol, state agencies, and the League of Minnesota Cities building.

Legal Research Capabilities

Flaherty & Hood is located one block from the Legislative Reference Library and three blocks from the State Law Library. We are also in close proximity to the Ramsey County Law Library and William Mitchell College of Law Library. We have full LexisNexis and internet resources for legal research.

[Remainder of page intentionally left blank.]

FIRM EXPERIENCE

General Experience and Experience with Municipal Issues

Flaherty & Hood's expertise in providing legal services will successfully fulfill Columbia Heights's legal services needs. Below are more detailed accounts of how our experience will benefit the City.

Municipal and Joint Powers

Flaherty & Hood has the experience and expertise to assist Columbia Heights with all facets of municipal law. Our experience includes, but is not limited to, advice, analysis, negotiation, representation, and drafting and reviewing documents in the areas that follow:

- Minnesota Open Meeting Law
- Minnesota Government Data Practices Act
- Contracts for services
- Intergovernmental and joint powers agreements
- Ordinances and resolutions
- Charter review, analysis, and compliance with state law
- City code review, analysis, and compliance with state law
- City council, boards, and commissions procedures
- Training for city officials and staff
- Legal compliance

Flaherty & Hood has assisted cities throughout the state with research and advice on many general municipal issues, including but not limited to those listed above and on labor relations, public employment, human resources, environmental review, environmental permitting, real estate, land use and development, special assessment, condemnation, tax abatement, and competitive bidding. Flaherty & Hood has also drafted numerous municipal agreements, resolutions, and ordinances, and required correspondence to residents and entities.

Labor Relations, Employment Law, and Human Resources

Labor relations, employment, and human resources issues are both complex and costly, and impact cities on a daily basis. Through our experience serving other individual cities and managing the Labor and Employee Relations Committee for the Coalition of Greater Minnesota Cities, Flaherty & Hood has developed a unique specialization in this area that allows us to serve the City with all facets of public labor and employment law, including, but not limited to, the following:

Labor Relations:

- **Labor Contract Negotiations.** Flaherty & Hood represents cities in labor contract negotiations and mediations with unions; develops strategies and proposals; reviews labor contracts; and collects, compiles, and summarizes data from comparable cities on wages, health insurance, contract settlements, and other data.
- **Grievances.** Flaherty & Hood investigates employee grievances, drafts responses and settlement proposals for cities, and represents cities at grievance meetings and hearings.

- **Arbitrations.** Flaherty & Hood represents cities in grievance and interest arbitration hearings and compiles and analyzes relevant information and data for use at arbitration, including ability to pay and comparable cities analyses. We also research state-provided lists of arbitrators and provide ranking order for purposes of striking and selection.
- **Bureau of Mediation Services (BMS) Proceedings.** Flaherty & Hood prepares filings for the BMS and represents cities at meetings, settlement negotiations, mediations, and hearings. We also prepare and represent cities in proceedings for exclusive representative certification, decertification, and determination of affiliation; unit determinations and clarifications; fair share fee challenges; and independent review.

Employment Law:

- **Representation.** Flaherty & Hood represents cities in employment contract negotiations, mediation, arbitration, administrative proceedings, litigation, and appeals.
- **Advice.** Flaherty & Hood advises cities on selecting and hiring employees; misconduct, harassment, and discrimination; improving performance; proceeding with discipline and discharge actions; and reorganizing.
- **Investigations.** Flaherty & Hood investigates personnel misconduct, performance problems, harassment, and discrimination.
- **Legal Compliance.** Flaherty & Hood reviews, interprets, and advises cities on compliance with employment laws such as public labor relations laws (PELRA), discrimination laws (Title VII, ADEA, ADA, MHRA), wage and hour laws (FLSA), health and benefits laws (FMLA, PERA), Minnesota Government Data Practices Act, Minnesota Open Meeting Law, Veterans' Preference Act, and Pay Equity Act.

Human Resources:

- **Personnel Policies and Practices.** Flaherty & Hood reviews policies and practices, drafts new and revisions to policies and handbooks, advises on implementing revisions, and develops forms and systems for personnel record organization.
- **Hiring and Discipline Processes.** Flaherty & Hood advises, reviews, and drafts revisions to documents and procedures for cities involving civil service rules; personnel policies; job postings/advertisements; applications; testing, examination, and scoring procedures; interviews; background and reference checks; offer and rejection letters; investigations into performance problems and misconduct; issuing discipline; and disciplinary hearings.
- **Performance Appraisal Systems.** Flaherty & Hood performs research for and advises cities on developing and implementing performance appraisal systems, especially in a unionized setting.
- **Job Descriptions.** Flaherty & Hood reviews and advises cities on job analysis procedures including employee interviews and questionnaires and drafts and revises job descriptions.
- **Job Evaluation.** Flaherty & Hood establishes uniform compensable factors and subfactors for jobs and determines points for each job.
- **Compensation.** Flaherty & Hood compiles, reviews, and analyzes market compensation data; develops pay schedules; and drafts compensation-related plans and policies.

- **Comparable Worth.** Flaherty & Hood advises and reviews city pay equity compliance reports, pay plan studies, and appeals to the Office of Minnesota Management and Budget on pay equity compliance matters.
- **Management Training.** Flaherty & Hood conducts training sessions for management employees on hiring, compensation, performance matters, discipline, and handling grievances.

Land Use and Annexation

Flaherty & Hood is known statewide as a leader in land use law and annexation and will use this expertise to guide the City through such matters. Our experience includes, but is not limited to, advice, analysis, negotiation, representation, and drafting and reviewing documents in the areas that follow:

- Development and intergovernmental agreements
- Special assessment process and appeals
- Eminent domain process and proceedings
- Zoning, variances, non-conforming uses, and conditional uses
- Orderly annexation agreements
- Annexations by ordinance
- Contested annexation proceedings
- Tax abatement policies and agreements
- District and appellate court litigation

Flaherty & Hood has assisted cities in numerous land use matters including advice, negotiations, and representation in eminent domain proceedings for the cities of Northfield, Sartell, and Luverne. Flaherty & Hood has advised cities and developed proposed findings with respect to rezoning, variances, non-conforming uses, and conditional uses for the cities of Northfield, Park Rapids, Winona, and Grand Marais. Flaherty & Hood has negotiated favorable settlements in contested annexation and detachment proceedings for the cities of Morris, La Crescent, and Princeton. In annexation matters, Flaherty & Hood has represented cities in contested case annexation proceedings, negotiated and drafted orderly annexation agreements and ordinances, and advised cities and city attorneys on the myriad of legal issues raised in annexation matters.

Economic Development

Flaherty & Hood has advised and assisted cities with tax abatement, tax increment financing (TIF), corporate subsidies, and capital investment agreements, policies, and projects. Flaherty & Hood also advises local development agencies such as port authorities, economic development authorities (EDAs), and housing and redevelopment agencies (HRAs).

Real Estate

Flaherty & Hood has a growing practice in providing real estate services to communities throughout Minnesota. Our real estate practice is the natural outgrowth of our experience in environmental, land use, and development issues. Our experience includes, but is not limited to, advice, analysis, negotiation, representation, and drafting and reviewing documents in the areas that follow:

- Residential and commercial purchase agreements and addenda
- Roadway and utility permanent and temporary easements
- Conservation, park, and trail easements
- Deeds and conveyances
- Eminent domain process and proceedings
- Property acquisitions and development

Contract Law

Flaherty & Hood has extensive experience in the negotiation, drafting, interpretation, and litigation of contract issues related to intergovernmental cooperation, sewer service extension, insurance, corporations, development, consultant services, purchasing, construction, joint powers, municipal leases and licenses, orderly annexation, and employment agreements.

Environmental Law

Flaherty & Hood has built an environmental practice that helps communities like Columbia Heights navigate the complexities of federal and state environmental regulations. Our attorneys have extensive experience dealing with the staffs of the Minnesota Pollution Control Agency, the Minnesota Environmental Quality Board, Minnesota Department of Health, the Office of Administrative Hearings, the Attorney General's office, and other state departments and agencies. These partnerships give Flaherty & Hood a unique capacity to assist clients with National Pollutant Discharge Elimination System (NPDES) permitting services, environmental review services, and other legal, administrative, and legislative services. Our experience includes, but is not limited to, advice, analysis, negotiation, representation, and drafting and reviewing documents in the areas that follow:

- Environmental review (EAW, EIS, AUAR)
- Wastewater treatment permits
- Pretreatment agreements with Significant Industrial Users (SIUs)
- Notices of Violation
- Sewer use and interconnection agreements
- Wetlands Conservation Act issues
- Administrative hearings, contested cases, and appeals

Flaherty & Hood favorably settled wastewater permitting matters in contested cases for the cities of Faribault and Owatonna, defeated respective challenges to the wastewater discharge permits for the City of St. Cloud and the Alexandria Lake Area Sanitary District in the Minnesota Court of Appeals and Supreme Court, and negotiated reasonable wastewater permit conditions for cities such as Albany, Crookston, Osakis, and Red Wing. On behalf of its clients, Flaherty & Hood assisted in developing a point-point nutrient trading program for cities and businesses in the Minnesota River Basin and is participating in the development of watershed cleanup plans for Lake Byllesby, Lake Winona in Douglas County, and Lake Pepin.

Flaherty & Hood represents clients in the interpretation and litigation of wastewater discharge permits, on environmental review matters, state pollution control statutes and regulations, and zoning and sanitary sewer extension issues. We are also involved in the development of water

quality policy at the Legislature and the Minnesota Pollution Control Agency. We also serve as general counsel to the Minnesota Environmental Science and Economic Review Board (MESERB), which is a joint powers organization of city wastewater treatment operators, public utilities commissions, and environmental engineers that works specifically on legal and regulatory issues affecting wastewater treatment.

Litigation and Contested Cases

Flaherty & Hood has the experience and expertise to assist Columbia Heights with all facets of matters involving litigation or contested cases. Our experience includes but is not limited to advice, analysis, negotiation, representation, and drafting and reviewing documents in the areas that follow:

- Pre-trial motions
- Settlement negotiations
- Discovery and dispositive motion practice
- Litigation in state and federal district courts, the Minnesota Court of Appeals and Supreme Court, the U.S. 8th Circuit Court of Appeals, the Minnesota Office of Administrative Hearings, and in arbitrations
- Representation in administrative matters before state and local agencies, including but not limited to the Minnesota Bureau of Mediation Services; the Department of Employee Relations; the Minnesota Pollution Control Agency; the Department of Transportation; the Offices of Administrative Hearings and Management and Budget; Veterans Preference Panels; and Civil Service Commissions

Criminal Prosecution

Flaherty & Hood provides criminal prosecution services on petty misdemeanors, misdemeanors, and gross misdemeanors to the cities of New Ulm and Winona as their city attorney.

Other

In addition to traditional legal counsel, our firm provides legislative, policy, and fiscal analysis services, and public relations and communications support to cities upon request. These services are beneficial for both legal and legislative matters.

- ***Legislative, Policy, and Fiscal Analysis Services.*** Flaherty & Hood is known statewide as a leader in representing Minnesota cities at the State Capitol. The combination of our legal and legislative services has proven to be advantageous for our municipal clients, as we are able to recognize unique situations when a legal problem requires a legislative solution. Flaherty & Hood excels at direct legislative advocacy with policymakers, legislative monitoring, representation with state agencies and boards, issue research and public policy development, legislative drafting, and media advocacy.
- ***Public Relations and Communications.*** Our public relations staff specialize in garnering “earned media”—media attention from unpaid sources, such as newspapers, television news, radio, and online publications—for our clients. By targeting earned media, our clients achieve statewide recognition without the cost required for paid media. Our communications team has extensive experience dealing with local and regional news organizations and in advising government entities on how to respond to media inquiries on

controversial issues. Our services are also beneficial for helping a city promote local events and festivals but could also be useful in terms of training the council or city staff in engaging and responding to local media. Our communications staff also specializes in designing websites, newsletters, brochures, and other communications pieces.

Presentations and Trainings

Flaherty & Hood attorneys have prepared and presented on numerous legal issues to elected officials, professionals, city staff, attorneys, and students, including the following:

Labor Relations, Employment Law, and Human Resources

- The Grievance and Interest Arbitration Environment: What is happening and how could it affect your city?
- Defending Labor Contract Grievances
- Labor Negotiation and Mediation Strategies under Tight Budgets
- Contracting Local Government Services: Legal and Union Hurdles
- Trends in Labor Contract Negotiations and Effective Language
- Steps and Hurdles in Reorganizing Local Government
- Personnel Cost-Saving Measures for the Public Sector
- Labor Mediation – How does it work, What are the pitfalls, and How do you properly position yourself for interest arbitration?
- Keys to hiring, disciplining, and terminating
- Interest Arbitration Update; What is the Process, What is Happening With Awards, and How Will This Impact You in Negotiations?
- Auditing Your Personnel Policies
- Scheduling Hours, Shifts, Days, and Overtime: How to handle in union setting and what to include—or omit—in your labor contracts
- An Employee's Fitness for Duty – Examinations and Legal Compliance
- Fitness for Duty; How do you evaluate and manage within the law?
- Using Non-regular Employees to Your Advantage
- Effective Performance Evaluations
- Collective Bargaining in Minnesota's Public Sector
- Handling Potential Employee Discipline
- Improving Performance and Disciplining
- Handling Assignments, Grievances, and Personnel Problems in a Unionized Workplace
- Hiring Best Practices
- FLSA Compliance with New Regulations
- FLSA in Depth
- Managing Layoffs
- Military Leave: Employee Rights and Employer Obligations
- Recognizing and Ending Past Practices
- Recruitment and Retention of Police Officers
- COVID-19 Employment Update and Q&A with Labor and Employment Attorneys
- Planning for the Next Chapter of COVID-19 Public Workplace Changes

Environment

- Minnesota Environmental Institute
- Complying with Water Quality Laws and Regulations
- Water Law Update
- Clean Water Basics
- Boiling Topics in Water Law
- The New Seascape of Impaired Waters – Living with TMDLs
- Water Quality Standards and NPDES Permitting
- The Royal Flush: A Wastewater Issues Update
- “TMDL 101” and the Minnesota River Basin
- Regulatory Issues Affecting Wastewater Treatment
- Rule Updates and Water Quality Initiatives
- Impaired Waters Seminar Presentation and Panel Discussion

Land Use

- Growth Interrupted: Getting Environmental Review Right the First Time
- Minnesota’s Land Use Planning Puzzle: Annexation Law Basics
- Negotiating and Drafting Orderly Annexation Agreements
- Winning Strategies for Annexation Cases
- Perspectives from Key Players on Balancing Environmental Protection with Economic Development
- Beyond the Basics of Annexation
- Minnesota’s New Boundary Adjustment Process
- Greater Minnesota Urban Centers: How Annexation Works Now
- League of Minnesota Cities: Annexation and Land Use Update
- Annexation Process in Minnesota
- What to do if the MPCA orders you to provide sewer service
- Do joint orderly annexation agreements work?
- Cooperation and Combination
- The politics of annexation and land use; Where do we go from here?
- Automatic Annexation Procedures

General/Municipal

- Hot Topics for Greater Minnesota Urban Centers
- Open Meeting Law Training
- Government Data Practices Act Training
- Conflict of Interest Training
- Data Practices and Records Retention

CLE Attendance

Flaherty & Hood ensures that all of our attorneys meet their continuing legal education (CLE) requirements to stay current in their respective practice areas. Some of the recent CLE programs attended by our attorneys have included the following:

- Minnesota Association of City Attorneys Educational Conferences
- Upper Midwest Employment Law Institutes
- Real Property Law in Minnesota
- Troubled Waters Ahead: Balancing Environmental Protection with Economic Development
- Municipal Utility Legal Seminar
- Public Sector Labor and Employment Law
- HSAs, HRAs, FSAs: How They Can Reduce Your Cost and Increase Your Benefits
- Understanding Chemical Dependency in the Legal System
- Ethics: Hot Topics for Litigators
- Selecting and Terminating Employees in Minnesota
- Labor Relations Seminars
- Minnesota Return to Work Issues in Workers' Compensation
- Minnesota Public Employer Labor Relations Association Winter Conferences
- Avoiding Legal & Political Landmines
- Minnesota Legislative Process
- What's Hot Now? An Environmental Update
- MN Environmental Law Institute
- Lecture on Regulatory Law
- Legislative Update: Public Utilities Law
- Handling Complex Administrative Hearings
- Environmental Protection as a Constitutional Right
- The New Rules of Professional Conduct
- Developments in Clean Water Law
- Ethical Pitfalls in Administrative Law
- Annual Real Estate Institute
- Administrative Law and Tips from the Bench (MSBA)
- MSBA Civil Litigation Section Half Day CLE Event
- MSBA Civil Trial Specialists Annual Seminar
- Anatomy of a Civil Trial
- Annual Conference on Eminent Domain: From Condemnation to the Commission to the Courts
- MRES Legal Seminar: "Be Prepared (Plan Prepare Restore Communicate Respond Recover Reassess)"
- Clean Water Act: Law and Regulation
- The State of the Environment
- The Minnesota Climate Change Advisory Group: An Update from the Inside
- MISO Day 3 Ancillary Service Market-Implications for Minnesota Utilities and Retail Customers
- Ethical Issues for Lawyers in the Public Sector
- Anatomy of a Rate Case

CURRENT AND NON-CURRENT CLIENTS

Flaherty & Hood has grown its legal practice by serving communities in Minnesota almost exclusively. In fact, over the years we have provided legal services to numerous Minnesota local governments and local government associations. For a full list of our current and past clients, please see **Appendix B** of this proposal.

[Remainder of page intentionally left blank.]

This page intentionally left blank.

DISCLOSURES AND INSURANCE

Malpractice Statement

The Firm is aware of a pending ethics complaint against one of the Firm's prosecuting attorneys. The Firm's professional liability insurance carrier has been informed and is defending the named attorney.

Non-Discrimination Statement

Flaherty & Hood is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, public assistance status, or disability in our employment practices.

Conflict of Interest Statement

Because Flaherty & Hood has dedicated its legal practice to serving the needs of cities throughout Minnesota, almost exclusively, we do not have conflicts of interest in representing our municipal clients, unlike many of our competitors where conflicts of interest frequently occur with their private developer, insurance industry, or other clients. Flaherty & Hood is, therefore, able to provide the following unequivocal conflict of interest statement to the City of Columbia Heights:

1. Neither the designated attorneys nor the law firm represent, or have represented, any client which representation may conflict with Flaherty & Hood's ability to meet all of the legal services needs of the City.
2. Our legal services are provided to Minnesota cities almost exclusively; however, we have represented a few private real estate developers in the past on a limited basis, but only in circumstances where the city was an active joint partner in the project or where there has clearly been no conflict of interest with our municipal clients.
3. Neither the designated attorneys nor the law firm currently represent any other local units of government having jurisdiction within or contiguous to the City of Columbia Heights.
4. Neither the designated attorneys nor the law firm represent or have represented any labor unions in any context.
5. Neither the designated attorneys nor the law firm represent or have represented any party in a lawsuit brought against any Minnesota city or as defense attorneys for any criminal cases.

In the unlikely event that a conflict of interest was to arise in our representation of the City of Columbia Heights, we would bring the conflict to the attention of the City immediately upon discovery. Should the conflict not be resolvable to the satisfaction of the City, Flaherty & Hood—based on the direction from the City—would either withdraw as legal counsel for the other client or assist Columbia Heights in finding alternate legal counsel for such matter, as appropriate under the circumstances.

Description of Insurance Coverage



MINNESOTA LAWYERS MUTUAL

INSURANCE COMPANY

333 South Seventh Street, Suite 2200
Minneapolis, MN 55402
Phone: (612) 341-4530 || Fax: (800) 305-1510

Policy Number: 4001 34

DECLARATIONS
LAWYERS PROFESSIONAL LIABILITY POLICY
CLAIMS-MADE and REPORTED

THIS IS A CLAIMS-MADE AND REPORTED POLICY. IT APPLIES ONLY TO THOSE CLAIMS THAT ARE BOTH FIRST MADE AGAINST THE INSURED AND REPORTED IN WRITING TO MINNESOTA LAWYERS MUTUAL INSURANCE COMPANY ACCORDING TO THE NOTICE OF CLAIMS AND DISCIPLINARY PROCEEDINGS SECTION AND THE NOTICE OF POTENTIAL CLAIMS SECTION. PLEASE CAREFULLY REVIEW THIS POLICY IN ITS ENTIRETY.

Item 1. Named Insured: Flaherty & Hood, P.A.			
Address: 525 Park Street, Suite 470 Saint Paul, MN 55103			
Item 2. Policy Period	Effective Date: 9/1/2025	to	Expiration Date: 9/1/2026
12:01 a.m. at the address of the Named Insured in Item 1.			
Item 3. Limits of Liability:	\$2,000,000	Per Claim	
	\$5,000,000	Aggregate	
Item 4. Deductible:	\$25,000	Per Claim	
Item 5. Knowledge Date: 9/1/1992			
Item 6. Premium: \$40,389	Number of Lawyers: 19		
Item 7. Forms and Endorsements: MLM-0019 (01-22) Prior Acts Retroactive Date Endorsement, MLM-0026 (01-22) Predecessor Firm Endorsement, MLM-0032 (01-22) Minnesota Changes Endorsement, MLM-0048 (01-22) Specific Entity Exclusion Endorsement, MLM-0064 (01-22) Individual Prior Acts Gap Exclusion Endorsement, MLM-2000 (01-22) COVERAGE FORM			
Item 8. Notice The Insured shall give written notice of CLAIMS, DISCIPLINARY PROCEEDINGS, and/or POTENTIAL CLAIMS to: Minnesota Lawyers Mutual Insurance Company online at: www.mlmins.com/insurance/claims-reporting ; OR Minnesota Lawyers Mutual Insurance Company 333 South Seventh Street, Suite 2200 Minneapolis, MN 55402			

In witness whereof, Minnesota Lawyers Mutual Insurance Company has caused this policy to be signed by its President and Secretary and countersigned by a duly authorized agent of the Company.

MINNESOTA LAWYERS MUTUAL INSURANCE COMPANY



Roger Fellows, Secretary

Jennifer Strawn

Jennifer Shaw, Authorized Agent

Suzanne Noh

Suzanne Robinson, President

FEES AND EXPENSES – CITY ATTORNEY

Flaherty & Hood, P.A. is proposing to provide general counsel City Attorney legal services on an hourly basis pursuant to the fee schedule below. Flaherty & Hood, P.A. is open to negotiation and adjustment of this proposed fee arrangement in order to develop a fee arrangement that will best meet the City's general counsel City Attorney legal service needs, including a monthly retainer.

HOURLY FEES ¹		2027
<i>General Municipal Matters</i> Advise and represent the government unit in civil legal matters not otherwise categorized as Labor and Employment, Environment ² , Real Estate, or Litigation matters.	Attorneys	\$225/hr.
	Legal Admins	\$140/hr.
	Law Clerks	\$125/hr.
<i>Labor and Employment Matters</i> Advise and represent the government unit in labor relations and employment matters.	Attorneys	\$240/hr.
	Analysts	\$190/hr.
	Legal Admins	\$145/hr.
	Law Clerks	\$130/hr.
<i>Real Estate Matters</i> Advise and represent the government unit in real estate matters.	Attorneys	\$240/hr.
	Legal Admins	\$145/hr.
	Law Clerks	\$130/hr.
<i>Litigation Matters</i> Advise and represent the government unit in contested matters, where no insurance coverage is otherwise available, including but not limited to: state or federal district court or appellate civil litigation; mediation; arbitration; administrative proceedings before state or federal agencies; and like proceedings.	Attorneys	\$250/hr.
	Legal Admins	\$155/hr.
	Law Clerks	\$140/hr.
Minimum Increment of Time Billed for Services		15 min.

¹ Firm may utilize other professional staff at lower hourly rates as appropriate.

² Rates for environmental matters will be negotiated on a per case basis.

Expenses:

Additionally, reasonable expenses incurred by Flaherty & Hood, P.A. in providing legal services to the City shall be billed as incurred on a monthly basis, including but not limited to:

Travel time	50% of the applicable hourly rate
Mileage	Applicable I.R.S. rate
Black and white copies	15 cents/per page
Color copies	75 cents/per page
LexisNexis	As applicable to required usage
Fax.....	Actual cost
Long distance	Actual cost
Parking	Actual cost
Postage	Actual cost
Court costs/fees	Actual cost
Arbitration cost/fees.....	Actual cost
Contested case costs/fees	Actual cost
Expert costs/fees	Actual cost
Messenger	Actual cost

[Remainder of page intentionally left blank.]

REFERENCES

Flaherty & Hood has earned respect and credibility among key local and state officials and officers. We encourage you to contact any of the following clients to learn more about the services we provide:

Chad Ubl

City Manager
City of Winona
207 Lafayette Street, P.O. Box 378
Winona, MN 55987-3533
507-457-8234
cubl@ci.winona.mn.us

Chris Dalton

City Manager
City of New Ulm
100 North Broadway Street
New Ulm, MN 56073-1716
507-233-2121
ChrisD@newulmmn.gov

Mike Roth

City Administrator
City of Grand Marais
15 North Broadway, P.O. Box 600
Grand Marais, MN 55604-0600
218-387-1848
administrator@grandmarais.city

Ben Martig

City Administrator
City of Northfield
801 Washington Street
Northfield, MN 55057-2565
507-645-3001
ben.martig@ci.northfield.mn.us

Kyle Box

City Administrator
City of Willmar
333 – 6th Street SW, P.O. Box 755
Willmar, MN 56201-3457
320-214-5172
kbox@willmarmn.gov

Shaunna Johnson

City Administrator
City of Waite Park
19 – 13th Avenue North
Waite Park, MN 56387-1066
320-252-6822
shaunna.johnson@ci.waitepark.mn.us

This page intentionally left blank.

APPENDIX A: ATTORNEY RESUMES



Chris Hood is a shareholder attorney at Flaherty & Hood and has over 32 years of experience in representing Minnesota local governments in employment, administrative, annexation, environmental, municipal, and real estate matters. Chris serves as city attorney for the cities of Bemidji, Chisago City, Cold Spring, Fairmont, Grand Marais, Harris, Menahga, Moose Lake, Newport, North Branch, Northfield, Pequot Lakes, Pine City, St. Charles, and Winona. He is also special legal counsel for numerous cities throughout the state. Chris is a member of the Minnesota State Bar Association.

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Shareholder Attorney – August 1993 to Present

Responsibilities include serving as city attorney or general counsel to numerous cities and other local governments, providing consultation, legal representation, and administrative agency representation for municipal clients before the District Court and state agencies including the Bureau of Mediation Services and Office of Administrative Hearings.

LARKIN, HOFFMAN, DALY & LINDGREN, LTD.

Bloomington, Minnesota

Attorney – March 1993 to July 1993

Independent contract researcher responsible for legal research and writing in the following areas: real estate (condemnation actions, easements); corporate law; civil procedure; and employment law (Title VII disability discrimination, successor liability, sexual harassment).

GRANNIS, GRANNIS, HAUGE, EIDE, ANDERSON & KELLER, P.A.

Eagan, Minnesota

Internship – February 1992 to May 1992

Observed and participated in all aspects of the prosecution of misdemeanors. Observed and negotiated plea bargains in order to foster settlements in arraignments and pre-trial conferences.

ST. LOUIS COUNTY ATTORNEY'S OFFICE

Duluth, Minnesota

Law Clerk – June 1990 to August 1990

Researched and analyzed federal and state law and treaties with respect to hunting and fishing rights for potential application within Minnesota. Compiled and summarized findings and research into legal memoranda for county authorities.

EDUCATION

William Mitchell College of Law
Juris Doctor

St. Paul, Minnesota
1992

University of Minnesota
Bachelor, Business Administration in Finance

Duluth, Minnesota
1989

BAR ADMISSIONS

Minnesota
United States District Court, District of Minnesota

1992
2007



Robert Scott is a shareholder attorney at Flaherty & Hood. Robert is the firm's lead litigation attorney, having represented clients in complex civil litigation in federal and state courts and administrative agencies. Robert serves as city attorney for the cities of Cold Spring, Le Sueur, Little Falls, New Ulm, Waite Park, and Willmar, as general counsel for Willmar Municipal Utilities, as assistant city attorney to the firm's other city attorney clients, and as special legal counsel to numerous local governments throughout the state. Among his concentrations are municipal law, real estate, economic development, land use, annexation, eminent domain, public utilities, and environmental law. Robert is a member of the

Minnesota State Bar Association's Civil Litigation and Public Law sections.

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Shareholder Attorney – November 2007 to Present

Responsibilities include providing consultation, legal representation, and administrative agency representation for municipal clients before the District Court and state agencies including the Bureau of Mediation Services and Office of Administrative Hearings.

WATERS & SCOTT, PLLP

Minneapolis, Minnesota

Attorney/Partner – January 2005 to June 2007

Practiced all aspects of civil litigation, including discovery, motion practice, and trial practice, specializing in residential construction defect litigation and small business litigation; briefed and successfully argued cases in both the 8th Circuit Court of Appeals and the Minnesota Court of Appeals; represented clients at mediation and arbitration hearings; and negotiated numerous settlements on behalf of clients.

THOMAS A. FOSTER & ASSOCIATES, LTD.

Minneapolis, Minnesota

Associate Attorney – November 2003 to December 2004

Practiced in the areas of residential construction defect, insurance defense, landlord-tenant, and general civil litigation, participating in all aspects of civil litigation and appeals.

Law Clerk – June 2001 to October 2003

Conducted legal research; drafted legal memoranda, pleadings, and other documents; provided litigation support; interviewed clients and witnesses; performed case investigations.

EDUCATION

William Mitchell College of Law

St. Paul, Minnesota

Juris Doctor, *cum laude*

2003

University of Michigan

Ann Arbor, Michigan

B.A., English & Communications

2000

BAR ADMISSIONS

Minnesota

2003

Wisconsin

2004

United States District Court, District of Minnesota

2004

United States Court of Appeals, 8th Circuit

2006



Mia Benson is an associate attorney at Flaherty & Hood, P.A., practicing in the area of municipal law and serving cities across Greater Minnesota. She previously served as a law clerk for the Honorable Judge Elise Larson at the Minnesota Court of Appeals, after earning her juris doctor from Mitchell Hamline School of Law. While in law school, Mia served as a legal intern for the Legal Department of the Office of Governor Walz and Lieutenant Governor Flanagan, where she gained experience preparing a wide range of executive orders, memoranda, data requests, and other legal communications.

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Associate Attorney – September 2025 to present

Advises cities and other local governments in the areas of municipal law.

HONORABLE ELISE LARSON, MINNESOTA COURT OF APPEALS

St. Paul, Minnesota

Law Clerk – August 2024 to September 2025

Composed near-weekly bench memoranda providing the necessary context for novel legal issues and analyzing both parties' positions to arrive at a recommended disposition. Engaged in a collaborative opinion-drafting process involving multiple rounds of drafts and recommendations as to whether to adopt suggested edits from reviewing judges. Facilitated oral argument by serving as Courtroom Marshall.

MITCHELL HAMLINE SCHOOL OF LAW

St. Paul, Minnesota

Legal Writing Assistant – August 2023 to April 2024

Provided one-on-one instruction to first-year students as to legal writing and research. Reviewed students' memoranda for correct use of analogical and rule-based reasoning. Led supplemental workshops on topics pertinent to legal writing, including syntax and grammar.

NICHOLS KASTER, PLLP

Minneapolis, Minnesota

Wage & Hour Group Law Clerk – June 2023 to April 2024

Researched and prepared memoranda on wage and hour law issues, such as compliance with the FLSA and state statutory analogues, collective certification, and class certification. Drafted, edited, and cite-checked federal court documents, including motions for conditional collective certification, final collective certification, and oppositions to motions for decertification. Contributed to CLE papers detailing developments in judicial interpretation of the FLSA.

OFFICE OF GOVERNOR WALZ & LIEUTENANT GOVERNOR FLANAGAN

Minneapolis, Minnesota

Legal Department: Legal Intern – January 2023 to May 2023

Researched and prepared memoranda assessing the legal vulnerability of proposed bills. Communicated developments in legal actions of interest to the Governor's Office through daily written updates circulated to Governor Walz and Lieutenant Governor Flanagan. Analyzed data requests to ensure compliance with the Minnesota Government Data Practices Act.

EDUCATION

Mitchell Hamline School of Law

St. Paul, Minnesota

Juris Doctor

2024

University of Minnesota – Twin Cities

Minneapolis, Minnesota

B.A., English

2020

BAR ADMISSIONS

Minnesota

2024



Mike Flaherty is a shareholder at Flaherty & Hood. Since graduating from Luther College in 2005, he has been employed as an English as a Second Language teacher, legislative assistant, law clerk, and associate attorney. Mike is the city attorney for the cities of Altura, Caledonia, Eyota, Goodview, Kellogg, Lakefield, Lewiston, Minnesota City, Oronoco, Plainview, Rollingstone, Rushford, Wabasha, and Zumbrota. His law practice focuses on municipal law, real estate law, and litigation, including criminal prosecution. Outside of work, Mike enjoys the outdoors and spending time with his wife, Erin, and their dog, Dexter.

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Shareholder Attorney – April 2011 to Present

Responsibilities include providing consultation, legal representation, and administrative agency representation for municipal clients, as well as prosecution of misdemeanors, petty misdemeanors, and select gross misdemeanor cases for the cities of Winona and Wabasha.

LAW OFFICE OF MICHAEL B. DAUGHERTY

St. Paul, Minnesota

Law Clerk – October 2009 to December 2010

Analyzed underlying title commitment documents to determine flaws in potential commercial real estate purchases. Reviewed commercial lease agreements for property investment firm to assess the risks associated with potential purchases. Assisted lead attorney and property investment firm in resolving issues that arise at individual properties. Assisted lead attorney in managing limited liability corporations and other business holdings of professional athletes.

WALSH & GAERTNER P.A.

St. Paul, Minnesota

Law Clerk – June 2008 to August 2009

Interviewed clients and witnesses and prepared summaries for attorneys. Prepared court documents for attorneys including motions for summary judgment and default judgment. Researched legal issues and prepared memorandums for attorneys. Communicated with insurance adjusters in order to obtain documents related to client files.

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Legislative Assistant – June 2006 to August 2007

Lobbied legislators about client issues, specifically in the areas of environmental regulations and tax increment financing. Attended meetings with Minnesota city officials to report lobbying efforts at the state Capitol and address client concerns. Wrote client communications pieces, including a weekly newsletter on activities at the state Capitol.

EDUCATION

William Mitchell College of Law
Juris Doctor

St. Paul, Minnesota
2011

Luther College
B.A., Political Science major, English minor

Decorah, Iowa
2005

BAR ADMISSIONS

Minnesota

2011



Brandon Fitzsimmons is a shareholder attorney at Flaherty & Hood. Brandon concentrates his law practice in advising, representing, and providing analysis for numerous municipal clients in public employment and labor relations matters, such as, grievance, labor contract, unit determination, unemployment insurance, litigation, and disciplinary and performance matters; conducting internal employment investigations and organizational reviews; responding to various labor and employment inquiries; monitoring and summarizing settlement and arbitration data; and drafting labor contracts, personnel policies, administrative manuals, and grievance settlements. He is a member of the National and Minnesota Public Employer Labor Relations Associations (NPELRA & MPELRA), the Society for Human Resources Management (SHRM), and the Labor and Employment Law, Public Law and Administrative Law Sections of the Minnesota State Bar Association.

In addition to his public employment and labor relations practice, Brandon also provides legal and advocacy services in the areas of data practices and administrative, municipal, and open meeting law.

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Shareholder Attorney – June 2004 to Present

Responsibilities include providing consultation, legal representation, and administrative agency representation for municipal clients before the District Court and state agencies including the Minnesota Bureau of Mediation Services and Office of Administrative Hearings.

HONORABLE RENEE L. WORKE

Waseca, Minnesota

Judicial Clerk – August 2003 to May 2004

Researched, consulted, and wrote orders and memorandums for Chief Judge and other Third Judicial District judges in south central Minnesota. Ran conciliation court settlement conference hearings and facilitated settlement agreements.

ROBERT WILSON & ASSOCIATES

Minneapolis, Minnesota

Law Clerk – July 2002 to February 2003

Drafted pleadings, motions to the court, and settlement offers in civil, workers' compensation, and criminal matters. Prepared and organized files and consulted with clients for mediation, arbitration, and trial in personal injury matters.

EDUCATION

William Mitchell College of Law

St. Paul, Minnesota

Juris Doctor

2003

Creighton University

Omaha, Nebraska

B.A., Political Science with Distinction, *cum laude*

2000

BAR ADMISSIONS

Minnesota

2003

United States District Court, District of Minnesota

2007



Chad Arnesen is a senior attorney at Flaherty & Hood, P.A., practicing primarily in the areas of municipal and labor and employment law, with an emphasis on civil and administrative litigation. The flagstone to Chad's practice is his strong background and dedication to public service, having represented federal, state, and local government entities as a licensed attorney. In addition to his work with Flaherty & Hood, Chad currently serves as a Judge Advocate Officer with the Minnesota Army National Guard and is a Veteran of Operations Enduring Freedom and New Dawn.

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Senior Attorney – July 2025 to present

Associate Attorney – December 2020 to February 2022

Advises and advocates for local governments in the areas of civil municipal law and labor and employment law. Represents clients before the state courts and administrative bodies in a variety of matters with an emphasis on civil and administrative litigation. Advocates to create favorable and efficient solutions to resolve matters relating to municipal disputes, labor agreements, and public employee misconduct.

MINNESOTA ARMY NATIONAL GUARD

St. Paul, Minnesota

Judge Advocate Officer – July 2019 to Present

Provide principled counsel to commanders and staff of the Minnesota Army National Guard, with primary experience in administrative law and litigation.

DEPARTMENT OF THE ARMY

USAG Humphreys, South Korea

Chief Attorney, Civil Law Division – April 2024 to May 2025

Labor and Employment Attorney – February 2022 to April 2024

Served as the senior civilian attorney for a 3-Star U.S. Army Command with over 1,000 employees, advising on civil and labor and employment issues. Issued counsel and legal analysis on employment investigations involving allegations of administrative misconduct and procurement fraud. Provided first chair litigation advocacy before federal administrative courts.

BOWMAN AND BROOKE, LLP

Minneapolis, Minnesota

Associate Attorney – September 2018 to December 2020

Conducted legal analysis and representation in complex product liability and personal injury defense cases, with emphasis on motions practice and discovery. Representation included matters of several state and federal courts.

EDUCATION

Mitchell Hamline University School of Law
Juris Doctor

St. Paul, Minnesota
2018

University of Minnesota
B.A., Sociology

Minneapolis, Minnesota
2008

BAR ADMISSIONS

Minnesota

2018



David Assaf is an associate attorney at Flaherty & Hood, P.A., practicing in the areas of municipal law, land use law, and administrative law matters. While in law school, David was the 3L Student Director of his institution's Environmental Law Moot Court and earned the Dorothy O. Lareau Award for Best 1L Legal Writing Brief.

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Associate Attorney – March 2023 to present

Advises cities and other local governments in the areas of municipal law, land use law, eminent domain, and administrative law matters.

HONORABLE THERESA M. NEO

Duluth, Minnesota

Judicial Law Clerk – July 2021 to March 2023

Drafted court orders and jury instructions; conducted legal research and prepared legal memoranda; and evaluated oral arguments and analyzed written submissions to develop recommendations in civil and criminal matters.

MINNESOTA DEPARTMENT OF COMMERCE

St. Paul, Minnesota

Remote Legal Intern – January 2021 to April 2021

Prepared multiple forms of legal research and writing; drafted published agency guidance; assisted with the application of regulations; presented work product in department meetings; and attended public meetings.

BRAATEN LAW FIRM

Bismarck, North Dakota

Law Clerk – May 2020 to March 2021

Conducted legal research and prepared memoranda involving eminent domain, oil and gas, and environmental law, including NEPA matters; and drafted and proofread documents and letters for filing in state and federal court.

KENNEDY & GRAVEN, CHARTERED

Minneapolis, Minnesota

Law Clerk – September 2019 to December 2019

Researched and prepared legal memoranda addressing election law, eminent domain, and other issues of concern for municipalities, townships, and school districts for litigation and municipal law practice groups.

CITY OF DULUTH ATTORNEY'S OFFICE

Duluth, Minnesota

Legal Intern, Certified Student Attorney – June 2019 to August 2019

Represented City of Duluth in District Court; negotiated plea agreements with defense attorneys and pro se defendants at arraignment and pre-trial hearings; and conducted legal research for civil division and prepared memoranda addressing municipal matters.

EDUCATION

University of Minnesota Law School

Minneapolis, Minnesota

Juris Doctor, *cum laude*

2021

Ohio Wesleyan University

Delaware, Ohio

B.A., Classics

2011

BAR ADMISSIONS

Minnesota

2021



Robert Kringler is an associate attorney at Flaherty & Hood, P.A., practicing in the areas of municipal law, land use and development law, real estate law, contract law, and administrative law matters. He previously served as a judicial law clerk for the Honorable Daniel Moreno at the Hennepin County District Court, following his work as a legal resident with Minnesota Supreme Court Justice Paul Thissen. While in law school, Robert was a certified student attorney with the Ramsey County Attorney's Office and an articles editor for Volume 48 of the Mitchell Hamline Law Review.

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Associate Attorney – July 2023 to present

Advises cities and other local governments in the areas of municipal law, land use and development law, real estate law, contract law, and administrative law matters.

HONORABLE DANIEL C. MORENO

Minneapolis, Minnesota

Judicial Law Clerk – August 2022 to July 2023

Wrote, researched, and edited judicial orders; ran jury trials and contested hearings; managed a busy judicial calendar; oversaw scheduling and file management; and supervised and trained legal externs.

MINNESOTA SUPREME COURT

St. Paul, Minnesota

Legal Resident – January 2022 to May 2022

Completed legal research; drafted memoranda on various issues, including analyzing the impact of U.S. Supreme Court decisions on Minnesota; and observed oral arguments.

RAMSEY COUNTY ATTORNEY'S OFFICE

St. Paul, Minnesota

Certified Student Attorney – June 2021 to January 2022

Covered first appearance and omnibus calendars in criminal felony court on behalf of the office; took pleas, argued bail, and probable cause; gained extensive virtual courtroom experience; and appeared on the record in nearly 400 cases.

MITCHELL HAMLINE LAW REVIEW

St. Paul, Minnesota

Articles Editor – March 2021 to June 2022

Managed article solicitation and selection; oversaw associate editing process, including multiple rounds of authority checks and proofs; and completed final edits before publication.

MINNESOTA STATE SENATE

St. Paul, Minnesota

Legislative Assistant – January 2017 to August 2019

Worked in the office of Senator Kent Eken; managed constituent services and communications, bill and amendment drafting, tracking legislation and committee work.

EDUCATION

Mitchell Hamline School of Law

St. Paul, Minnesota

Juris Doctor, *magna cum laude*

2022

North Dakota State University

Fargo, North Dakota

B.S., History, *cum laude*

2016

BAR ADMISSIONS

Minnesota

2022



Morgan Azbill is an associate attorney at Flaherty & Hood, P.A., practicing in the areas of municipal law and labor and employment law. She provides legal consultation for public entities on labor relations, employment law, and municipal law compliance. Morgan earned her Bachelor of Arts at the University of Minnesota, Twin Cities, and her J.D. Certificate from the University of St. Thomas School of Law.

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Associate Attorney – November 2023 to present

Advises cities and other local governments in the areas of municipal law, labor relations, employment law, and human resources matters.

THOMPSON, COE, COUSINS & IRONS, LLP

St. Paul, Minnesota

Associate Attorney – 2022 to November 2023

Conducted extensive research, writing, discovery, and motion practice representing employer and executives in employment litigation. Drafted workplace employment policies, agreements, and reports. Researched issues such as Title VII, ADA, MHRA, and provided ongoing legal guidance to employers and employees.

FIELDS LAW FIRM

Minnetonka, Minnesota

Associate Attorney – 2020 to 2022

Handled high-volume case load primarily in Federal ERISA Disability litigation, Social Security Disability, Personal Injury, and Fair Credit Reporting Act matters. Duties included discovery and motion practice, negotiating favorable settlement agreements, and drafting successful appeals and legal briefs.

GURSTEL LAW FIRM

Golden Valley, Minnesota

Associate Attorney – 2019 to 2020

Services included extensive legal research, writing, and drafting of complex legal motions. Represented clients in all stages of the litigation process. Negotiated settlements on behalf of, and in the best interest of, clients.

MESHBESHER & SPENCE

St. Paul, Minnesota

Law Clerk – 2017 to 2019

Conducted legal research, writing, and drafting on behalf of all of the attorneys in the firm. Interviewed clients, investigated cases, and questioned witnesses. Worked side by side with experienced attorneys to assist them in all stages of the litigation process.

EDUCATION

University of St. Thomas School of Law
Juris Doctor

Minneapolis, Minnesota
2019

University of Minnesota, Twin Cities
Bachelor of Arts

Minneapolis, Minnesota
2016

BAR ADMISSIONS

Minnesota
Hennepin and Ramsey Counties

2019
2019



Gavin Keogh is an associate attorney at Flaherty & Hood, P.A., practicing in the areas of municipal law and labor and employment law. He previously served as an associate attorney at Knutson, Flynn & Deans, P.A., after earning his juris doctor from the University of Arizona James E. Rogers College of Law. While in law school, Gavin served as a legal intern for both the private and public sectors, gaining experience in areas ranging from unemployment fraud to nationwide drug traffic conspiracies.

FLAHERTY & HOOD, P.A.

St. Paul, Minnesota

Associate Attorney – September 2025 to present

Advises cities and other local governments in the areas of municipal law and labor and employment law.

KNUTSON, FLYNN & DEANS, P.A.

Mendota Heights, Minnesota

Associate Attorney – May 2024 to September 2025

Represented public school districts across the State of Minnesota. Provided legal support to school districts regarding navigating various legal issues such as data privacy, public meeting laws, special education, employment and labor disputes, policy compliance, and constitutional issues.

THE UNIVERSITY OF ARIZONA JAMES E. ROGERS COLLEGE OF LAW

Tucson, Arizona

Bar & Academic Success Fellow – June 2023 to May 2024

Provided guidance and resources for students preparing for the bar exam, collaborating with the Bar & Academic Success team.

MARTIN & BONNETT PLLC

Phoenix, Arizona

Legal Intern – May 2023 to August 2023

Drafted documents for individual cases and class action lawsuits at an employee-side employment law firm, managing client intake and communications. Assisted attorneys with case research and trial preparation in federal court.

ARIZONA ATTORNEY GENERAL'S OFFICE, SOUTHERN ARIZONA

Tucson, Arizona

White Collar & Criminal Enterprise Section: Legal Intern – June 2022 to May 2023

Supported prosecutors in white collar crime cases, including theft, forgery, and drug trafficking, from evidence analysis to appearing in court. Served as second chair in a felony trial in October 2022, presenting opening statements and conducting direct examinations.

EDUCATION

University of Arizona James E. Rogers College of Law
Juris Doctor

Tucson, Arizona
2024

University of Wisconsin – Madison
B.S., Rehabilitation Psychology

Madison, Wisconsin
2020

BAR ADMISSIONS

Minnesota

2024

APPENDIX B: CURRENT & NON-CURRENT CLIENTS

The following list includes Flaherty & Hood's current, and non-current, clients along with a summary of the services provided to each.

CITY OF ALBANY

Environmental wastewater permit issues.

CITY OF ALBERT LEA

Public Utilities Commission electric service ratemaking matter.

CITY OF ALEXANDRIA

Negotiating and drafting orderly annexation agreement.

ALEXANDRIA LAKE AREA SANITARY DISTRICT (ALASD)

Public labor and employee relations issues; environmental wastewater permit issues, including Total Maximum Daily Load (TMDL) regulation and state agency representation and representation before the Minnesota court of appeals and Supreme Court.

CITY OF ALTURA

City attorney.

CITY OF BAGLEY

Public labor and employee relations issues.

CITY OF BAUDETTE

Public labor and employee relations issues.

CITY OF BEAVER CREEK

General municipal representation.

CITY OF BECKER

Environmental wastewater permit issues, including Notice of Violation, review and analysis of wastewater services agreement with significant industrial user, and state agency representation.

CITY OF BEMIDJI

City attorney; annexation and land use issues, including negotiation and drafting a settlement agreement in a contested annexation proceeding.

CITY OF BENSON

General municipal representation on annexation and land use; competitive bidding and regulatory matters; public labor and employee relations issues.

CITY OF BLUE EARTH

Public labor and employee relations issues.

BLUE EARTH LIGHT & WATER

Public labor and employee relations issues.

CITY OF BRAINERD

Public labor and employee relations issues.

CITY OF BRECKENRIDGE

Public labor and employee relations issues.

CITY OF BREEZY POINT

Annexation and land use issues, including a Chapter 414 detachment proceeding.

CITY OF BREWSTER

General municipal and environmental representation.

CITY OF CALEDONIA

City attorney.

CITY OF CANBY

Public labor and employee relations issues.

CITY OF CHISAGO CITY

City attorney; annexation and land use issues, including representation before the Office of Administrative Hearings, district court, and court of appeals in two separate contested annexation cases.

CITY OF CLOQUET

Review and analysis of orderly annexation issues; public labor and employee relations issues, including personnel policy drafting, personnel disciplinary matters, grievance responses, and grievance arbitrations.

CLOQUET AREA FIRE DISTRICT

Public labor and employee relations issues.

COALITION OF GREATER MINNESOTA CITIES (CGMC)

General legal representation, including as an organizational plaintiff in environmental appellate litigation and administration of a committee on public labor relations and employment issues, in addition to legislative representation on property tax, annexation and land use, economic development, transportation, environmental issues, and general media relations representation.

COALITION OF UTILITY CITIES (CUC)

Representation on electric utility taxation issues for host communities and general legal representation regarding joint powers entity and regulatory issues.

CITY OF COKATO

Environmental wastewater permit issues.

CITY OF COLD SPRING

City attorney.

CITY OF CROOKSTON

Public labor and employee relations issues, including employment investigations, grievance responses, advice on reorganization, fitness-for-duty issues, and interest arbitration.

CITY OF DAWSON

Contested case hearing representation.

CITY OF DETROIT LAKES

Public labor and employee relations issues, including labor contract review and drafting and advice regarding grievance responses and labor contract negotiations.

DOVER, EYOTA, ST. CHARLES AREA SANITARY DISTRICT

General counsel; public labor and employee relations issues.

DULUTH SEAWAY PORT AUTHORITY

Legislative and legal representation on tax increment financing, tax abatement, corporate subsidy, JOBZ, and public finance issues.

CITY OF EAST GRAND FORKS

Public labor and employee relations issues, including employment investigation, grievance responses, and labor contract review, drafting, and negotiations; data practices responses.

CITY OF ELY

Public labor and employee relations issues.

CITY OF EYOTA

City attorney.

CITY OF FAIRMONT

City attorney.

CITY OF FARIBAULT

Public labor and employee relations issues, including labor contract review and drafting and labor contract negotiations; environmental wastewater permit issues and state agency and appellate court representation; tax increment financing issues.

CITY OF FERGUS FALLS

Public labor and employee relations issues, including grievance responses, advice on labor contract negotiations, a grievance arbitration, and a contested case hearing; contested annexation hearing, negotiating and drafting orderly annexation agreements, settlement agreements, ordinances; and municipal bonding issues.

CITY OF FOREST LAKE

Annexation and land use issues, including representation in a contested annexation matter before the Office of Administrative Hearings.

CITY OF GLENCOE

Public labor and employee relations issues, including employment investigation, grievance responses, and labor contract drafting; environmental wastewater permit issues; Notice of Violation; state agency representation before the Minnesota Pollution Control Agency.

CITY OF GLENWOOD

Public labor and employee relations issues; annexation issues, including general legal advice, memoranda, and ordinance drafting.

CITY OF GOODVIEW

City attorney; public labor and employee relations issues.

CITY OF GRAND MARAIS

City attorney; public labor and employee relations issues; development and land use issues; data practices and open meeting law; litigation; environmental wastewater permit issues.

CITY OF GRAND RAPIDS

Environmental wastewater permit issues.

CITY OF GRANITE FALLS

Land use and code enforcement issues encompassing complex jurisdictional questions and sensitive community relations.

CITY OF HARRIS
City attorney.

CITY OF HIBBING
Public labor and employee relations issues, including review of finance department procedures and practices and grievance responses.

HIGHWAY 14 PARTNERSHIP
Legislative representation on transportation funding issues.

CITY OF HINCKLEY
Public labor and employee relations issues, including labor contract review and drafting and advice on labor contract negotiations; annexation and land use issues, including drafting and negotiation of an intergovernmental orderly annexation agreement with a township and developer.

CITY OF INTERNATIONAL FALLS
Annexation and land use issues; environmental permit issues and state agency representation.

ITASCA COUNTY
General municipal and legislative representation.

CITY OF JANESVILLE
Public labor and employee relations issues; orderly annexation agreement and ordinances.

CITY OF JENKINS
General legal representation.

KANDIYOHI COUNTY
Public labor and employee relations issues.

CITY OF KELLOGG
City attorney.

KOOCHICHING COUNTY
Legislative representation on bonding and economic development issues.

CITY OF LA CRESCENT
Public labor and employee relations issues, including departmental investigation and review, grievance analysis and responses, and representation in interest and grievance arbitrations; general municipal and legal compliance memoranda; environmental review and regulatory matters; annexation and land use issues, including drafting and negotiation of an intergovernmental orderly annexation agreement in settlement of a contested case.

LAKE BYLLESBY CITIES
Joint assistance to the cities of Faribault, Northfield, and Owatonna regarding site-specific nutrient standards and water quality modeling of Lake Byllesby.

CITY OF LAKE CITY
Public labor and employee relations issues.

CITY OF LAKEFIELD
City attorney.

CITY OF LE SUEUR

City attorney; annexation and land use and Charter interpretation appeal; environmental permit issues.

CITY OF LEWISTON

City attorney; public labor and employee relations issues.

CITY OF LINDSTROM

Annexation and land use and eminent domain.

CITY OF LITTLE FALLS

City attorney; representation regarding constitutionality of special law; representation and advice on contested annexation issues and negotiating and drafting orderly annexation agreement in settlement of a contested case.

CITY OF LUVERNE

General municipal representation; advice on process and representation in eminent domain proceeding in district court; advice and drafting orderly annexation agreement and ordinances; economic development regarding sales tax, municipal hospital, and tax increment financing; public labor and employee relations issues; environmental issues.

CITY OF MADISON

Public labor and employee relations issues.

CITY OF MAGNOLIA

General municipal representation.

CITY OF MANKATO

Development of intergovernmental wastewater services interconnection agreement with city of Eagle Lake; drafting and negotiating orderly annexation agreements with Mankato and Lime townships; municipal bonding issues; wastewater permitting and environmental issues.

CITY OF MARSHALL

Public labor and employee relations issues, including grievance advice and responses, advice on labor negotiations, and legal compliance with FMLA and ADA; annexation and land use issues, including drafting orderly annexation agreement and ordinances; environmental wastewater permit issues.

CITY OF MELROSE

Public labor and employee relations issues, including labor contract drafting and negotiations, grievance advice and responses, legal compliance research and memoranda including FLSA compliance, and review and drafting personnel policies.

CITY OF MENAUGA

City attorney; public labor and employee relations issues.

STATE OF MINNESOTA

Employment investigations.

MINNESOTA ASSOCIATION OF REHABILITATION PROVIDERS (MARP)

Legislative and administrative agency representation on workers' compensation issues.

CITY OF MINNESOTA CITY

City attorney.

MINNESOTA ENVIRONMENTAL SCIENCE AND ECONOMIC REVIEW BOARD (MESERB)

General municipal representation regarding joint powers functions, governance, research of environmental and other wastewater issues, administrative agency representation, and advocacy regarding wastewater and other environmental issues impacting municipal wastewater treatment facilities.

MINNESOTA RIVER VALLEY PUBLIC UTILITIES COMMISSION (MRVPUC)

Research related to sanitary sewer districts and choice of entity, general counsel, and litigation concerning environmental wastewater permit issues.

MISSOURI RIVER ENERGY SERVICES (MRES)

Minnesota legal counsel on general governance issues and application of Minnesota public laws and municipal electric utility issues including transmission and power plant siting; legislative and administrative agency representation on electric regulation issues including climate change, conservation, and renewable and community-based energy development.

CITY OF MONTEVIDEO

Annexation and land use issues; environmental wastewater permit issues and state agency representation.

CITY OF MONTGOMERY

Public labor and employee relations issues.

CITY OF MONTICELLO

Annexation and land use issues, including negotiating and drafting intergovernmental orderly annexation agreement with Monticello Township in settlement of a contested case matter.

CITY OF MOORHEAD

Public labor and employee relations issues, including grievance advice and responses, contested hearings before the Bureau of Mediation Services veterans preference hearing board, labor negotiations advice, and legal compliance advice and memoranda; economic development issues including border city development zones; municipal bonding issues; annexation and land use issues, including legal advice and drafting orderly annexation agreements and ordinances.

MOORHEAD PUBLIC UTILITIES COMMISSION

Public labor and employee relations issues including representation and settlement of a multi-union unit clarification proceeding; environmental regulatory and permit issues.

CITY OF MOOSE LAKE

City attorney; public labor and employee relations issues.

MOOSE LAKE WATER AND LIGHT COMMISSION

General Counsel.

CITY OF MORA

Annexation and land use issues, including mediation and negotiating and drafting orderly annexation agreement in settlement of a contested case matter; environmental issues and state agency representation before the Minnesota Pollution Control Agency.

CITY OF MORRIS

Annexation and land use issues including mediation and negotiating and drafting orderly annexation agreement in settlement of a contested case matter.

CITY OF NEVIS

Public labor and employee relations issues.

CITY OF NEW ULM

City attorney; environmental wastewater permit issues and state agency representation before the Minnesota Pollution Control Agency.

CITY OF NEWPORT

City attorney.

NORMAN COUNTY

Formation of a rural water district and establishment of public water system.

CITY OF NORTH BRANCH

City attorney.

CITY OF NORTH MANKATO

General municipal representation.

CITY OF NORTHFIELD

City attorney; public labor and employee relations issues; development and land use issues; data practices and open meeting law; development of intergovernmental sewer contract; drafting and negotiating orderly annexation agreements; wastewater regulatory issues.

NORTHWEST SERVICE COOPERATIVE

Research and legal memoranda regarding competitive bidding and asbestos abatement.

NORTHWEST SUBURBS CABLE COMMUNICATIONS COMMISSION (NWSCCC)

Representation regarding corporations created by political subdivisions and telecommunications.

CITY OF ORONOCO

City attorney.

CITY OF OSAKIS

City attorney; environmental wastewater permit issues and contested case.

CITY OF OWATONNA

Public labor and employee relations issues, including labor contract drafting and negotiations, personnel policy review, interest and grievance arbitrations, hiring audit, and data practices responses; environmental wastewater permit issues and state agency and appellate court representation.

CITY OF PARK RAPIDS

General municipal compliance issues; public labor and employee relations issues, including personnel policies review and drafting, labor contract negotiations, and representation in interest arbitration; tax abatement and corporate subsidy policy; economic development and developer agreements; research and advice memoranda and correspondence regarding open meeting law and data practices compliance; real estate transactions and drafting easement agreements; variances and vacation of right-of-way; eminent domain process and representation; assessment process and appeals; HRA representation; drafting ordinances and resolutions; contract litigation in district court; code enforcement; annexation and land use issues including mediation and negotiating and drafting orderly annexation agreement in settlement of contested case matter.

CITY OF PELICAN RAPIDS

Public labor and employee relations issues.

CITY OF PEQUOT LAKES

City attorney; public labor and employee relations issues.

CITY OF PERHAM

Public labor and employee relations issues; annexation and land use issues including ordinance and appellate representation.

CITY OF PINE CITY

City attorney; public labor and employee relations issues.

CITY OF PINE RIVER

Annexation and land use issues, including mediation, contested case hearing representation before the Office of Administrative Hearings, and district court representation; public labor and employee relations issues, including labor contract drafting and negotiations and legal compliance.

CITY OF PLAINVIEW

City attorney; public labor and employee relations issues.

CITY OF PRINCETON

Annexation and land use issues, including a detachment proceeding; job classification and compensation study.

CITY OF RED WING

Environmental wastewater permit issues, biosolids, and state agency representation before the Minnesota Pollution Control Agency.

CITY OF REDWOOD FALLS

Public labor and employee relations issues.

CITY OF ROCHESTER

Annexation and land use issues, including legal advice and compliance and drafting orderly annexation agreements and ordinances; public labor and employee relations issues.

CITY OF ROLLINGSTONE

City attorney.

CITY OF RUSHFORD

City attorney.

CITY OF ST. CHARLES

City attorney; annexation and land use issues, including ordinance drafting; public labor and employee relations issues.

CITY OF ST. CLOUD

Administrative representation regarding contested case hearing on wastewater permit issues, including representation before the Minnesota Pollution control Agency, Office of Administrative Hearings, and the Minnesota Court of Appeals; negotiation and drafting wastewater service interconnection agreement with five neighboring cities; annexation issues including orderly annexation agreement advice and drafting; municipal bonding issues.

CITY OF ST. JAMES

Public labor and employee relations issues; environmental wastewater permit issues and state agency representation.

CITY OF ST. JOSEPH

Public labor and employee relations issues.

CITY OF ST. MICHAEL/FRANKFORT TOWNSHIP

Annexation and land use issues, including negotiation and drafting a four-party orderly annexation agreement (St. Michael, Albertville, Otsego, and Frankfort Township) resulting in the merger of St. Michael and Frankfort Township in settlement of a contested case matter.

CITY OF SARTELL

General municipal including ordinance review and drafting; contract litigation; public labor and employee relations issues, including a discipline process audit and amendment of personnel policies, department head training, and discipline and discharge advice and proceedings; real estate transactions and easement and right-of way agreement; drafting intergovernmental sewer agreement; representation in eminent domain proceedings; assessment appeals; environmental review issues, including review and analysis of Wetlands Conservation Act issues and process, legal advice, and document drafting regarding a petition for an environmental assessment worksheet (EAW) and review and development of findings of fact for an Alternative Urban Areawide Review (AUAR).

CITY OF SAUK CENTRE

Annexation and land use issues, including orderly annexation agreements and ordinances.

CITY OF SAVAGE

Legislative representation on environmental and bonding issues.

CITY OF SLAYTON

Public labor and employee relations issues; environmental wastewater permit issues and state agency representation.

CITY OF STAPLES

Public labor and employee relations issues, including labor contract drafting and negotiations; annexation and land use issues, including negotiation and drafting orderly annexation agreement in settlement of contested case matter and resulting in the development of a new community hospital; eminent domain representation and process; drafting easement agreements; research and memoranda regarding intergovernmental utility extension and right-of-way matter.

CITY OF STEWARTVILLE

General municipal; real estate; public labor and employee relations issues.

CITY OF THIEF RIVER FALLS

Public labor and employee relations issues, including grievance advice and responses, arbitration representation, labor contract negotiation and arbitration advice, FLSA compliance, and fitness-for-duty issues.

CITY OF TRACY

Public labor and employee relations issues, including labor contract negotiations advice and analysis.

CITY OF TRIMONT

Public labor and employee relations issues.

CITY OF VIRGINIA

Public labor and employee relations issues, including a civil service proceeding.

CITY OF WABASHA

City attorney; Chapter 414 detachment proceeding.

CITY OF WAITE PARK

City attorney; public labor and employee relations issues, including grievance review and responses, arbitration representation and drafting settlement agreement, labor contract drafting and negotiations, contested hearing representation, district court representation, and research and analysis of civil service ordinance; annexation and land use issues, including negotiation and drafting orderly annexation agreement and representation before district and appellate courts in a writ of mandamus proceeding; research and analysis of zoning matter.

CITY OF WALKER

Public labor and employee relations issues.

CITY OF WARREN

Public labor and employee relations issues, including labor contract drafting and negotiations, grievance advice and responses, employment investigation, union unit determination proceeding, personnel policy drafting, research and legal compliance memoranda, discipline and discharge advice, documentation and proceedings, and a contested hearing; general municipal issues, including open meeting law compliance and responding to data practices requests.

CITY OF WARROAD

Public labor and employee relations issues.

CITY OF WASECA

Public labor and employee relations issues, including research and memoranda regarding FLSA and workers' compensation issues; environmental wastewater permit issues and state agency representation.

WASECA COUNTY

General municipal representation.

CITY OF WHEATON

Public labor and employee relations issues.

CITY OF WILLMAR

City attorney; environmental permit issues, including review and analysis of regulatory issues in an NPDES permit and state agency representation; public labor and employee relations issues.

WILLMAR MUNICIPAL UTILITIES

General counsel.

CITY OF WINDOM

Public labor and employee relations issues, including grievance advice and responses.

CITY OF WINONA

City attorney; public labor and employee relations issues, including labor contract drafting and negotiations and grievance and interest arbitrations; data practices responses and policy drafting; general city policy drafting; contested annexation hearing; environmental review issues; development of intergovernmental sewer contracts; negotiating and drafting orderly annexation

agreements and ordinances; pay equity issues; bonding issues; administrative agency representation; district court representation.

WINONA PORT AUTHORITY
General counsel.

CITY OF WORTHINGTON
Eminent domain proceeding; public labor and employee relations issues, including labor contract drafting and negotiations and mediation.

WRIGHT COUNTY
General municipal and legislative representation.

CITY OF ZUMBROTA
City attorney.

[Remainder of page intentionally left blank.]



PROPOSAL FOR

Prosecution Services

City of Columbia Heights

August 27, 2026

SUBMITTED BY

GDO Law

Heather Monnens, Managing Partner · heathermonnens@gdolaw.com

4770 White Bear Parkway · White Bear Lake, Minnesota

www.gdolaw.com · 651.426.3249

August 27, 2026

Via Email Only

Aaron Chirpich
City Manager
City of Columbia Heights
achirpich@columbiaheightsmn.gov
Attn: RFP for Prosecution Services

RE: Request for Proposal for Prosecution Services

City Council of Columbia Heights,

Thank you for your consideration. On behalf of GDO Law, please accept the enclosed proposal in response to the City's Request for Prosecution Services.

GDO Law is very interested in providing municipal prosecution services to the City of Columbia Heights. Our firm is dedicated to representing local governmental entities and has extensive experience providing municipal prosecution services throughout Minnesota. As detailed in our proposal, our attorneys and support staff possess the experience, resources, and qualifications necessary to provide the City with responsive, consistent, and effective prosecution services.

We have also included a list of our current prosecution clients and professional references for your consideration. The terms of this proposal will remain valid for at least 120 days following the August 31, 2026, proposal deadline.

Please contact us with any questions or requests for additional information. We welcome the opportunity to discuss our qualifications and how GDO Law can best serve the City of Columbia Heights.

Sincerely,



Heather Monnens, Managing Partner
GDO Law

GDO LAW

LAW OFFICE & MAILING ADDRESS: 4770 WHITE BEAR PARKWAY • WHITE BEAR LAKE, MN 55110
TELEPHONE: 651-426-3249 • FACSIMILE: 651-426-9501

WWW.GDOLAW.COM

Contents of Proposal

Contents of Proposal	1
1. Firm History	2
2. Attorneys and Staffing	2
3. Relevant Experience.....	3
4. Office Location	3
5. Legal Library / Use of Technology	4
6. Compliance with Federal & State Laws.....	4
7. Current Prosecution Clients	4
8. Current Civil Municipal Clients.....	5
9. City and City Attorney Relationship.....	5
10. Prosecution Reporting	6
11. Prosecution Philosophy Regarding Public Safety	6
12. Police Training	8
13. Conflicts of Interest.....	8
11. Malpractice / Ethics Claims & Coverage.....	8
Attachment 1 – Compensation & Contract Terms	9
Attachment 2 – References.....	10
Attachment 3 – Malpractice Coverage.....	11
Attachment 4 – Sample Invoice	12
Attachment 5 – Resumes	13
Heather Monnens	14
Andrew D. Tiede	15
Linda K. Thompson.....	16
John M.G. Palmer.....	17

1. Firm History

GDO Law has operated as a professional limited liability company since 2010. The firm practices in the areas of municipal prosecution, municipal law, business and banking law, real estate, estate planning and probate, and family law.

The firm currently prosecutes in Anoka, Washington, Ramsey, and Isanti counties, and represents the cities of Lino Lakes, White Bear Lake, New Brighton, Gem Lake, State Fair, St. Paul Park, Isanti, Cambridge, and Braham. GDO Law handles prosecution ordinance matters for various townships around the State. GDO Law also handles conflict prosecution matters on behalf of the Anoka County Attorney's Office.

Further, the firm provides direct civil representation to roughly thirty-three cities and townships.

2. Attorneys and Staffing

GDO Law consists of ten attorneys, including five partners and five associate attorneys, supported by a team of ten experienced paralegals and administrative professionals and one law clerk.

Attorney Heather Monnens is prepared to serve as lead counsel for the City of Columbia Heights should the contract be acquired. Ms. Monnens is a graduate of William Mitchell College of Law and has practiced law for 16 years. Prior to joining the prosecution team at GDO Law in 2011, she clerked for four judges in outstate Minnesota. In addition to earning her role as firm partner in 2019, Ms. Monnens has recently been appointed managing partner of GDO Law.

GDO Law's associate attorneys Andrew Tiede, Linda Thompson, and John Palmer round out the prosecution team and regularly appear in court to handle prosecution matters. Andrew Tiede has worked for GDO Law since 2021. Linda Thompson joined the firm in 2022 but began her career as a city prosecutor in 2006. The newest member of GDO Law's prosecution team, John Palmer, was hired in January of 2026.

GDO Law currently employs one prosecution paralegal, Jody Hudalla. Ms. Hudalla earned her paralegal degree from Rasmussen College and has worked with the firm's prosecution team for eight years. Before joining GDO Law, she served as a Senior Court Clerk in Ramsey County. Her experience provides valuable knowledge of court procedures and efficient prosecution case management. GDO Law is currently hiring a second prosecution paralegal to expand its capacity and provide additional support and coverage.

Our prosecution team has extensive experience preparing criminal complaints, interacting with court personnel, defense counsel and prosecution witnesses, as well as dealing with various law enforcement agencies.

The City will have direct access to the lead prosecutor and all backup attorneys assigned to the City. GDO Law's prosecuting attorneys are readily accessible to the police departments they serve during normal business hours. In addition, members of the prosecution team are available by cell phone 24 hours a day, seven days a week, for consultations with police officers and weekend probable-cause determinations. Questions from officers, charging requests, and formal complaints are typically addressed or completed on the same day they are received.

If the lead prosecutor is unavailable, another experienced member of GDO Law's prosecution team will promptly handle the matter to ensure continuity of representation and avoid unnecessary delays. Our attorneys work collaboratively, maintain shared access to case information, and communicate regularly regarding pending matters so that backup counsel can provide timely, informed, and consistent prosecution services.

We will not need to hire additional attorneys if we are awarded the Prosecution contract for the City of Columbia Heights. Copies of resumes for attorneys Heather Monnens, Andrew Tiede, Linda Thompson, and John Palmer are included with our proposal.

3. Relevant Experience

GDO Law has successfully handled the appeals of numerous criminal cases and typically handles one to two appellate cases per year. We have a pending DWI case before the Minnesota Court of Appeals, and an oral argument is scheduled for later this year.

In 2025, GDO Law argued a DWI Test Refusal case before the Minnesota Supreme Court, who sided with the State and held that the district court does not abuse its discretion in denying a defendant's request for a jury instruction that the State must prove the defendant's actual unwillingness to submit to chemical testing. This case now has state-wide implications.

On an annual basis, our office tries several jury trials, dozens of contested evidentiary hearings, and numerous court trials in traffic ticket cases. Despite being paid a flat monthly fee for prosecution work, the firm's attorneys vigorously pursue all cases for our prosecution clients.

4. Office Location

GDO Law is located at 4770 White Bear Parkway, White Bear Lake, Minnesota 55110. Our municipal prosecution department can be reached directly at 651-426-1533 or prosecution@gdolaw.com. Our main office may also be reached at 651-426-3249.

5. Legal Library / Use of Technology

GDO Law subscribes to Westlaw, the leading computerized legal research service. The firm also subscribes to a number of deskbooks/handbooks put out by the Minnesota State Bar Association or Minnesota CLE that cover issues relating to criminal law, DWI law, courtroom evidence and procedure, and municipal law.

GDO Law utilizes an in-house network server with cloud-based communication, up-to-date computers, and the latest Microsoft Office products. Outlook is utilized for the firm's email communication, as well as calendaring court dates and other tasks.

Our prosecution department is paperless. All our police reports, complaints, and other documents are retained electronically. GDO Law attorneys bring laptops to court, allowing immediate access to all court files electronically, as well as the ability to obtain up-to-date criminal record checks on defendants. By converting to a paperless prosecution process, the firm saves time preparing and managing cases. In addition, the firm saves resources such as administrative redundancies and paper which reduces unnecessary overhead and office supply expenses.

GDO Law utilizes the Minnesota Government Access (MGA) system. The firm's attorneys and staff are proficient in e-Charging and have met all BCA requirements.

6. Compliance with Federal & State Laws

GDO Law complies with all Federal and State laws respecting civil rights and equal opportunity employment.

7. Current Prosecution Clients

1. City of White Bear Lake – City Prosecutor from 1996 to present
2. City of Gem Lake – City Prosecutor from 1996 to present
3. City of Lino Lakes – City Prosecutor from 2012 to present
4. City of Saint Paul Park – City Prosecutor from 2016 to present
5. City of New Brighton – City Prosecutor from 2018 to present
6. City of Isanti – City Prosecutor from 2019 to present
7. Minnesota State Fair – City Prosecutor from 2021 to present
8. City of Cambridge – City Prosecutor from 2022 to present
9. City of Braham – City Prosecutor from 2024 to present
10. Conflict Prosecutor for Anoka County Attorney's Office – 2026 to present

Criminal Ordinance Prosecution Clients

1. Salem Township (Olmsted County) – 2016 to present
2. Kalmar Township (Olmsted County) – 2016 to present
3. Haverhill Township (Olmsted County) – 2018 to present
4. Denmark Township (Washington County) – 2019 to present
5. Greenbush Township (Mille Lacs County) – 2023 to present
6. Sandstone Township (Pine County) – 2025 to present

Our firm has not ceased representing any city or township in the last three years.

8. Current Civil Municipal Clients

Townships

1. Athens
2. Barry
3. Big Lake
4. Bridgewater
5. Cannon Falls
6. Cascade
7. Castle Rock
8. Courtland
9. Crystal Bay
10. Denmark
11. Gnesen
12. Greenbush
13. Haverhill
14. Hinckley
15. Holden
16. Jessenland
17. Leon

18. Kalmar
19. Milo
20. Northfield
21. Rochester
22. Rockford
23. Sandstone
24. Spring Lake
25. Spring Vale
26. Woodrow
27. Bloomfield
28. Canton
29. Nunda

Cities

1. Braham
2. Grasston
3. Dover
4. Nerstrand

9. City and City Attorney Relationship

As City Prosecutor, GDO Law serves pursuant to the appointment and direction of the City Council and is committed to providing prosecution services that reflect the City's priorities, policies, and expectations. The firm is open to client input from both the police department and City staff regarding the performance of prosecution work on the City's behalf. GDO Law also encourages ongoing communication to identify emerging issues, address concerns promptly, and ensure that prosecution practices remain responsive to the needs of the City and its residents.

At the same time, prosecutors have an ethical obligation to exercise independent professional judgment in each case. Charging decisions, plea negotiations, sentencing recommendations, and other prosecutorial determinations must be based on the applicable law, the available evidence, public-safety considerations, and the interests of justice, without regard to political influence or other improper considerations. GDO Law takes this responsibility seriously while maintaining open and constructive communication with City officials and law enforcement personnel.

Responsiveness is a central part of our firm’s approach to municipal prosecution. GDO Law is readily available to consult with police officers and City staff regarding charging questions, ordinance enforcement, evidentiary issues, and other prosecution-related matters. The firm generally responds to telephone calls and emails on the same business day and, absent unusual circumstances, no later than 24 hours after receiving a request.

GDO Law can provide regularly scheduled “Office Hours” with the Columbia Heights Police Department to discuss pending cases, charging questions, legal updates, and other prosecution related matters.

10. Prosecution Reporting.

GDO Law provides timely case disposition notices by email to the primary officer assigned to misdemeanor and gross misdemeanor cases and to designated police department support staff, as requested by the City. These updates inform officers of the resolution of the case, including guilty pleas, dismissals, and trial results. This regular communication keeps the police department informed, promotes accountability, and strengthens coordination between law enforcement and the prosecution team. If requested, the firm can also provide prompt updates to the police department when warrants are issued for defendants that fail to appear in court.

11. Prosecution Philosophy Regarding Public Safety

As city prosecutors, GDO Law cases involve misdemeanor and gross misdemeanor level offenses for domestic violence-related cases, DWIs, thefts, driving offenses, and code violations. The firm approaches these cases as follows:

1. Domestic Violence-Related Cases

GDO Law attaches the highest importance to domestic violence-related cases and other assaultive cases. The firm strives to obtain qualified domestic violence-related convictions so that any subsequent offenses can be enhanced and charged at the gross misdemeanor or felony level. This approach ensures that the full weight of the criminal justice system is available to address and deter repeat behavior.

At the same time, GDO Law recognizes that many defendants involved in domestic violence cases struggle with chemical dependency and mental health issues. For that reason,

appropriate resolutions often include requiring the defendant to complete chemical health and/or mental health assessments. Addressing these underlying issues helps promote accountability while also providing defendants with access to the treatment and support necessary to reduce the likelihood of future offenses.

2. DWI Offenses

GDO Law also places great emphasis on the prosecution of DWI cases. As a general practice, the firm does not negotiate pleas below the mandatory minimum penalties established by DWI statutes unless the specific circumstances of the case warrant a different resolution. Maintaining this firm stance reinforces accountability and promotes public safety on our roadways. Further, the firm seeks increased penalties and treatment in severe cases such as those with unusually high alcohol concentration, children in the vehicle, or which involve a motor vehicle crash.

Because of this approach, our office regularly conducts contested hearings and jury trials in DWI cases. The firm is committed to thoroughly litigating these matters and ensuring that impaired driving offenses are addressed with the seriousness they demand.

3. Thefts

GDO Law's approach to theft cases depends on the circumstances of the offense and the defendant's criminal history. First-time offenders are generally offered diversion and required to pay restitution, unless the theft involved assaultive behavior or other aggravating circumstances. Defendants with a limited criminal history are typically offered a plea agreement that includes a stayed sentence, restitution, and, when appropriate, community service. For repeat offenders with an established pattern of theft, GDO Law will seek jail time to promote accountability and deter future offenses.

4. Code Violations

GDO Law has substantial experience prosecuting municipal code violations. The primary objective in these matters is to achieve prompt and lasting compliance rather than punishment. The firm works closely with police officers, building officials, code-enforcement personnel, and other City staff to resolve these cases. For most first-time offenders, GDO Law will consider dismissal when the violation is corrected promptly and to the City's satisfaction.

In the firm's experience, most code-violation cases are resolved without trial because the prosecution process provides a strong incentive for compliance. When an offender repeatedly disregards the City's requirements or fails to comply with prior court orders; however, GDO Law is prepared to pursue more serious consequences. In at least a couple cases, repeat offenders ultimately served jail time for continuing violations.

12. Police Training

Understanding that the law is continuously changing, GDO Law provides ongoing training to its police departments, typically in conjunction with the department's training schedules. Areas covered include the ever-changing law relating to DWIs, the handling of domestic violence-related cases, testimony by officers at hearings, annual case law updates, and other selected topics.

13. Conflicts of Interest

GDO Law does not believe that it has or currently represents any clients whose representation may conflict with its ability to provide legal services to the City of Columbia Heights. The firm does not currently represent any real estate developers in the Columbia Heights area. Should conflicts of interest arise for any prosecution matter, GDO Law is generally able to resolve such conflicts by referring such matters to other prosecuting agencies, at no additional cost to the City.

As the designated prosecutor, Heather Monnens has no known personal or professional relationships with City Council members or members of the community.

11. Malpractice / Ethics Claims & Coverage

All members of GDO Law's prosecution team are licensed to practice law in Minnesota and are in good standing. There have been no malpractice claims or discipline imposed by the State Bar against any member of the municipal team. There are no actions pending or currently under review by the State Board of Professional Responsibility, and we are not aware of any matters that are likely to lead to the filing of a malpractice claim or ethics complaint against our team. The firm carries malpractice insurance through Minnesota Lawyer's Mutual, with current limits of liability of \$7,000,000 per claim and a \$7,000,000 annual aggregate (see attached Declarations page).

Designated attorney Heather Monnens currently serves on 21st District Ethics Committee for Anoka County.

Respectfully submitted,

GDO LAW

Heather Monnens

Heather Monnens, Managing Partner

Attachment 1 – Compensation & Contract Terms

GDO Law proposes a three-year contract commencing on November 1, 2026, and continuing through October 31, 2029. Either party may terminate the contract at any time, with or without cause, upon 90 days' written notice to the other party. GDO Law proposes the following flat monthly fees, with a two percent annual increase rounded to the nearly dollar:

Contract Year:	Monthly Fee	Annual Fee
Year 1:	\$11,667	\$140,000
Year 2:	\$11,900	\$142,800
Year 3:	\$12,138	\$145,656

The flat fee includes all routine prosecution services for petty misdemeanor, misdemeanor, and gross misdemeanor offenses committed within the City, including case review and charging, plea negotiations, motion practice, trial preparation, and attendance at arraignments, pretrials, court trials, jury trials, and sentencing hearings.

The City will not be charged separately for copying, postage, travel time, staff time, online legal research, or periodic training provided to the police department.

Appeals and vehicle forfeiture matters are not included in the flat fee and will be billed at \$195 per hour. GDO Law will not initiate an appeal without the City's advance approval. If the City appeals an adverse trial-court decision, the City may also be responsible for the defendant's appellate attorney fees as provided by law.

Hourly work will be billed in one-tenth-hour increments. GDO Law will provide an itemized monthly statement identifying the date and description of each service, the person performing the work, the time incurred, and any related fees or expenses.

The City will also reimburse GDO Law for reasonable out-of-pocket expenses, including court filing fees, witness fees, service-of-process fees, courier charges, and appellate costs. These expenses are expected to be minimal and will be itemized on the monthly statement.

Statements will be sent by email near the beginning of each month and are payable upon receipt. Payment may be made by check, credit card, or electronically through the firm's website at www.gdolaw.com.

Attachment 2 – References

We encourage you to reach out to our references and ask about our services. For that purpose, we include the following references:

Curt Boehme
Police Chief
Phone: 651-982-2304
cboehme@linolakes.us

City of Lino Lakes
City Prosecutor since 2012
Population: 22,000

Tony Paetznick
Director of Public Safety
Phone: 651-288-4101
tony.paetznick@newbrightonmn.gov

City of New Brighton
City Prosecutor since 2018
Population: 23,000

Travis Myers
Police Chief
Phone: 763-233-1337
tmuyres@cityofisanti.us

City of Isanti
City Prosecutor since 2019
Population: 6,800

Dale Hager
Former Police Chief (retired 2026)
Phone: 651-247-9439

City of White Bear Lake
City Prosecutor since 1996
Population: 24,800

Attachment 3 – Malpractice Coverage



MINNESOTA LAWYERS MUTUAL INSURANCE COMPANY

333 South Seventh Street, Suite 2200
Minneapolis, MN 55402
Phone: (612) 341-4530 || Fax: (800) 305-1510

Policy Number: 19859 22

DECLARATIONS LAWYERS PROFESSIONAL LIABILITY POLICY CLAIMS-MADE and REPORTED

THIS IS A CLAIMS-MADE AND REPORTED POLICY. IT APPLIES ONLY TO THOSE CLAIMS THAT ARE BOTH FIRST MADE AGAINST THE INSURED AND REPORTED IN WRITING TO MINNESOTA LAWYERS MUTUAL INSURANCE COMPANY ACCORDING TO THE NOTICE OF CLAIMS AND DISCIPLINARY PROCEEDINGS SECTION AND THE NOTICE OF POTENTIAL CLAIMS SECTION. PLEASE CAREFULLY REVIEW THIS POLICY IN ITS ENTIRETY.

Item 1. Named Insured: Duea, Olson & Tiede, PLLC d/b/a GDO Law Address: 4770 White Bear Pkwy Ste 100 White Bear Lake, MN 55110		
Item 2. Policy Period	Effective Date: 1/1/2026	to Expiration Date: 1/1/2027 12:01 a.m. at the address of the Named Insured in Item 1.
Item 3. Limits of Liability:	\$7,000,000 \$7,000,000	Per Claim Aggregate
Item 4. Deductible:	\$10,000	Per Claim
Item 5. Knowledge Date: 1/1/2005		
Item 6. Premium: \$46,208	Number of Lawyers: 10	
Item 7. Forms and Endorsements: MLM-0019 (01-22) Prior Acts Retroactive Date Endorsement, MLM-0032 (01-22) Minnesota Changes Endorsement, MLM-0036 (01-22) Limits of Liability Change Endorsement, MLM-2000 (01-22) COVERAGE FORM		
Item 8. Notice The Insured shall give written notice of CLAIMS, DISCIPLINARY PROCEEDINGS, and/or POTENTIAL CLAIMS to: Minnesota Lawyers Mutual Insurance Company online at: www.mlmins.com/insurance/claims-reporting ; OR Minnesota Lawyers Mutual Insurance Company 333 South Seventh Street, Suite 2200 Minneapolis, MN 55402		

In witness whereof, Minnesota Lawyers Mutual Insurance Company has caused this policy to be signed by its President and Secretary and countersigned by a duly authorized agent of the Company.

MINNESOTA LAWYERS MUTUAL INSURANCE COMPANY

Roger Fellows, Secretary

Jennifer Shaw, Authorized Agent

Suzanne Robinson, President

Attachment 4 – Sample Invoice

GDO Law

4770 White Bear Parkway
White Bear Lake, MN 55110

PHONE: 651-426-3249 FAX: 651-426-9501 www.gdolaw.com

INVOICE

INVOICE NUMBER:
INVOICE DATE: AUGUST 01, 2026

PAYMENT TERMS: DUE ON RECEIPT

RE: CONTRACT - TIME

GDO File No:

We accept all major credit cards. Contact our office at 651-426-3249 to pay by credit card.

DATE	PROJECT	DESCRIPTION	HOURS	RATE	AMOUNT
		Monthly Contract Rate			\$11,560.00
		Total amount of this invoice			\$11,560.00

ACCOUNT INFORMATION	
Prior account balance as of JUL-01-2026	\$
Payment	(\$)
Invoice	\$
Payment	()
Current account balance	\$0.00

AMOUNT DUE: \$0.00

Attachment 5 – Resumes

Resumes for attorneys Heather Monnens, Andrew Tiede, Linda Thompson, and John Palmer are attached.

[resumes begin on the following page]

Heather Monnens

(651) 426-3249 heathermonnens@gdolaw.com

Bar Membership

Admitted to Minnesota State Bar in October 2010

Professional Organizations

Board of Trustees, Merrick Inc., Secretary
 21st District Ethics Committee Investigator (Anoka County)
 Warren E. Burger American Inns of Court

Education

William Mitchell College of Law, St. Paul, MN
Juris Doctor, May 2010

St. Mary's University of Minnesota, Winona, MN
 Bachelor of Arts, *Magna Cum Laude*, May 2007

Legal Experience

GDO Law, White Bear Lake, MN

Managing Partner, December 2011 – present

- Serve as the City Prosecutor for the cities of White Bear Lake, New Brighton, Gem Lake, Lino Lakes, St. Paul Park, Isanti, Cambridge, Braham and Minnesota State Fair.
- Prosecuted thousands of cases through all stages of criminal litigation including first appearances, contested omnibus hearings, court trials, jury trials and probation violation hearings.
- Drafted legal memoranda and presented numerous oral arguments before the Minnesota Court of Appeals.

Mower County, Austin, MN

Freeborn County, Albert Lea, MN

Judicial Law Clerk, August 2010 – December 2011

- Drafted over 150 memorandum decisions and orders for four district court judges.
- Attended various court sessions including criminal and civil trials, custody hearings, probate, juvenile, child protection matters, and civil commitments.
- Conducted legal research for criminal, civil, child protection, and family issues.

Washington County Public Defender's Office, Stillwater, MN

Certified Student Attorney, June 2008 – May 2009

- Interviewed clients in jail to gather case information for their initial appearance in court.
- Represented clients in court by entering their initial plea to the court and arguing conditions of release.
- Read juvenile case files, researched pertinent laws, and developed defenses.

Tubman Family Alliance, Minneapolis, MN

Domestic Abuse Advocate, January – May 2008

Andrew D. Tiede

(651) 289-6725 andrewtiede@gdolaw.com

Bar Membership

Admitted to Minnesota State Bar in 2023

Admitted to Wisconsin State Bar in 2023

Education

Mitchell Hamline School of Law, St. Paul, MN

Juris Doctor, May 2023

Luther College, Decorah, IA

Bachelor of Arts, May 2019

Legal Experience

GDO Law, White Bear Lake, MN

Associate Attorney, 2021 – Present

- Serve as City Prosecutor for the cities of White Bear Lake, New Brighton, Gem Lake, Lino Lakes, St. Paul Park, Isanti, Cambridge, Braham and Minnesota State Fair.
- Prosecute thousands of cases at each stage. Roughly 2-3 jury trials per year, 6-10 contested hearings per year, dozens of court trials per year, and appearances at all other stages of the case from charge through probation violation hearings and appeals.
- Serve as Town and City attorney for a variety of jurisdictions civilly, covering all the civil legal services that a Town or City require, from ordinary agenda items and regular meetings to litigation-based projects.
- Representation of clients in probates and estate planning matters.

Minnesota Appellate Public Defender's Office, Saint Paul, MN

Certified Student Attorney, January 2022 – August 2022

- Drafting of appellate briefs and motions, working directly with incarcerated clients, and seeking review of district court rulings and decisions.

Standpoint

Law Clerk, May 2021 – August 2021

- Legal research pertaining to service of victims in cases involving sexual abuse, sex trafficking, and domestic assault.

Linda K. Thompson
(651) 289-6734 ♦ lthompson@gdolaw.com

BAR MEMBERSHIP

Minnesota State Bar October 2002

U.S. District Court October 2004

Wisconsin State Bar July 2022

U.S. Bankruptcy Court Dist. Minnesota January 2010

U.S. Bankruptcy Court West. Dist. Wisconsin January 2022

U.S. Bankruptcy Court East. Dist. Wisconsin July 2025

EDUCATION

University of Minnesota Law School, Minneapolis, MN

Juris Doctor, May 2002

University of St. Thomas, St. Paul, MN

Bachelor of Arts, *Magna Cum Laude*, May 1999

LEGAL EXPERIENCE

GDO Law, White Bear Lake, MN

Attorney, July 2021 – present

- Assistant City Prosecutor for the cities of White Bear Lake, New Brighton, Gem Lake, Lino Lakes, St. Paul Park, Isanti, Cambridge, Braham and Minnesota State Fair.
- Represent creditors in United States Court, conduct adversary proceedings, negotiate with debtors' counsel, work daily with court staff
- Represent creditors in Minnesota and Wisconsin State court, draft pleadings, argue motions

University of Minnesota Law School, Minneapolis, MN

Adjunct Professor, May 2020 – May 2026

- Teach legal research and writing to law school students

Mitchell Hamline Law School, St. Paul, MN

Adjunct Professor, May 2010 – May 2020

- Teach legal research and writing to law school students

Anderson & Associates, Forest Lake, MN

Attorney, September 2010 – July 2020

- Represent debtors in United States Court, negotiate with creditors' counsel, work daily with court staff

Kennedy & Graven, Chartered, Minneapolis, MN

Attorney, October 2006 – September 2010

- City Prosecutor for various Minnesota cities, prepare all aspects of case for trial
- Assistant City Attorney for various Minnesota cities

Kelly & Fawcett, P.A., St. Paul, MN

Law Clerk, Certified Student Attorney, Attorney, May 2001 – May 2004

- Assistant City Prosecutor for various Minnesota cities, prepare all aspects of case for trial
- Civil municipal work as Assistant City Attorney for various Minnesota cities

John M.G. Palmer
(651) 370-2919 johnpalmer@gdolaw.com

Bar Membership

Admitted to Minnesota State Bar

October 2025

Education

University of St. Thomas – School of Law, Minneapolis, MN

Juris Doctor, May 2025

St. Cloud State University, St. Cloud, MN

Bachelor of Arts, *Cum Laude*, May 2022

Legal Experience

GDO Law, White Bear Lake, MN

Associate Attorney, January 2026 — present

- Serve as a City Prosecutor for the cities of White Bear Lake, New Brighton, Gem Lake, Lino Lakes, St. Paul Park, Isanti, Cambridge, Braham and Minnesota State Fair, handling caseloads from first appearance through jury trial.
- Provide municipal legal support for various towns and cities, such as administrative search warrants for code enforcement, hazardous building actions, and discovery review for high-volume municipal litigation.

McSweeney-Langevin, PLLC, Minneapolis, MN

Law Clerk, June 2024 — March 2025

- Conducted legal research and drafted court filings in state and federal civil litigation, prepared deposition outlines, and managed document review for privacy compliance.

University of St. Thomas — School of Law, Minneapolis, MN

Research Assistant, October 2023 — March 2025

- Researched emerging technology and corporate law issues across state, federal, and international frameworks, co-drafted articles for academic journals and international conferences, and peer-reviewed journal submissions.

Legacy Estate Planning, Burnsville, MN

Law Clerk, June 2023 — September 2023

- Drafted wills, trusts, healthcare directives, and related estate planning documents and filed motions and orders in family and probate matters.

Anoka County Public Defender's Office, Anoka, MN

Legal Intern, May 2022 — August 2022

Provided case research and preparation support to the Chief Public Defender.



Rental Occupancy Licenses for Approval October 13, 2026

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
AL-Shams, Omar 1818 Hillside Avenue North Minneapolis, MN 55411	626 40th Ave NE	26-0010666 Rental License [1 - 3 Units] Number of licensed units: 3 \$300.00
Aragon-Torres, Joanna 6518 Willlow Lane Brooklyn Center, MN 55430	4451 2nd St NE	26-0010628 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Bailey, G. Scott GSB Properties, LLC 4820 Sycamore Court Eagan, MN 55123	1000 41st Ave NE #207	26-0010523 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Begashaw, Zemenay 3693 Denmark Avenue Eagan, MN 55123	253 Maureen Ln NE	26-0010552 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Belhaj Salah, Amima ASA LLC 10102 Florida Circle N. Brooklyn Park, MN 55445	4046 Central Ave NE	26-0010581 Rental License [Over 3 Units] Number of licensed units: 4 \$338.00
Buck, Nicholas 1522 Bluff Path New Braunfels, TX 78130	5240 5th St NE	26-0010661 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Buehler, Albert 328 Colorado Springs Way Saint Augustine, FL 32092	4102 6th St NE	26-0010585 Family Exempt Rental License Number of licensed units: 1 \$75.00
Bumgardner, Kevin 4832 W. Upland Crest Columbia Heights, MN 55421	4832 West Upland Crst NE	26-0010650 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Campoverde, Pedro 107 West Center Street Minneola, FL 34715	4556 Fillmore St NE 4558 Fillmore St NE	26-0010632 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Cumbe, Edison Nubecita Properties LLC 1743 Karis Way Eagan, MN 55122	1314 45 1/2 Ave NE	26-0010540 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
Erickson, David 1717 37th Avenue NE Columbia Heights, MN 55421	1715 37th Ave NE 1717 37th Ave NE	26-0010685 Rental License Transfer Fee Number of licensed units: 1 \$50.00
Farah, Abdirashid 8218 14th Avenue South Bloomington, MN 55425	954 42nd Ave NE	26-0010677 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Fergus, Scott CAG Minnesota Fund II, LLC 5100 Edina Industrial Blvd.#215 Edina, MN 55349	4516 5th St NE	26-0010115 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Finck, Chris FinckInc LLC 1014 Broadway#50 Santa Monica, CA 90401	4628 Tyler St NE	26-0010636 Rental License [Over 3 Units] Number of licensed units: 7 \$404.00
Finck, Chris FinckInc LLC 1014 Broadway#50 Santa Monica, CA 90401	4634 Tyler St NE	26-0010637 Rental License [Over 3 Units] Number of licensed units: 7 \$404.00
Harrington, Jessica 4533 Washington Street NE Columbia Heights, MN 55421	4533 Washington St NE 4535 Washington St NE	26-0010629 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Jensen, Jeffrey 3324 Skycroft Circle Saint Anthony, MN 55418	3909 Polk St NE	26-0010568 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Jones, Kyle Jones Family Investments, LLC 2505 Silver Lane Saint Anthony, MN 55421	2200 39th Ave NE	26-0010550 Rental License [Over 3 Units] Number of licensed units: 35 \$1,020.00
Jones, Kyle Jones Family Investments, LLC 2505 Silver Lane NE Saint Anthony, MN 55421	3838 McKinley St NE	26-0010563 Rental License [Over 3 Units] Number of licensed units: 35 \$1,020.00
Jones, Kyle Jones Family Investments, LLC 2505 Silver Lane Saint Anthony, MN 55421	3839 Hart Blvd NE	26-0010564 Rental License [Over 3 Units] Number of licensed units: 75 \$1,900.00
Kebede, Daniel 10717 Maple Blvd. Woodbury, MN 55129	4150 2nd St NE	26-0010590 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Kix, Logan P&L Real Estate Group LLC 3312 Highland Drive Burnsville, MN 55337	5109 Washington St NE 5111 Washington St NE	26-0010021 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
Krussow, Christa 1012 42 1/2 Avenue NE Columbia Heights, MN 55421	4244 Stinson Blvd NE	26-0010604 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Lang, Xuyan Assets 11 Units, LLC 6628 Pinnacle Drive Eden Prairie, MN 55346	4241 3rd St NE	26-0010602 Rental License [1 - 3 Units] Number of licensed units: 3 \$300.00
Lang, Xuyan Assets 11 Units, LLC 6628 Pinnacle Drive Eden Prairie, MN 55346	4255 3rd St NE	26-0010607 Rental License [Over 3 Units] Number of licensed units: 4 \$338.00
Lang, Xuyan Janet Assets 11 Units LLC 6628 Pinnacle Drive Eden Prairie, MN 55346	4301 3rd St NE	26-0010608 Rental License [Over 3 Units] Number of licensed units: 4 \$338.00
Larson, Brendan Real Estate Concepts 6240 Highway 65 NE#202 Fridley, MN 55432	4444 Monroe St NE	26-0010627 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Latzka, Alan JBELT Properties LLC 12085 Alcott Drive Sauk Centre, MN 56378	4608 4th St NE 4606 4th St NE	26-0009869 Rental License [1 - 3 Units] Number of licensed units: 1 \$450.00
Lee, David 4923 Thomas Avenue North Minneapolis, MN 55430	1401 Parkview Ln NE 1403 Parkview Lane NE	26-0010065 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Lee, Grace 901 Lahinch Circle Richardson, TX 75081	4209 Washington St NE Up/Down	26-0010593 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Leet, Corey 819 89th Ave NW Coon Rapids, MN 55433	4328 Mcleod St NE	26-0010612 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Lema, Maria 4924 Tyler Street NE Columbia Heights, MN 55421	4417 Van Buren St NE	26-0010623 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Lemke, Lorraine 2809 116th Avenue NE Blaine, MN 55449	4643 University Ave NE	26-0010008 Rental License [Over 3 Units] Number of licensed units: 11 \$492.00
Lux, Robert Ratio Apartments 909 Gould Avenue NE Columbia Heights, MN 55421	909 Gould Ave NE	26-0010158 Rental License [Over 3 Units] Number of licensed units: 296 \$6,762.00

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
Lysyj, Bohdan 245 Park Lane Concord, MA 01742	4000 Hayes St NE	26-0010575 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Marquette, Joel 4300 Reservoir Blvd NE Columbia Heights, MN 55421	4311 Royce St NE	26-0010610 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
McGrath, Todd 3826 Stinson, LLC 2136 Ford Parkway#8064 Saint Paul, MN 55116	3826 Stinson Blvd NE	26-0010561 Rental License [Over 3 Units] Number of licensed units: 17 \$624.00
Meier, Dwayne 517 West River Pkwy Champlin, MN 55316	4217 Reservoir Blvd NE	26-0010594 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Morocho, Nestor 3150 118th Avenue NW Coon Rapids, MN 55433	943 42nd Ave NE Up/Down	26-0010676 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Motarjemi, Kevin Everest Holdings LLC 1321 7th Street S. Hopkins, MN 55343	1121 49th Ave NE	26-0010532 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Motarjemi, Kevin Everest Holdings LLC 1321 7th Street S. Hopkins, MN 55343	4059 Monroe St NE	26-0010582 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Motarjemi, Kevin Distinguished Properties LLC 1321 7th Street S. Hopkins, MN 55343	4246 Quincy St NE	26-0010605 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Murray, Emily 4055 University Avenue NE Columbia Heights, MN 55421	4055 University Ave NE 4057 University Ave NE	26-0010519 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Ogunleye, Ayodele 15275 319th Avenue NW Princeton, MN 55371	1161 Cheery Ln NE 1163 Cheery Ln NE	26-0010533 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Omer, Ismael 1001 140th Lane NW Andover, MN 55304	1336 43 1/2 Ave NE 1338 43 1/2 Ave NE	26-0010541 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Reiners, Mark 4457 4th Street NE Columbia Heights, MN 55421	4155 Maureen Dr NE	26-0010591 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Sanchez, Kevin 4636 Johnson Street NE Columbia Heights, MN 55421	4638 Johnson St NE 4636 Johnson St NE	26-0010123 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00

LICENSEE	LICENSE ADDRESS	LICENSE INFORMATION
Schaff, Nelia 1551 Woodside Court NE Fridley, MN 55432	1205 Cheery Ln NE 1203 Cheery Ln NE	26-0010534 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Skelton, Patrick Robert John Properties, LLC 3514 14th Avenue South Minneapolis, MN 55407	3925 3rd St NE	26-0010570 Rental License [Over 3 Units] Number of licensed units: 12 \$514.00
Stockwell, Gary Stockwell Rental 549 Rice Creek Terrace NE Fridley, MN 55432	683 51st Ave NE	26-0010672 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Sultana, Zehra Hampton Investments, Inc. 8445 Center Drive NE Spring Lake Park, MN 55432	3829 2 1/2 St NE	26-0010562 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Sultana, Zehra Freeport Investments, Inc 8445 Center Drive Spring Lake Park, MN 55432	4144 6th St NE	26-0010094 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Sultana, Zehra Minneapolis Properties Service, LLC 8445 Center Drive NE Spring Lake Park, MN 55432	4618 Fillmore St NE	26-0010634 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Swanson, Troy MHCS Investments LLC 2108 Belmont Lane Mound, MN 55364	1017 Gould Ave NE	26-0010527 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Thao, Ku 44 154th Avenue NE Ham Lake, MN 55304	3742 3rd St NE	26-0010557 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Tohey, Joseph Millennium Carpet Inc. 544 Summit Street NE Columbia Heights, MN 55421	840 50th Ave NE 842 50th Ave NE	26-0010674 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Tut, Lich 4196 Texas Avenue Grand Island, NE 68803	4148 Tyler St NE 4152 Tyler St. NE	26-0009849 Rental License [1 - 3 Units] Number of licensed units: 1 \$300.00
Vang, Tsawb 1417 Parkview Lane NE Columbia Heights, MN 55421	1415 Parkview Ln NE 1417 Parkview Ln NE	26-0010543 Rental License [1 - 3 Units] Number of licensed units: 2 \$300.00
Wang, Julia GS Properties LLC 4 Black Oak Road North Oaks, MN 55127	4609 University Ave NE	26-0010119 Rental License [Over 3 Units] Number of licensed units: 7 \$404.00

LICENSEE**LICENSE ADDRESS****LICENSE INFORMATION***Item 8.*

Ward, Shirley
Rose Maciaszek Trust
20800 Hurley Court
Lakeville, MN 55044

4404 Van Buren St NE
4406 Van Buren St NE

26-0010619
Rental License [1 - 3 Units]
Number of licensed units: 2
\$300.00

Yee, Sun
QZ Funding LLC
880 Northwood Blvd.#3T
Incline Village, NV 89451

4064 Reservoir Blvd NE

26-0010583
Rental License [1 - 3 Units]
Number of licensed units: 1
\$300.00

**CITY COUNCIL MEETING**

AGENDA SECTION	CONSENT
MEETING DATE	OCTOBER 13, 2026

ITEM:	Rental Occupancy Licenses for Approval
<i>Presenting Item: Aaron Chirpich, City Manager</i>	
DEPARTMENT: Fire	BY/DATE: Assistant Fire Chief Brad Roddy / Oct. 6, 2026
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i>	
☒ Community that Grows with Purpose and Equity	☐ Engaged, Effective and Forward-Thinking
☒ High Quality Public Spaces	☐ Resilient and Prosperous Economy
☒ Safe, Accessible and Built for Everyone	☒ Inclusive and Connected Community

BACKGROUND:

Consideration of approval of the attached list of rental housing license applications.

SUMMARY OF CURRENT STATUS:

All property owners have passed yearly rental license inspections and submitted required rental license applications and fees.

STAFF RECOMMENDATION:

Approve the items listed for rental housing license applications for October 13, 2026, in that they have met the requirements of the Property Maintenance Code.

RECOMMENDED MOTION:

MOTION: Move to approve the items listed for rental housing license applications for October 13, 2026, in that they have met the requirements of the Property Maintenance Code.

ATTACHMENT:

Rental Occupancy Licenses for Approval –10-13-26

**CITY COUNCIL MEETING**

AGENDA SECTION	CONSENT AGENDA
MEETING DATE	OCTOBER 13 TH , 2026

ITEM:	Review of Bills.						
<i>Presenting Item: Aaron Chirpich City Manager</i>							
DEPARTMENT: Finance Department	BY/DATE: October 13 th , 2026						
CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i> <table><tr><td>☒ Community that Grows with Purpose and Equity</td><td>☒ Engaged, Effective and Forward-Thinking</td></tr><tr><td>☒ High Quality Public Spaces</td><td>☒ Resilient and Prosperous Economy</td></tr><tr><td>☒ Safe, Accessible and Built for Everyone</td><td>☒ Inclusive and Connected Community</td></tr></table>		☒ Community that Grows with Purpose and Equity	☒ Engaged, Effective and Forward-Thinking	☒ High Quality Public Spaces	☒ Resilient and Prosperous Economy	☒ Safe, Accessible and Built for Everyone	☒ Inclusive and Connected Community
☒ Community that Grows with Purpose and Equity	☒ Engaged, Effective and Forward-Thinking						
☒ High Quality Public Spaces	☒ Resilient and Prosperous Economy						
☒ Safe, Accessible and Built for Everyone	☒ Inclusive and Connected Community						

BACKGROUND

The Finance Department prepares a list of all payments made for approval of the Council.

SUMMARY OF CURRENT STATUS**STAFF RECOMMENDATION**

Approve payments since previous City Council Meeting.

RECOMMENDED MOTION(S):
MOTION: Move that in accordance with Minnesota Statute 412.271, subd. 8 the City Council has reviewed the enclosed list to claims paid by check and by electronic funds transfer in the amount of \$1,189,249.36.

ATTACHMENT(S)

List of Claims.

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 1/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL								
09/24/2026	MAIN	208460	22609111	A DYNAMIC DOOR CO INC	INSTALL GARAGE DOOR OPENER-PD	44020	2100	2,449.23
09/24/2026	MAIN	208461	10024092026	AI TECHNOLOGIES, LLC.	BSWIFT 0926	43050	1320	855.00
09/24/2026	MAIN	208463*#	082826	ARVIG ENTERPRISES, INC	3086890 - INTERNET 0826	43250	1110	6.76
			082826		3086890 - INTERNET 0826	43250	1320	9.40
			082826		3086890 - INTERNET 0826	43250	1510	14.69
			082826		3086890 - INTERNET 0826	43250	1940	1.18
			082826		3086890 - INTERNET 0826	43250	2100	36.72
			082826		3086890 - INTERNET 0826	43250	2200	34.08
			082826		3086890 - INTERNET 0826	43250	3100	16.45
			082826		3086890 - INTERNET 0826	43250	3121	5.29
			082826		3086890 - INTERNET 0826	43250	5000	2.94
			082826		3086890 - INTERNET 0826	43250	5129	9.40
			082826		3086890 - INTERNET 0826	43250	5200	2.94
CHECK MAIN 208463 TOTAL FOR F								139.85
09/24/2026	MAIN	208465#	381695	ASPEN MILLS, INC.	RAIL MOUNT LIGHTS	42172	2100	878.90
			381696		HANDCUFF CASE	42172	2100	35.95
			381578		PANTS, FLEECE, EMBROIDERY	42172	2100	203.23
			381869		BOOTS, SHIRTS, PATCHES, EMBROIDERY	42172	2200	347.50
CHECK MAIN 208465 TOTAL FOR F								1,465.58
09/24/2026	MAIN	208466	1136	BARBARA SCHNEIDER FOUNDATION	CIT TRAINING 020926-021326	43105	2100	930.00
09/24/2026	MAIN	208467	315572	BARNA GUZY & STEFFEN LTD	CIVIL CHARGES 0826	43041	1610	4,380.00
			315574		PROSECUTION 0826	43042	1610	9,690.72
			315575		IN CUSTODY 0826	43042	1610	1,020.00
			315573		PERSONNEL MATTERS 0826	43045	1610	240.00
CHECK MAIN 208467 TOTAL FOR F								15,330.72
09/24/2026	MAIN	208468*#	1818586	BENEFIT EXTRAS, INC.	COBRA ADMIN 0826; RETIREE BILLING	043050	1320	151.25
09/24/2026	MAIN	208470	INV004768	CANVAS HEALTH INC	EMBEDDED MENTAL HEALTH SVCS 0826	43050	2100	11,416.67
09/24/2026	MAIN	208471*#	4280451188	CINTAS INC	TOWELS, FRESH AIR 082726	44020	2100	41.61
			4280451188		TOWELS, FRESH AIR 082726	44020	2200	41.01
			4282398416		MOPS JPM 091526	44020	5129	
CHECK MAIN 208471 TOTAL FOR F								

317

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 2/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL								
09/24/2026	MAIN	208472	4281699265	CINTAS INC	RUGS-CH 090926	44020	1940	64.00
09/24/2026	MAIN	208473	2633397.01	COLLINS ELECTRICAL CONSTRUCTI	DISCONNECT POLE-590 40TH AVE	44020	9200	391.40
09/24/2026	MAIN	208477	INV-000437	FIRSTGEVITY INC	WELLNESS PROGRAM	44030	2100	4,320.00
09/24/2026	MAIN	208482*#	2022972	HOME DEPOT #2802	MARKING PAINT	42171	5200	29.94
09/24/2026	MAIN	208483	091226	INIGUZE/MAYRA	REFUND DAMAGE & SECURITY DEPOSITS	J20810	0000	60.12
			091226		REFUND DAMAGE & SECURITY DEPOSITS	J20810	0000	0.90
			091226		REFUND DAMAGE & SECURITY DEPOSITS	J34781	0000	739.88
			091226		REFUND DAMAGE & SECURITY DEPOSITS	J34781	0000	11.21
			CHECK MAIN 208483 TOTAL FOR F					
09/24/2026	MAIN	208484#	090826	JOHN STUTZMAN	NRPA CONF 092926-100126, MILEAGE	0543105	5000	606.80
			090826		NRPA CONF 092926-100126, MILEAGE	0543105	5200	199.00
			090826		NRPA CONF 092926-100126, MILEAGE	0543310	5200	175.52
			CHECK MAIN 208484 TOTAL FOR F					
09/24/2026	MAIN	208485	12021627	LANGUAGELINE SOLUTIONS	LANGUAGELINE 0826	43250	2100	49.44
09/24/2026	MAIN	208486	86040	LIONBRIDGE TECHNOLOGIES, LLC	TRANSLATION SVCS 0726	43250	2100	116.82
09/24/2026	MAIN	208489#	53924	MENARDS CASHWAY LUMBER-FRIDLE	BOTTLED WATER	42175	2100	29.90
			55415		BOTTLED WATER	42175	2100	45.00
			54922		SOAP, RIPPING BAR, STRAINERS, SPRAY	42171	3170	66.86
			54285		SPRAYER	42171	5200	7.47
			CHECK MAIN 208489 TOTAL FOR F					
09/24/2026	MAIN	208493	16063	MN FIRE SERVICE CERTIFICATION	INSTRUCTOR II EXAM	43105	2200	142.00
09/24/2026	MAIN	208494	3-1217-4223	MOBILE PRO SYSTEMS	INTERACTIVE MPSTATUS 092226-092227	44030	2100	720.00
09/24/2026	MAIN	208496#	0079249	ROHN INDUSTRIES INC	SHREDDING 090426	44000	2100	41.25
			0079578		UNIFORM SHREDDING 091126	44000	2100	54.45
			0079249		SHREDDING 090426	44000	2200	13.20
			CHECK MAIN 208496 TOTAL FOR F					
09/24/2026	MAIN	208498	26-250FF	RTL CONSTRUCTION, INC	SHEETROCK REPAIR-POLICE	44020	2100	795.58
09/24/2026	MAIN	208500#	4607448594	SCHINDLER ELEVATOR CORP INC	PREVENT MAINT 0526-PSB	44020	2100	80.65

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 3/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL								
			4607448594		PREVENT MAINT 0526-PSB	44020	2200	80.65
				CHECK MAIN 208500 TOTAL FOR F				161.30
09/24/2026	MAIN	208501	891456	SHAMROCK GROUP-ACE ICE	POP JPM 091026	42990	5129	551.50
09/24/2026	MAIN	208504	002326	SIDEKICK THEATRE	ARSENIC & OLD LACE 102926	44200	5040	742.00
09/24/2026	MAIN	208505	I1847305	STREICHER'S GUN'S INC/DON	TOURNIQUETS	42171	2100	2,099.40
			I1845047		NAME TAG	42172	2100	11.99
			I1845044		NAME TAG	42172	2100	11.99
			I1845654		MOLLE ADAPTER	42172	2100	109.98
			I1845685		HOLSTER, MOLLE ADAPTER, GLOCK HOLST	42172	2100	331.97
			I1846901		HANDCUFFS, HANDCUFF KEY	42172	2100	56.98
				CHECK MAIN 208505 TOTAL FOR F				2,622.31
09/24/2026	MAIN	208510	68192	VORTEX USA INC.	SPLASH PAD REPLACEMENT PARTS	42010	5200	1,259.70
09/24/2026	MAIN	208511*#	1310806828	XCEL ENERGY (N S P)	090826 51-4436024-5	20815	0000	(52.59)
			1312025731		091126 51-4217828-3	43810	2200	16.32
			1312025731		091126 51-4217828-3	43810	2200	16.51
			1312025731		091126 51-4217828-3	43810	2200	23.23
			1312025731		091126 51-4217828-3	43810	2200	24.43
			1310857245		090826 51-7867950-2	43810	3160	18.32
			1310937801		090826 51-0014819919-2	43810	3160	117.65
			1310852728		090826 51-7867659-8	43810	3160	192.40
			1310849679		090826 51-8042065-3	43810	5200	66.40
			1310877107		090826 51-0011039127-7	43810	5200	69.88
			1310863560		090826 51-9597586-9	43810	5200	17.65
			1312739024		091526 51-7654903-4	43810	5200	19.93
			1312739024		091526 51-7654903-4	43810	5200	164.03
			1312439601		091426 51-5950185-0	43810	5200	124.04
			1312439601		091426 51-5950185-0	43810	5200	124.05
				CHECK MAIN 208511 TOTAL FOR F				942.25
09/24/2026	MAIN	3231 (A)	18940805	ALLIED UNIVERSAL SECURITY	SERSECURITY JPM 090426-090626	43050	5129	352.00
09/24/2026	MAIN	3235 (A) #	SP-035-000410	HINTERLAND CSG, LLC	091626 SOLAR POWER	43810	2100	284.13
			SP-035-000410		091626 SOLAR POWER	43810	2200	284.13
				CHECK MAIN 3235 (A) TOTAL FOR				

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL								
09/24/2026	MAIN	3237 (A) #	SP-151-000334	MADISON ENERGY INVESTMENTS	IV091626 SOLAR POWER	43810	2100	196.42
			SP-150-000334		091626 SOLAR POWER	43810	2100	224.07
			SP-151-000334		091626 SOLAR POWER	43810	2200	196.42
			SP-150-000334		091626 SOLAR POWER	43810	2200	224.08
CHECK MAIN 3237 (A) TOTAL FOR								840.99
09/24/2026	MAIN	3238 (A)	SP-001-000475	MADISON ENERGY INVESTMENTS	LL091626 SOLAR POWER	43810	9200	89.18
10/01/2026	MAIN	208514	4627724	ADAM'S PEST CONTROL, INC	PEST CONTROL-CH 0926	44020	1940	99.22
10/01/2026	MAIN	208516#	380749	ASPEN MILLS, INC.	NAME PATCH, PATCH REMOVAL	42172	2100	20.85
			382447		PANTS, FLEECE, PULLOVER, MOCK, TOURNIQU	42172	2100	609.58
			382549		PANTS	42172	2100	99.99
			382155		PANTS, FLEECE, EMBROIDERY	42172	2100	155.82
			382611		BOOTS	42172	2200	154.99
			382446		JACKET, EMBROIDERY	42172	2200	134.95
CHECK MAIN 208516 TOTAL FOR F								1,176.18
10/01/2026	MAIN	208521	1013695	BONA COMPANIES INC.	GAS	42282	3121	47.29
10/01/2026	MAIN	208523	1036	BPOZ COLUMBIA HEIGHTS, LLC	PARKING 1026, ELECTRICITY 080726-0943810		1940	2,431.05
			1035		PARKING 0926, ELECTRICITY 070926-0843810		1940	2,721.13
			1036		PARKING 1026, ELECTRICITY 080726-0944100		1940	2,280.00
			1035		PARKING 0926, ELECTRICITY 070926-0844100		1940	2,280.00
CHECK MAIN 208523 TOTAL FOR F								9,712.18
10/01/2026	MAIN	208524*	51296	BRP VETERINARY MINNESOTA	ANIMAL IMPOUND CASE #26154451 & #2643050		2100	1,176.81
10/01/2026	MAIN	208525	CHPD26-6	CARDINAL INVESTIGATIONS	EMPLOYMENT BACKGROUND	43050	2100	780.00
10/01/2026	MAIN	208527*#	8000014661-5	CENTERPOINT ENERGY	091526 800014661-5	43830	5129	205.64
			8000014661-5		091526 800014661-5	43830	5200	23.00
			8000014661-5		091526 800014661-5	43830	5200	23.00
			8000014661-5		091526 800014661-5	43830	5200	23.00
			8000014661-5		091526 800014661-5	43830	5200	23.00
			8000014661-5		091526 800014661-5	43830	5200	23.00
			8000014661-5		091526 800014661-5	43830	9200	256.49
CHECK MAIN 208527 TOTAL FOR F								577.13
10/01/2026	MAIN	208528	515039	CENTRAL WOOD PRODUCTS	DOUBLE SHREDDED HARDWOOD MULCH	42160	5200	1,

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 5/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL								
10/01/2026	MAIN	208530*#	4283150711	CINTAS INC	MOPS JPM 092226	44020	5129	57.09
10/01/2026	MAIN	208531	4282533420	CINTAS INC	RUGS-CH 091626	44020	1940	64.00
10/01/2026	MAIN	208535	26-1863	DATAWORKS PLUS, LLC	MAINT 100126 - 093027	44030	2100	270.50
10/01/2026	MAIN	208536	5711094	DISCOUNT STEEL INC	STEEL-TUBE, HOT ROLL	42171	5200	35.91
10/01/2026	MAIN	208537	0144151-IN	EARL F ANDERSEN INC	PARKING SIGNS	42171	3170	142.30
10/01/2026	MAIN	208538*#	1106538	ECM PUBLISHERS INC	PHN 2025 FINANCIAL STMTS 071125	43500	1510	936.00
10/01/2026	MAIN	208544	22	GREENSHIELD CONSULTING, LLC	5 COACHING SESSION, 1 YEAR COACHING	43105	2100	3,150.00
10/01/2026	MAIN	208551	14622	K & S ENGRAVING LLC	PAR TAGS	42171	2200	52.00
			14621		PAR TAGS	42171	2200	14.00
				CHECK MAIN 208551 TOTAL FOR F				66.00
10/01/2026	MAIN	208552#	4393	K & S PLUMBING, LLC	INSTALL BATHROOM FAUCET-PSB	44020	2100	462.50
			4393		INSTALL BATHROOM FAUCET-PSB	44020	2200	462.50
				CHECK MAIN 208552 TOTAL FOR F				925.00
10/01/2026	MAIN	208555	092126	LEAGUE OF MINNESOTA CITIES	MN GOVT SALARY & BENEFIT SURVEY RPT	43050	1320	2,242.00
10/01/2026	MAIN	208560	3738	MARIE RIDGEWAY LICSW LLC	MADATORY CHECK IN, THERAPY SESSIONS	43050	2100	1,160.00
10/01/2026	MAIN	208563*#	55470	MENARDS CASHWAY LUMBER-FRIDLE	CLEANER, SCREWS	42171	1940	13.49
			55518		PAINT BRUSH, SANDING SPONGE	42171	2100	7.74
			55827		PAINT, TRAY LINER	42171	2100	12.06
			55518		PAINT BRUSH, SANDING SPONGE	42171	2200	7.74
			54461		PPR TWLS, BATTERIES, DETRGNT, STORA	42171	2200	125.35
			55444		DRILLBIT SET, WASHERS	42171	3170	66.13
			55855		DRIVE BIT, PLIERS	42171	5129	10.98
				CHECK MAIN 208563 TOTAL FOR F				243.49
10/01/2026	MAIN	208564	081826	MICHOLANDIA HILLTOP INC	CONE WITH A COP 081826	42175	2100	900.00
10/01/2026	MAIN	208567*#	26080621	MINNESOTA IT SERVICES, MN IT	CROWDSTRIKE ENDPOINT DETECTION AND	44030	2100	400.00
10/01/2026	MAIN	208570	2026-25	NORTH METRO FIRE & EMS	FIRE ACADEMY CLASS 29	43105	2200	6,321.00

321

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL								
10/01/2026	MAIN	208573	09012057	PERFORMANCE PLUS LLC	PREPLACEMENT MEDICAL EXAM	43050	2200	415.00
10/01/2026	MAIN	208576	090126	QUADIENT LEASING USA, INC.	POSTAGE REFILL 2026	15500	0000	4,000.00
10/01/2026	MAIN	208577	35711	RIES FARMS LLC	YARD WASTE/COMPOST DISPOSAL	44300	3121	95.60
10/01/2026	MAIN	208582	I1844189	STREICHER'S GUN'S INC/DON	HANDCUFFS	42172	2100	68.99
			I1849849		DUTY BOOTS	42172	2100	174.99
			I1846805		PATCHES	42172	2100	14.99
			CHECK MAIN 208582 TOTAL FOR F					
10/01/2026	MAIN	208583	1125616	TRIO SUPPLY COMPANY INC	DISINFECTANT,GLOVES,CAN LINERS, PAP	42160	5129	1,197.26
10/01/2026	MAIN	208590*#	1314487989	XCEL ENERGY (N S P)	092126 51-5047554-2	43810	2100	2,528.15
			1314487989		092126 51-5047554-2	43810	2100	(245.47)
			1314487989		092126 51-5047554-2	43810	2100	(215.17)
			1314487989		092126 51-5047554-2	43810	2100	(318.33)
			1314487989		092126 51-5047554-2	43810	2100	(60.60)
			1314487989		092126 51-5047554-2	43810	2100	(78.17)
			1314487989		092126 51-5047554-2	43810	2100	(92.46)
			1314487989		092126 51-5047554-2	43810	2200	(92.46)
			1314487989		092126 51-5047554-2	43810	2200	(78.16)
			1314487989		092126 51-5047554-2	43810	2200	(60.60)
			1314487989		092126 51-5047554-2	43810	2200	(318.32)
			1314487989		092126 51-5047554-2	43810	2200	(215.18)
			1314487989		092126 51-5047554-2	43810	2200	(245.48)
			1314487989		092126 51-5047554-2	43810	2200	2,528.14
			1314103546		091826 51-4159573-1	43810	3160	96.53
			1314103546		091826 51-4159573-1	43810	3160	43.96
			1314103546		091826 51-4159573-1	43810	3160	44.66
			1314103546		091826 51-4159573-1	43810	3160	14,003.44
			1314103546		091826 51-4159573-1	43810	5200	28.47
			1314103546		091826 51-4159573-1	43810	5200	40.11
			1314103546		091826 51-4159573-1	43810	5200	145.47
			1314103546		091826 51-4159573-1	43810	5200	15.52
			1314103546		091826 51-4159573-1	43810	5200	127.81
			1314103546		091826 51-4159573-1	43810	5200	44.21
			1314103546		091826 51-4159573-1	43810	5200	126.98
			1314103546		091826 51-4159573-1	43810	5200	54.36
			1314103546		091826 51-4159573-1	43810	5200	
			1314103546		091826 51-4159573-1	43810	5200	
			1314103546		091826 51-4159573-1	43810	5200	

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 7/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL								
			1314103546		091826 51-4159573-1	43810	5200	55.17
			1314103546		091826 51-4159573-1	43810	5200	42.67
			1314499553		092126 51-7085831-0	43810	9200	1,285.76
			1314499553		092126 51-7085831-0	43810	9200	(97.94)
			1314499553		092126 51-7085831-0	43810	9200	(299.93)
CHECK MAIN 208590 TOTAL FOR F								19,335.05
10/01/2026	MAIN	3244 (A)	18966150	ALLIED UNIVERSAL SECURITY	SERSECURITY JPM 091226-091326	43050	5129	176.00
10/01/2026	MAIN	3254 (A)	INV566737	COORDINATED BUSINESS SYSTEMS,	MAINT 091626-101526	44000	1940	1,120.75
10/01/2026	MAIN	3255 (A)	MN-1563222	FIRST CHOICE COFFEE SERVICE	ICE MACHINE SVC 091726	44000	1940	120.00
10/01/2026	MAIN	3257 (A)	INV19456	MAC QUEEN EQUIPMENT LLC	SEAT CUSHIONS E4 #3722	44000	2200	3,910.65
10/01/2026	MAIN	3262 (A) #	26-000827	UMBRA SOLAR FUND LLC	092226 SOLAR POWER	43810	2100	84.00
			26-000831		092226 SOLAR POWER	43810	2100	67.05
			26-000835		092226 SOLAR POWER	43810	2100	72.99
			26-000827		092226 SOLAR POWER	43810	2200	83.99
			26-000831		092226 SOLAR POWER	43810	2200	67.05
			26-000835		092226 SOLAR POWER	43810	2200	73.00
CHECK MAIN 3262 (A) TOTAL FOR								448.08
Total for fund 101 GENERAL								112,257.70

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 201 PLANNING & INSPECTIONS								
09/24/2026	MAIN	208463*#	082826	ARVIG ENTERPRISES, INC	3086890 - INTERNET 0826	43250	2400	2.94
10/01/2026	MAIN	208548	026-012-6	HOISINGTON KOEGLER GROUP INC.	2050 COMPREHENSIVE PLAN 0826	43050	2400	5,473.35
10/01/2026	MAIN	208554	INV-2449	LCT SOFTWARE	DIGITAL PLAN REVIEW SOFTWARE IMPLEM	43050	2400	20,000.00
10/01/2026	MAIN	208588	PLMR-26-0070	WELD & SON'S PLUMBING	4231 6TH ST NE PLUMBING PERMIT REFU	32192	0000	115.00
Total for fund 201 PLANNING & INSPECTIONS								25,591.29

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 204 EDA ADMINISTRATION								
09/24/2026	MAIN	208463*#	082826	ARVIG ENTERPRISES, INC	3086890 - INTERNET 0826	43250	6314	6.76
10/01/2026	MAIN	208538*#	1109947	ECM PUBLISHERS INC	25 ANNUAL TIF DISCLOSURE 080726	43500	6314	282.00
Total for fund 204 EDA ADMINISTRATION								288.76

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 205 HOUSING FUND								
10/01/2026	MAIN	208526*#	28984	CENTER FOR ENERGY & ENVIRONMENOAH PROGRAM LOANS ISSUED JULY 2026	44600	6360		20,885.54
			28984		NOAH PROGRAM LOANS ISSUED JULY 2026	44600	6360	3,500.00
			28984		NOAH PROGRAM LOANS ISSUED JULY 2026	44600	6360	10,351.75
CHECK MAIN 208526 TOTAL FOR F								34,737.29
Total for fund 205 HOUSING FUND								34,737.29

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 212 STATE AID MAINTENANCE								
09/24/2026	MAIN	208507	165310	TRAFFIC CONTROL CORPORATION	RED LED BULBS	42171	3190	270.00
09/24/2026	MAIN	208511*#	1310909458	XCEL ENERGY (N S P)	090826 51-0011980129-4	43810	3190	199.93
10/01/2026	MAIN	208590*#	1314103546	XCEL ENERGY (N S P)	091826 51-4159573-1	43810	3190	167.64
			1314103546		091826 51-4159573-1	43810	3190	55.82
			1314103546		091826 51-4159573-1	43810	3190	57.01
			1314103546		091826 51-4159573-1	43810	3190	73.38
			1314103546		091826 51-4159573-1	43810	3190	43.87
			1314103546		091826 51-4159573-1	43810	3190	67.80
			1314103546		091826 51-4159573-1	43810	3190	59.63
			1314103546		091826 51-4159573-1	43810	3190	90.92
CHECK MAIN 208590 TOTAL FOR F								616.07
Total for fund 212 STATE AID MAINTENANCE								1,086.00

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 225 CABLE TELEVISION								
09/24/2026	MAIN	208463*#	082826	ARVIG ENTERPRISES, INC	3086890 - INTERNET 0826	43250	9844	2.94
09/24/2026	MAIN	3239(A)	2026-143	NINENORTH	OPERATOR FEES 0826	43050	9844	750.00
Total for fund 225 CABLE TELEVISION								752.94

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 228 DOWNTOWN PARKING								
09/24/2026	MAIN	208511*#	1310924234	XCEL ENERGY	(N S P) 090826 51-0013059132-8	43810	6317	699.29
Total for fund 228 DOWNTOWN PARKING								699.29

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 14/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 240 LIBRARY								
09/24/2026	MAIN	208463*#	082826	ARVIG ENTERPRISES, INC	3086890 - INTERNET 0826	43250	5500	55.79
10/01/2026	MAIN	208512	15515408	4IMPRINT.COM	MOOD PENCILS	42170	5500	471.50
10/01/2026	MAIN	208520	2244778	BLACKSTONE AUDIO INC	AUDIOBOOK ORDER	42185	5500	202.99
10/01/2026	MAIN	208549	99202148	INGRAM LIBRARY SERVICES	BOOK ORDER	42180	5500	204.91
			99268586		BOOK ORDER	42180	5500	192.11
			99067636		BOOK ORDER	42180	5500	612.42
			99181302		DEFECT CREDIT INV#99067636	42180	5500	(17.92)
			99237257		DAMAGE CREDIT INV#99202148	42180	5500	(4.49)
			CHECK MAIN 208549 TOTAL FOR F					
10/01/2026	MAIN	208550	259162	JANWAY	1GB USB FLASH DRIVES	42990	5500	487.00
10/01/2026	MAIN	208571	8419	NORTHLAND REFRIGERATION INCORREPLACED BOILER REGULATORS-LIB		44020	5500	964.73
10/01/2026	MAIN	3253 (A)	999103510908	CENGAGE LEARNING INC	LARGEPRINT BOOK ORDER	42180	5500	110.25
10/01/2026	MAIN	3258 (A)	509416032	MIDWEST TAPE	CD/DVD ORDER	42185	5500	39.97
			509416032		CD/DVD ORDER	42189	5500	360.60
			CHECK MAIN 3258 (A) TOTAL FOR					
Total for fund 240 LIBRARY								3,679.86

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 265 FORFEITURE FUND								
10/01/2026	MAIN	208524*	55401	BRP VETERINARY MINNESOTA	ANIMAL IMPOUND CASE #26196638	43050	2100	544.75
Total for fund 265 FORFEITURE FUND								544.75

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 346 GO LIBRARY BONDS 2015A								
09/24/2026	MAIN	208475*	INV108100	EHLERS & ASSOCIATES INC	CONTINUING DISCLOSURE REPORT	46200	7000	685.00
Total for fund 346 GO LIBRARY BONDS 2015A								685.00

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 347 GO PUBLIC SAFETY REFND 2017B								
09/24/2026	MAIN	208475*	INV108100	EHLERS & ASSOCIATES INC	CONTINUING DISCLOSURE REPORT	46200	7000	685.00
Total for fund 347 GO PUBLIC SAFETY REFND 2017E								685.00

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 348 GO PUBFACILITIES REFND 2018A								
09/24/2026	MAIN	208475*	INV108100	EHLERS & ASSOCIATES INC	CONTINUING DISCLOSURE REPORT	46200	7000	685.00
Total for fund 348 GO PUBFACILITIES REFND 2018A								685.00

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 349 GO IMPROVEMENT BONDS 2023B								
09/24/2026	MAIN	208475*	INV108100	EHLERS & ASSOCIATES INC	CONTINUING DISCLOSURE REPORT	46200	7000	685.40
Total for fund 349 GO IMPROVEMENT BONDS 2023B								685.40

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 372 Huset Park Area TIF (T6)								
09/24/2026	MAIN	208475*	INV108301	EHLERS & ASSOCIATES INC	TIF ADMIN	43050	7000	162.50
			INV108090		CONTINUING DISCLOSURE REPORT	46200	7000	500.00
CHECK MAIN 208475 TOTAL FOR F								662.50
Total for fund 372 Huset Park Area TIF (T6)								662.50

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 396 TIF REFUNDING BONDS OF 2026A								
09/24/2026	MAIN	208475*	INV108100	EHLERS & ASSOCIATES INC	CONTINUING DISCLOSURE REPORT	46200	7000	685.00
Total for fund 396 TIF REFUNDING BONDS OF 2026A								685.00

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 408 EDA REDEVELOPMENT PROJECT FD								
10/01/2026	MAIN	208526*#	28984	CENTER FOR ENERGY & ENVIRONMENOAH	PROGRAM LOANS ISSUED JULY 2026	43050	6414	2,900.00
10/01/2026	MAIN	208579	20260916	SISTER BUD	FIRE SUPPRESSION GRANT 4014-4016	CE44600	6418	23,800.00
Total for fund 408 EDA REDEVELOPMENT PROJECT FI								26,700.00

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 411 CAPITAL IMP-GEN GOVT. BLDG								
10/01/2026	MAIN	208556*#	2026083	LIGHT SWITCH LLC	LIGHTING UPGRADE-PSB	45120	2100	3,594.88
			2026083		LIGHTING UPGRADE-PSB	45120	2200	3,594.88
			CHECK MAIN 208556 TOTAL FOR F					
10/01/2026	MAIN	208557	124556	LOCKRIDGE GRINDAL NAUEN P.L.LLOBBYIST SERVICES 0926		43050	9999	3,333.33
Total for fund 411 CAPITAL IMP-GEN GOVT. BLDG								10,523.09

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 412 CAPITAL IMPROVEMENT PARKS								
09/24/2026	MAIN	208491	8113179	MN DEPT OF NATURAL RESOURCES	DNR GRANT SIGN	43050	5200	22.51
Total for fund 412 CAPITAL IMPROVEMENT PARKS								22.51

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 431 CAP EQUIP REPLACE-GENERAL								
10/01/2026	MAIN	208545	305884	GUARDIAN FLEET SAFETY, LLC	GUNLOCK INSTALL, CAMERA ACTIVATION, 45180		2100	1,079.02
Total for fund 431 CAP EQUIP REPLACE-GENERAL								1,079.02

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 26/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 601 WATER UTILITY								
09/24/2026	MAIN	208462*	09/23/2026	ANTHONY MIKSZA	UB refund for account: 207-0630-00-20120		0000	8.01
			09/23/2026		UB refund for account: 207-0630-00-20120		0000	106.91
			09/23/2026		UB refund for account: 207-0630-00-20120		0000	10.14
			09/23/2026		UB refund for account: 207-0630-00-20120		0000	0.96
CHECK MAIN 208462 TOTAL FOR F								126.02
09/24/2026	MAIN	208463*#	082826	ARVIG ENTERPRISES, INC	3086890 - INTERNET 0826	43250	9600	2.94
09/24/2026	MAIN	208474	5709034	DISCOUNT STEEL INC	STEEL, BOLTS, WASHERS	42171	9600	44.88
09/24/2026	MAIN	208482*#	23229	HOME DEPOT #2802	BIG SHOT BLASTER, FERRULE & STOP SE	42171	9600	64.82
09/24/2026	MAIN	208502	54830150170926	SHERWIN WILLIAMS	PAINT	42171	9600	12.08
09/24/2026	MAIN	208508	INV01156621	USABBLUEBOOK	WATER TESTING KITS	42171	9600	425.21
10/01/2026	MAIN	208513	30000051	ABLE HOSE & RUBBER INC	PRESSURE HOSES, COUPLINGS	42171	9600	336.22
10/01/2026	MAIN	208527*#	8000014661-5	CENTERPOINT ENERGY	091526 800014661-5	43830	9600	40.49
			8000014661-5		091526 800014661-5	43830	9600	23.00
CHECK MAIN 208527 TOTAL FOR F								63.49
10/01/2026	MAIN	208532	V000068181	CORE & MAIN LP	WATER METER, GASKETS, BOLTS, NUTS	42160	9600	2,390.86
10/01/2026	MAIN	208563*#	55447	MENARDS CASHWAY LUMBER-FRIDLEBLOCK ADHESIVE, REEL GOLD LINE		42171	9600	47.91
			55506		HOLE SAW KIT	42171	9600	84.99
			55516		SCREWS	42171	9600	2.76
CHECK MAIN 208563 TOTAL FOR F								135.66
10/01/2026	MAIN	208574*#	092126	POSTMASTER	BULK POSTAGE PERMIT# 2793	43220	9690	1,500.00
10/01/2026	MAIN	208585	INV01150669	USABBLUEBOOK	WATER TESTING KITS	44000	9600	155.02
10/01/2026	MAIN	208590*#	1314103546	XCEL ENERGY (N S P)	091826 51-4159573-1	43810	9600	1,552.17
			1314103546		091826 51-4159573-1	43810	9600	14.70
CHECK MAIN 208590 TOTAL FOR F								1,566.87
10/01/2026	MAIN	208591	004562	XCEL ENERGY SOLUTIONS	SOLAR SUBSCRIPTION 0826	43050	9600	237.67
Total for fund 601 WATER UTILITY								7,342.00

342

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 27/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 602 SEWER UTILITY								
09/24/2026	MAIN	208462*	09/23/2026	ANTHONY MIKSZA	UB refund for account: 207-0630-00-20120		0000	0.60
			09/23/2026		UB refund for account: 207-0630-00-20120		0000	88.67
			09/23/2026		UB refund for account: 207-0630-00-20120		0000	8.00
CHECK MAIN 208462 TOTAL FOR F								97.27
09/24/2026	MAIN	208463*#	082826	ARVIG ENTERPRISES, INC	3086890 - INTERNET 0826	43250	9600	2.94
09/24/2026	MAIN	208476	W01199	EJ EQUIPMENT INC	REPAIR PIPE RANGER TRANSPORTER	44000	9600	798.05
			W01198		REPAIR SEWER CAMERA ROTATION	44000	9600	3,695.04
CHECK MAIN 208476 TOTAL FOR F								4,493.09
09/24/2026	MAIN	208511*#	1310921988	XCEL ENERGY (N S P)	090826 51-0013099828-3	43810	9600	182.87
10/01/2026	MAIN	208574*#	092126	POSTMASTER	BULK POSTAGE PERMIT# 2793	43220	9690	1,500.00
10/01/2026	MAIN	208590*#	1314103546	XCEL ENERGY (N S P)	091826 51-4159573-1	43810	9600	253.04
			1314103546		091826 51-4159573-1	43810	9600	338.95
			1314103546		091826 51-4159573-1	43810	9600	127.96
			1314103546		091826 51-4159573-1	43810	9600	(135.37)
			1314103546		091826 51-4159573-1	43810	9600	(181.27)
CHECK MAIN 208590 TOTAL FOR F								403.31
Total for fund 602 SEWER UTILITY								6,679.48

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 28/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 603 REFUSE FUND								
09/24/2026	MAIN	208462*	09/23/2026	ANTHONY MIKSZA	UB refund for account: 207-0630-00-20120		0000	93.23
09/24/2026	MAIN	208503	YW022-2026	SHOREVIEW HUNKS LLC	YARD WASTE PICKUP 083126-090426	42930	9510	10,324.13
			YW023-2026		YARD WASTE PICKUP 090826-091226	42930	9510	10,427.37
CHECK MAIN 208503 TOTAL FOR F								20,751.50
09/24/2026	MAIN	3242 (A)	0009991502	WALTERS RECYCLING & REFUSE INREFUSE & RECYCLING		42910	9510	2,677.92
			0009991502		REFUSE & RECYCLING	42910	9510	59,501.46
			0009991502		REFUSE & RECYCLING	42910	9510	125,940.99
			0009991502		REFUSE & RECYCLING	42920	9510	51,698.69
			0009991502		REFUSE & RECYCLING	42920	9510	1,102.69
			0009991502		REFUSE & RECYCLING	42930	9510	157.52
CHECK MAIN 3242 (A) TOTAL FOR								241,079.27
10/01/2026	MAIN	208574*#	092126	POSTMASTER	BULK POSTAGE PERMIT# 2793	43220	9520	750.00
			092126		BULK POSTAGE PERMIT# 2793	43220	9530	750.00
CHECK MAIN 208574 TOTAL FOR F								1,500.00
10/01/2026	MAIN	208578#	BP019-2026	SHOREVIEW HUNKS LLC	BULK PICKUP 083126-091126	42910	9510	2,665.00
			BP019-2026		BULK PICKUP 083126-091126	42920	9510	1,423.00
			BP019-2026		BULK PICKUP 083126-091126	43050	9540	88.00
CHECK MAIN 208578 TOTAL FOR F								4,176.00
10/01/2026	MAIN	208590*#	1314103546	XCEL ENERGY (N S P)	091826 51-4159573-1	43810	9530	103.21
10/01/2026	MAIN	3249 (A)	INV2384	BETTER FUTURES MN	ORGANICS 0826	42930	9510	7,186.30
Total for fund 603 REFUSE FUND								274,889.51

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 604 STORM SEWER UTILITY								
09/24/2026	MAIN	208462*	09/23/2026	ANTHONY MIKSZA	UB refund for account: 207-0630-00-20120		0000	53.57
09/24/2026	MAIN	208511*#	1310868054	XCEL ENERGY (N S P)	090826 51-0010836533-8	43810	9600	27.51
10/01/2026	MAIN	208553	4895	LANDBRIDGE ECOLOGICAL, INC.	PLANT MGMT-HUSET, PRESTEMON, 37TH R 44000		9600	3,267.38
10/01/2026	MAIN	208590*#	1314103546	XCEL ENERGY (N S P)	091826 51-4159573-1	43810	9600	42.67
			1314103546		091826 51-4159573-1	43810	9600	241.42
			1314103546		091826 51-4159573-1	43810	9600	(81.21)
			CHECK MAIN 208590 TOTAL FOR F					
Total for fund 604 STORM SEWER UTILITY								3,551.34

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 639 LIQUOR FUND DEBT SERVICE								
09/24/2026	MAIN	208475*	INV108100	EHLERS & ASSOCIATES INC	CONTINUING DISCLOSURE REPORT	46200	7000	685.00
Total for fund 639 LIQUOR FUND DEBT SERVICE								685.00

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 47/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 701 CENTRAL GARAGE								
09/24/2026	MAIN	208463*#	082826	ARVIG ENTERPRISES, INC	3086890 - INTERNET 0826	43250	9950	2.94
09/24/2026	MAIN	208469	67-142210 67-142211	BMJ CORPORATION	OIL FLOOR MATS	14120 14120	0000 0000	211.80 122.95
CHECK MAIN 208469 TOTAL FOR F								334.75
09/24/2026	MAIN	208471*#	4281575234	CINTAS INC	UNIFORM RENTAL 090826	42172	9950	51.10
09/24/2026	MAIN	208478	137548690 137614255 137548822	FLEETPRIDE INC	FILTERS FILTERS FILTERS	14120 14120 14120	0000 0000 0000	248.95 45.81 78.35
CHECK MAIN 208478 TOTAL FOR F								373.11
09/24/2026	MAIN	208479	064276	GENUINE PARTS/NAPA AUTO	SILICONE	14120	0000	29.99
09/24/2026	MAIN	208490	960457 960467 960565	MIDWAY FORD	VALVE COVERS, VAC PUMP HOSE TANK HOSE, ADHESIVE	14120 14120 14120	0000 0000 0000	371.02 49.60 163.77
CHECK MAIN 208490 TOTAL FOR F								584.39
09/24/2026	MAIN	208499	S0366022	RUFFRIDGE-JOHNSON EQUIP. INC.	HEAD FAN	14120	0000	254.91
10/01/2026	MAIN	208518	01P158360	ASTLEFORD INTERNATIONAL	FUEL OUTLET	14120	0000	141.61
10/01/2026	MAIN	208527*#	8000014661-5	CENTERPOINT ENERGY	091526 800014661-5	43830	9950	220.06
10/01/2026	MAIN	208529	5361063902	CINTAS FIRST AID-SAFETY	FIRST AID SUPPLIES-PW 091726	42171	9950	253.31
10/01/2026	MAIN	208530*#	4282306013 4282306013	CINTAS INC	UNIFORM RENTAL, RUGS 091426 UNIFORM RENTAL, RUGS 091426	42172 44020	9950 9950	51.10 76.18
CHECK MAIN 208530 TOTAL FOR F								127.28
10/01/2026	MAIN	208539	137743507 137765535	FLEETPRIDE INC	FILTERS LED BEACON	14120 14120	0000 0000	352.84 88.35
CHECK MAIN 208539 TOTAL FOR F								441.19
10/01/2026	MAIN	208540	064116	GENUINE PARTS/NAPA AUTO	TRANSMISSION PAN	14120	0000	

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 48/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 701 CENTRAL GARAGE								
10/01/2026	MAIN	208546	19184986	HIRSHFIELD'S INC	BATTERY KIT	14120	0000	481.99
10/01/2026	MAIN	208559	28413676	MANSFIELD OIL COMPANY	1999 GAL UNLEADED FUEL	14110	0000	7,260.88
			28413571		1999 GAL DYED DIESEL FUEL	14110	0000	10,833.03
CHECK MAIN 208559 TOTAL FOR F								18,093.91
10/01/2026	MAIN	208565	960316	MIDWAY FORD	GASKET, PAN	14120	0000	100.32
			961016		WEATHER STRIP	14120	0000	100.41
			961562		AIR FILTER	14120	0000	29.51
			961456		PUMP ASSY	14120	0000	119.00
			961606		MOTOR ASSY	14120	0000	41.60
			961559		CAM	14120	0000	6.88
			961225		WIPER BLADES	14120	0000	124.11
			961109		WIPER BLADES, FILTERS	14120	0000	326.41
			961462		RIVETS	14120	0000	8.80
			961244		BATTERY, RIVETS	14120	0000	254.76
			962378		WIPER BLADES	14120	0000	17.73
			962135		FILTERS, WIPER BLADES	14120	0000	575.23
			CM960316		RTN TRANSMISSION PAN	14120	0000	(47.52)
CHECK MAIN 208565 TOTAL FOR F								1,657.24
10/01/2026	MAIN	208566	30356	MIDWEST WROUGHT IRON INC.	RAILING REPAIR-MSC	44020	9950	600.00
10/01/2026	MAIN	208568	0000179037	MINNESOTA PETROLEUM SRVC INC	HOSE FILTERS	14120	0000	902.96
10/01/2026	MAIN	208584	214344	TWIN CITIES AUTO GLASS INC	WINDSHIELD REPAIR	14120	0000	45.00
			214042		WINDSHIELD REPAIR	14120	0000	45.00
CHECK MAIN 208584 TOTAL FOR F								90.00
10/01/2026	MAIN	208590*#	1314103546	XCEL ENERGY (N S P)	091826 51-4159573-1	43810	9950	1,283.53
			1314103546		091826 51-4159573-1	43810	9950	(1,691.75)
			1314103546		091826 51-4159573-1	43810	9950	72.56
CHECK MAIN 208590 TOTAL FOR F								(335.66)
10/01/2026	MAIN	208592	27040	ZIEBART OF MINNESOTA INC	WINDOW TINT	14120	0000	600.00
Total for fund 701 CENTRAL GARAGE								24,961.07

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 705 FACILITIES MAINTENANCE								
10/01/2026	MAIN	208517	10001326	ASSOC OF MN COUNTIES	MCCFMA FALL CONFERENCE 2026 E.HANSO	43105	9970	100.00
Total for fund 705 FACILITIES MAINTENANCE								100.00

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 720 INFORMATION TECHNOLOGY								
09/24/2026	MAIN	208463*#	082826	ARVIG ENTERPRISES, INC	3086890 - INTERNET 0826	43250	9980	37.02
09/24/2026	MAIN	208464	090626	ARVIG ENTERPRISES, INC	4377678 - INTERNET, TRANSPORT 0926	43250	9980	328.95
			090626		4377678 - INTERNET, TRANSPORT 0926	43250	9980	700.00
			CHECK MAIN 208464 TOTAL FOR F					
10/01/2026	MAIN	208567*#	26080621	MINNESOTA IT SERVICES, MN IT	CROWDSTRIKE ENDPOINT DETECTION AND	44030	9980	441.01
Total for fund 720 INFORMATION TECHNOLOGY								1,506.98

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 881 CONTRIBUTED PROJECTS-REC								
09/24/2026	MAIN	208506	26T05376	TAHO SPORTSWEAR	SOFTBALL UNIFORMS	42170	5050	809.00
Total for fund 881 CONTRIBUTED PROJECTS-REC								809.00

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 884 INSURANCE								
09/21/2026	MAIN	3243 (E)	090426	LEAGUE OF MN CITIES INS TRUST	2026 WORKERS COMP INSTALLMENT #4	41510	9940	68,111.00
09/24/2026	MAIN	208492	00000942887	MN DEPT OF TRANSPORTATION	GUARD RAIL REPAIR-JEFFERSON DIVIDE	44342	3121	570.35
			00000942887		GUARD RAIL REPAIR-JEFFERSON DIVIDE	44349	3121	1,000.00
				CHECK MAIN 208492 TOTAL FOR F				1,570.35
Total for fund 884 INSURANCE								69,681.35

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 887 FLEX BENEFIT FUND								
09/24/2026	MAIN	208468*#	1818586	BENEFIT EXTRAS, INC.	COBRA ADMIN 0826; RETIREE BILLING 043050		9250	58.20
			1818586		COBRA ADMIN 0826; RETIREE BILLING 043050		9250	(4.85)
CHECK MAIN 208468 TOTAL FOR F								53.35
TOTAL - ALL FUNDS								53.35
Total for fund 887 FLEX BENEFIT FUND								884,484.05

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

For Check Dates 09/05/2026 to 09/18/2026

Item 9.

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
09/18/2026	PR	101364	UNION 49	665.00	665.00	0.00	Open
09/18/2026	PR	101365	MN CHILD SUPPORT PAYMENT CENTE	286.57	286.57	0.00	Open
09/18/2026	PR	101366	SUN LIFE FINANCIAL - DENTAL INSURANCE	8,742.72	8,742.72	0.00	Open
09/18/2026	PR	101367	MEDICA HEALTH PLANS	2,548.00	2,548.00	0.00	Open
09/18/2026	PR	101368	MUTUAL OF OMAHA - LIFE INSURANCE	2,218.16	2,218.16	0.00	Open
09/18/2026	PR	101369	MUTUAL OF OMAHA - L/T DISABILITY	2,742.00	2,742.00	0.00	Open
09/18/2026	PR	101370	MUTUAL OF OMAHA - SHORT TERM DISABILITY	341.28	341.28	0.00	Open
09/18/2026	PR	101371	NCPERS GROUP LIFE INS C/O MBR BEN	512.00	512.00	0.00	Open
09/18/2026	PR	101372	FIDELITY SECURITY LIFE INSURANCE COMPAN	670.70	670.70	0.00	Open
09/18/2026	PR	EFT1991	MSRS MNDGP PLAN	970.84	970.84	0.00	Open
09/18/2026	PR	EFT1992	COL HTS LOCAL 1216	100.00	100.00	0.00	Open
09/18/2026	PR	EFT1993	AFSCME COUNCIL 5	1,081.68	1,081.68	0.00	Open
09/18/2026	PR	EFT1994	COLHTS FIREFIGHTER ASSN	120.00	120.00	0.00	Open
09/18/2026	PR	EFT1995	HSA BANK	9,906.58	9,906.58	0.00	Open
09/18/2026	PR	EFT1996	COL HGTS POLICE ASSN	166.00	166.00	0.00	Open
09/18/2026	PR	EFT1997	MN DEPT OF REVENUE	877.74	877.74	0.00	Open
09/18/2026	PR	EFT1998	IRS	117,532.31	117,532.31	0.00	Open
09/18/2026	PR	EFT1999	MISSION SQUARE 401 (ROTH)	2,577.27	2,577.27	0.00	Open
09/18/2026	PR	EFT2000	MISSION SQUARE 457 (B)	20,717.15	20,717.15	0.00	Open
09/18/2026	PR	EFT2001	MISSION SQUARE RHS	1,056.04	1,056.04	0.00	Open
09/18/2026	PR	EFT2002	PERA 397400	106,132.44	106,132.44	0.00	Open
09/18/2026	PR	EFT2003	STATE OF MN TAX	24,800.83	24,800.83	0.00	Open

Totals:		Number of Checks:	022	304,765.31	304,765.31	0.00	
---------	--	-------------------	-----	------------	------------	------	--

Total Physical Checks:	9
------------------------	---

Total Check Stubs:	13
--------------------	----

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 30/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
09/24/2026	MAIN	208463*#	082826	ARVIG ENTERPRISES, INC	3086890 - INTERNET 0826	43250	9791	19.10
			082826		3086890 - INTERNET 0826	43250	9792	12.34
			082826		3086890 - INTERNET 0826	43250	9793	8.23
CHECK MAIN 208463 TOTAL FOR F								39.67
09/24/2026	MAIN	208480	ORD-30079	GLOBAL RESERVE LLC	090926 INV	14500	0000	1,440.00
09/24/2026	MAIN	208481	944910	HOHENSTEINS INC	070326 INV	14500	0000	262.05
09/24/2026	MAIN	208487	877625	MCDONALD DISTRIBUTING CO	090426 INV	14500	0000	175.75
			877650		090426 INV	14500	0000	(20.00)
CHECK MAIN 208487 TOTAL FOR F								155.75
09/24/2026	MAIN	208488	IN-46821	MEGA BEER LLC	090926 INV	14500	0000	258.00
09/24/2026	MAIN	208495	311696878	PREMIUM WATERS INC	090826 WATER	42171	9791	25.84
09/24/2026	MAIN	208497	180.26	ROITH ENTERPRISES	090426 BUSINESS CARD SIZE AD	43420	9791	100.00
09/24/2026	MAIN	208509#	2501079006	VESTIS SERVICES. LLC	090726 MOPS MATS TOWELS	44020	9791	146.43
			2501076428		090326 MOPS MATS TOWELS	44020	9792	179.71
			2501079010		090726 MOPS MATS TOWELS	44020	9793	135.35
CHECK MAIN 208509 TOTAL FOR F								461.49
09/24/2026	MAIN	208511*#	1310806828	XCEL ENERGY (N S P)	090826 51-4436024-5	43810	9793	817.55
09/24/2026	MAIN	3232 (A)	128548527	BREAKTHRU BEVERAGE MN BEER LL	082626 INV 700297717	14500	0000	179.45
			128548526		082626 INV 700297717	14500	0000	21,702.80
			128548528		082626 INV 700297717	14500	0000	1,436.00
			128782982		091026 INV 0700297782	14500	0000	12,113.35
			128657694		090226 INV 0700297783	14500	0000	84.00
			128657102		090226 INV 0700297783	14500	0000	28.80
			128657101		090226 INV 0700297783	14500	0000	200.25
			128657100		090226 INV 0700297783	14500	0000	8,248.00
			415202071		090326 INV 0700297717	14500	0000	(7.69)
			415202072		090326 INV 0700297717	14500	0000	(1.86)
			415186777		082726 INV 700297717	14500	0000	(108.40)
CHECK MAIN 3232 (A) TOTAL FOR								43,074.70

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
09/24/2026	MAIN	3233 (A) #	128708371	BREAKTHRU BEVERAGE MN W&S LLC	090426 INV 0700297717	14500	0000	144.00
			128710006		090426 INV 0700297717	14500	0000	515.00
			128710007		090426 INV 0700297717	14500	0000	207.23
			128708373		090426 INV 0700297782	14500	0000	72.00
			128602722		082826 INV 0700297736	14500	0000	1,085.35
			128602720		082826 INV 0700297736	14500	0000	485.56
			128602721		082826 INV 0700297736	14500	0000	2,799.80
			128602723		082926 INV 0700297736	14500	0000	208.00
			128602724		082826 INV 0700297736	14500	0000	313.50
			128602725		082826 INV 0700297736	14500	0000	243.60
			127871467		071026 INV 700297717	14500	0000	262.74
			128708371		090426 INV 0700297717	42199	9791	2.30
			128710006		090426 INV 0700297717	42199	9791	12.65
			128710007		090426 INV 0700297717	42199	9791	6.90
			127871467		071026 INV 700297717	42199	9791	6.90
			128602722		082826 INV 0700297736	42199	9792	3.66
			128602720		082826 INV 0700297736	42199	9792	6.90
			128602721		082826 INV 0700297736	42199	9792	37.95
			128602723		082926 INV 0700297736	42199	9792	4.60
			128602724		082826 INV 0700297736	42199	9792	2.30
			128602725		082826 INV 0700297736	42199	9792	4.60
			128708373		090426 INV 0700297782	42199	9793	1.15
CHECK MAIN 3233 (A) TOTAL FOR								6,426.69
09/24/2026	MAIN	3234 (A)	3342089	CAPITOL BEVERAGE SALES LP	090226 INV	14500	0000	304.00
09/24/2026	MAIN	3236 (A) #	1137582	JOHNSON BROTHERS LIQUOR CO.	091026 INV	14500	0000	146.00
			1137579		091026 INV	14500	0000	424.00
			1137581		091026 INV	14500	0000	390.00
			1132320		090226 INV	14500	0000	139.62
			1132319		090226 INV	14500	0000	142.40
			1132318		090226 INV	14500	0000	1,457.00
			1137582		091026 INV	42199	9791	4.41
			1137579		091026 INV	42199	9791	2.94
			1137581		091026 INV	42199	9791	5.88
			1132320		090226 INV	42199	9792	2.94
			1132319		090226 INV	42199	9792	1.47
			1132318		090226 INV	42199	9792	13.23
CHECK MAIN 3236 (A) TOTAL FOR								2,729.80

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
09/24/2026	MAIN	3240 (A) #	5232871	PHILLIPS WINE & SPIRITS INC	090426 INV	14500	0000	74.40
			5232870		090426 INV	14500	0000	822.45
			5232869		090426 INV	14500	0000	40.00
			5185238		060526 INV	14500	0000	88.00
			5232871		090426 INV	42199	9792	1.47
			5232870		090426 INV	42199	9792	16.29
			5232869		090426 INV	42199	9792	1.47
			5185238		060526 INV	42199	9792	1.47
CHECK MAIN 3240 (A) TOTAL FOR								1,045.55
09/24/2026	MAIN	3241 (A) #	2797388	SOUTHERN GLAZER'S	082726 INV	14500	0000	238.44
			2792027		081326 INV	14500	0000	1,138.26
			2792026		081326 INV	14500	0000	834.54
			2797404		082726 INV	14500	0000	879.88
			5142921		090326 INV	14500	0000	847.67
			5142920		090326 INV	14500	0000	107.92
			2797397		082726 INV	14500	0000	485.73
			2797395		082726 INV	14500	0000	1,212.00
			5143453		090326 INV	14500	0000	1,781.46
			2800021		090326 INV	14500	0000	452.42
			2800019		090326 INV	14500	0000	180.00
			2800017		090326 INV	14500	0000	224.96
			2800020		090326 INV	14500	0000	298.00
			2800016		090326 INV	14500	0000	126.00
			2800015		090326 INV	14500	0000	677.48
			2800014		090326 INV	14500	0000	456.40
			2800013		090326 INV	14500	0000	882.00
			2800012		090326 INV	14500	0000	1,764.00
			2800011		090326 INV	14500	0000	231.00
			2797388		082726 INV	42199	9792	1.28
			2792027		081326 INV	42199	9792	7.68
			2792026		081326 INV	42199	9792	7.68
			2797404		082726 INV	42199	9792	10.24
			5142921		090326 INV	42199	9792	8.96
			5142920		090326 INV	42199	9792	2.56
			2797397		082726 INV	42199	9792	3.84
			2797395		082726 INV	42199	9792	6.40
			2800010		090326 INV	42199	9792	3.84
			5143453		090326 INV	42199	9792	
			2800021		090326 INV	42199	9792	
			2800019		090326 INV	42199	9792	1.49

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
			2800017		090326 INV	42199	9792	1.28
			2800020		090326 INV	42199	9792	7.68
			2800016		090326 INV	42199	9792	1.39
			2800015		090326 INV	42199	9792	7.68
			2800014		090326 INV	42199	9792	3.84
			2800013		090326 INV	42199	9792	6.40
			2800012		090326 INV	42199	9792	12.80
			2800011		090326 INV	42199	9792	1.49
CHECK MAIN 3241 (A) TOTAL FOR								12,933.89
10/01/2026	MAIN	208515	18627	ARBEITER BREWING COMPANY LLC	091626 INV	14500	0000	180.00
10/01/2026	MAIN	208519	BT-09045	BARREL THEORY BEER COMPANY	091426 INV	14500	0000	372.00
10/01/2026	MAIN	208522#	230561	BOURGET IMPORTS LLC	091526 INV	14500	0000	373.00
			230560		091526 INV	14500	0000	336.00
			230561		091526 INV	42199	9791	10.00
			230560		091526 INV	42199	9792	7.50
CHECK MAIN 208522 TOTAL FOR F								726.50
10/01/2026	MAIN	208527*#	8000014661-5	CENTERPOINT ENERGY	091526 800014661-5	43830	9791	196.25
			8000014661-5		091526 800014661-5	43830	9792	238.72
			8000014661-5		091526 800014661-5	43830	9793	29.78
CHECK MAIN 208527 TOTAL FOR F								464.75
10/01/2026	MAIN	208533#	02-605574	CRYSTAL SPRINGS ICE LLC	091426 INV	14500	0000	104.56
			02-605507		090726 INV	14500	0000	104.56
			02-605576		091426 INV	14500	0000	183.68
			02-605674		092426 INV	14500	0000	139.99
			02-605576		091426 INV	42199	9792	6.00
			02-605674		092426 INV	42199	9792	9.00
			02-605574		091426 INV	42199	9793	6.00
			02-605507		090726 INV	42199	9793	6.00
CHECK MAIN 208533 TOTAL FOR F								559.79
10/01/2026	MAIN	208534	IN-9664	DANGEROUS MAN BREWING CO LLC	091626 INV	14500	0000	586.00
10/01/2026	MAIN	208541	ORD-30223	GLOBAL RESERVE LLC	091626 INV	14500	0000	448.00
			ORD-29975		090826 INV	14500	0000	
			ORD-30368		091626 INV	14500	0000	

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 34/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
CHECK MAIN 208541 TOTAL FOR F								1,036.00
10/01/2026	MAIN	208542#	MN00189675	GRAPE BEGINNINGS INC	091826 INV	14500	0000	581.00
			MN00189675		091826 INV	42199	9791	3.00
CHECK MAIN 208542 TOTAL FOR F								584.00
10/01/2026	MAIN	208543	54357525025	GREAT LAKES COCA-COLA DISTRBT	092126 INV	14500	0000	1,371.83
10/01/2026	MAIN	208547	966865	HOHENSTEINS INC	091126 INV	14500	0000	319.25
			966407		091026 INV	14500	0000	4,173.42
			966837		091126 INV	14500	0000	2,967.10
			969134		091826 INV	14500	0000	403.85
			969089		091826 INV	14500	0000	3,008.25
CHECK MAIN 208547 TOTAL FOR F								10,871.87
10/01/2026	MAIN	208556*#	2026094	LIGHT SWITCH LLC	LIGHTING UPGRADE-TV2	45120	9792	3,415.43
10/01/2026	MAIN	208558	430621	M AMUNDSON CIGAR & CANDY CO	L090426 INV	14500	0000	3,578.44
10/01/2026	MAIN	208561	878704	MCDONALD DISTRIBUTING CO	091126 INV	14500	0000	474.00
			879655		091826 INV	14500	0000	1,036.70
			879785		091826 INV	14500	0000	276.00
CHECK MAIN 208561 TOTAL FOR F								1,786.70
10/01/2026	MAIN	208562	IN-47611	MEGA BEER LLC	091826 INV	14500	0000	156.75
10/01/2026	MAIN	208569	E-70845	MODIST BREWING CO LLC	091826 INV	14500	0000	244.15
			E-70939		092526 INV	14500	0000	236.35
CHECK MAIN 208569 TOTAL FOR F								480.50
10/01/2026	MAIN	208572#	304359	PAUSTIS & SONS WINE COMPANY	091026 INV	14500	0000	647.00
			304359		091026 INV	42199	9791	12.00
CHECK MAIN 208572 TOTAL FOR F								659.00
10/01/2026	MAIN	208575	311529880	PREMIUM WATERS INC	060826 WATER	42171	9792	14.88
			311551981		062326 WATER	42171	9792	
CHECK MAIN 208575 TOTAL FOR F								

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
10/01/2026	MAIN	208580#	70458	SMALL LOT MN	091726 INV	14500	0000	446.04
			70458		091726 INV	42199	9791	6.00
				CHECK MAIN 208580 TOTAL FOR F				452.04
10/01/2026	MAIN	208581	68050	STEEL TOE BREWING LLC	091026 INV	14500	0000	212.00
			68249-A		092226 INV	14500	0000	174.00
				CHECK MAIN 208581 TOTAL FOR F				386.00
10/01/2026	MAIN	208586#	2501083734	VESTIS SERVICES. LLC	091426 MOPS MATS TOWELS	44020	9791	146.43
			2501087537		091726 MOPS MATS TOWELS	44020	9792	179.71
			2501083738		091426 MOPS MATS TOWELS	44020	9793	135.35
			2501089336		092126 MOPS MATS TOWELS	44020	9793	135.35
				CHECK MAIN 208586 TOTAL FOR F				596.84
10/01/2026	MAIN	208587#	0401163-IN	VINOCOPIA INC	090926 INV	14500	0000	239.00
			0401166-IN		090926 INV	14500	0000	460.00
			0401163-IN		090926 INV	42199	9791	2.50
			0401166-IN		090926 INV	42199	9792	12.00
				CHECK MAIN 208587 TOTAL FOR F				713.50
10/01/2026	MAIN	208589#	451336	WINE COMPANY/THE	090926 INV	14500	0000	232.00
			451337		090926 INV	14500	0000	276.00
			451336		090926 INV	42199	9791	12.00
			451337		090926 INV	42199	9792	12.00
				CHECK MAIN 208589 TOTAL FOR F				532.00
10/01/2026	MAIN	3245 (A) #	14-001391	ARES NEE HOLDINGS, LLC	092126 SOLAR POWER	43810	9791	2,494.54
			14-001391		092126 SOLAR POWER	43810	9792	668.50
			14-001391		092126 SOLAR POWER	43810	9792	794.09
				CHECK MAIN 3245 (A) TOTAL FOR				3,957.13
10/01/2026	MAIN	3246 (A)	3888214	ARTISAN BEER COMPANY	091126 INV	14500	0000	800.60
			3888674		091526 INV	14500	0000	853.50
			3888672		091526 INV	14500	0000	
			3888673		091526 INV	14500	0000	
			3890001		091826 INV	14500	0000	225.00

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
		3890002			091826 INV	14500	0000	1,286.00
CHECK MAIN 3246(A) TOTAL FOR								3,835.10
10/01/2026	MAIN	3247(A) #	0111641900	BELLBOY BAR SUPPLY	091626 BAGS,INV	14500	0000	215.65
			0111641700		091626 BAGS,INV	14500	0000	150.80
			0111641900		091626 BAGS,INV	42171	9791	161.70
			0111641700		091626 BAGS,INV	42171	9792	160.66
CHECK MAIN 3247(A) TOTAL FOR								688.81
10/01/2026	MAIN	3248(A) #	0212621100	BELLBOY CORPORATION	091626 INV	14500	0000	1,792.20
			0212620900		091626 INV	14500	0000	2,675.20
			0212620900		091626 INV	42199	9791	32.00
			0212621100		091626 INV	42199	9792	22.00
CHECK MAIN 3248(A) TOTAL FOR								4,521.40
10/01/2026	MAIN	3250(A)	128782758	BREAKTHRU BEVERAGE MN BEER LL	091026 INV 0700297783	14500	0000	11,092.95
			128782760		091026 INV 0700297783	14500	0000	222.50
			128782759		091026 INV 0700297783	14500	0000	186.15
			128782755		091026 INV 700297717	14500	0000	326.15
			128782754		091026 INV 700297717	14500	0000	19,297.85
			128887311		091726 INV 700297737	14500	0000	88.00
			128782981		091026 INV 700297736	14500	0000	611.55
			128782983		091026 INV 700297736	14500	0000	310.50
			128886399		091726 INV 700297737	14500	0000	8,666.02
			128886398		091726 INV 700297737	14500	0000	225.35
			128862437		091626 INV 0700297783	14500	0000	378.25
			128862438		091626 INV 0700297783	14500	0000	8,176.95
			128992143		092426 INV 0700297737	14500	0000	19,383.15
			128992144		092426 INV 0700297737	14500	0000	409.70
			128992145		092426 INV 0700297737	14500	0000	222.50
			415232164		091126 INV 0700297717	14500	0000	(5.40)
			415232163		091126 INV 0700297717	14500	0000	(5.38)
			415232166		091126 INV 0700297717	14500	0000	(2.92)
			415232165		091126 INV 0700297717	14500	0000	(3.40)
			415248040		091426 INV 700297717	14500	0000	(30.80)
			415248039		091426 INV 700297717	14500	0000	(155.40)
			367677023		091026 INV 700297736	14500	0000	(13.20)
			367677022		091026 INV 700297736	14500	0000	
			367677026		091026 INV 700297736	14500	0000	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
			367677045		091026 INV 700297736	14500	0000	(52.80)
			367734901		092426 INV 0700297737	14500	0000	(14.36)
			367734902		092426 INV 0700297737	14500	0000	(2.33)
CHECK MAIN 3250(A) TOTAL FOR								69,292.62
10/01/2026	MAIN	3251(A) #	128710008	BREAKTHRU BEVERAGE MN W&S LLC	090426 INV 0700297736	14500	0000	863.85
			128708372		090426 INV 0700297736	14500	0000	72.00
			128710009		090426 INV 700297736	14500	0000	670.62
			128914642		091826 INV 0700297736	14500	0000	360.00
			128914640		091826 INV 0700297717	14500	0000	1,292.90
			128914638		091826 INV 0700297717	14500	0000	1,018.10
			128914639		091826 INV 0700297717	14500	0000	152.00
			128914641		091826 INV 0700297736	14500	0000	1,325.32
			128914643		091826 INV 0700297736	14500	0000	214.51
			128914644		091826 INV 0700297736	14500	0000	1,160.00
			367662484		091026 INV 700297736	14500	0000	(250.03)
			415237813		091126 INV 0700297717	14500	0000	(52.15)
			128914640		091826 INV 0700297717	42199	9791	24.15
			128914638		091826 INV 0700297717	42199	9791	23.00
			128914639		091826 INV 0700297717	42199	9791	1.15
			415237813		091126 INV 0700297717	42199	9791	(1.15)
			128710008		090426 INV 0700297736	42199	9792	8.05
			128708372		090426 INV 0700297736	42199	9792	1.15
			128710009		090426 INV 700297736	42199	9792	16.10
			128914642		091826 INV 0700297736	42199	9792	11.50
			128914641		091826 INV 0700297736	42199	9792	20.70
			128914643		091826 INV 0700297736	42199	9792	6.90
			128914644		091826 INV 0700297736	42199	9792	32.20
CHECK MAIN 3251(A) TOTAL FOR								6,970.87
10/01/2026	MAIN	3252(A)	3345858	CAPITOL BEVERAGE SALES LP	091126 INV	14500	0000	563.20
			3346659		091426 INV	14500	0000	8,726.05
			3348369		091626 INV	14500	0000	3,654.70
			3348968		091826 INV	14500	0000	2,551.30
			3351942		092326 INV	14500	0000	2,753.95
			3351940		092326 INV	14500	0000	(13.09)
CHECK MAIN 3252(A) TOTAL FOR								18,236.11
10/01/2026	MAIN	3256(A) #	1134520	JOHNSON BROTHERS LIQUOR CO.	090426 INV	14500	0000	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
		1134519			090426 INV	14500	0000	967.50
		1134518			090426 INV	14500	0000	54.55
		1134517			090426 INV	14500	0000	464.00
		1134516			090426 INV	14500	0000	324.00
		1134502			090426 INV	14500	0000	292.50
		1137580			090926 INV	14500	0000	212.00
		1137590			090926 INV	14500	0000	381.50
		1137589			090926 INV	14500	0000	124.23
		1137588			090926 INV	14500	0000	431.43
		1130873			091126 INV	14500	0000	160.00
		1138871			091126 INV	14500	0000	99.00
		1138870			091126 INV	14500	0000	180.00
		1138869			091126 INV	14500	0000	120.24
		1137587			091026 INV	14500	0000	565.79
		1137585			091026 INV	14500	0000	288.00
		1137584			091026 INV	14500	0000	480.00
		1137583			091026 INV	14500	0000	1,213.19
		1141413			091626 INV	14500	0000	1,181.80
		1143609			091826 INV	14500	0000	675.00
		1143612			091826 INV	14500	0000	440.00
		1143611			091826 INV	14500	0000	770.00
		1143610			091826 INV	14500	0000	388.25
		1143614			091826 INV	14500	0000	192.00
		1143613			091826 INV	14500	0000	466.69
		1141416			091626 INV	14500	0000	220.75
		1141415			091626 INV	14500	0000	628.00
		1141414			091626 INV	14500	0000	114.00
		1143600			091826 INV	14500	0000	273.00
		1143599			091826 INV	14500	0000	333.35
		1143598			091826 INV	14500	0000	440.00
		1143597			091826 INV	14500	0000	468.25
		1143594			091826 INV	14500	0000	675.00
		1143593			091826 INV	14500	0000	484.50
		1143592			091826 INV	14500	0000	210.00
		1142524			091726 INV	14500	0000	145.00
		1141409			091626 INV	14500	0000	220.00
		1141408			091626 INV	14500	0000	596.00
		1141407			091626 INV	14500	0000	100.00
		1143596			091826 INV	14500	0000	436.82
		1141406			091626 INV	14500	0000	
		1143607			091826 INV	14500	0000	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
		1143601			091826 INV	14500	0000	224.00
		1143595			091826 INV	14500	0000	552.00
		1143606			091826 INV	14500	0000	42.00
		1143608			091826 INV	14500	0000	98.00
		1143605			091826 INV	14500	0000	1,508.00
		1141410			091626 INV	14500	0000	320.00
		1141411			091626 INV	14500	0000	176.00
		1141412			091626 INV	14500	0000	180.00
		1118832			081326 INV	14500	0000	347.00
		200683			082626 INV	14500	0000	(30.00)
		200982			082726 INV	14500	0000	(18.51)
		1130873			091126 INV	42199	9791	4.41
		1138872			091126 INV	42199	9791	2.45
		1138871			091126 INV	42199	9791	2.94
		1138870			091126 INV	42199	9791	1.47
		1138869			091126 INV	42199	9791	1.47
		1137587			091026 INV	42199	9791	4.41
		1137586			091026 INV	42199	9791	4.41
		1137585			091026 INV	42199	9791	5.88
		1137584			091026 INV	42199	9791	11.76
		1137583			091026 INV	42199	9791	16.91
		1143600			091826 INV	42199	9791	5.15
		1143602			091826 INV	42199	9791	0.37
		1143599			091826 INV	42199	9791	7.35
		1143598			091826 INV	42199	9791	8.09
		1143597			091826 INV	42199	9791	4.78
		1143594			091826 INV	42199	9791	9.56
		1143593			091826 INV	42199	9791	8.82
		1143592			091826 INV	42199	9791	1.47
		1142524			091726 INV	42199	9791	10.50
		1141409			091626 INV	42199	9791	5.88
		1141408			091626 INV	42199	9791	7.35
		1141407			091626 INV	42199	9791	1.47
		1143596			091826 INV	42199	9791	6.25
		1141406			091626 INV	42199	9791	30.87
		1143601			091826 INV	42199	9791	3.31
		1143595			091826 INV	42199	9791	4.41
		1134520			090426 INV	42199	9792	8.82
		1134519			090426 INV	42199	9792	8.82
		1134518			090426 INV	42199	9792	
		1134517			090426 INV	42199	9792	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
			1134516		090426 INV	42199	9792	4.41
			1134502		090426 INV	42199	9792	1.72
			1137580		090926 INV	42199	9792	1.47
			1137590		090926 INV	42199	9792	10.29
			1137589		090926 INV	42199	9792	1.47
			1137588		090926 INV	42199	9792	2.94
			1141413		091626 INV	42199	9792	7.35
			1143609		091826 INV	42199	9792	9.56
			1143612		091826 INV	42199	9792	8.09
			1143611		091826 INV	42199	9792	11.76
			1143610		091826 INV	42199	9792	4.41
			1143614		091826 INV	42199	9792	5.88
			1143604		091826 INV	42199	9792	1.47
			1143613		091826 INV	42199	9792	10.29
			1143603		091826 INV	42199	9792	0.37
			1141416		091626 INV	42199	9792	5.88
			1141415		091626 INV	42199	9792	8.82
			1141414		091626 INV	42199	9792	2.94
			1118832		081326 INV	42199	9792	7.35
			1143607		091826 INV	42199	9793	2.94
			1143606		091826 INV	42199	9793	1.47
			1143608		091826 INV	42199	9793	1.47
			1143605		091826 INV	42199	9793	16.17
			1141410		091626 INV	42199	9793	7.35
			1141411		091626 INV	42199	9793	2.94
			1141412		091626 INV	42199	9793	5.88
CHECK MAIN 3256(A) TOTAL FOR								23,801.82
10/01/2026	MAIN	3259(A) #	7580249	OXFORD STREET MECHANTS	091826 INV	14500	0000	192.00
			7580250		091826 INV	14500	0000	928.00
			7580249		091826 INV	42199	9791	1.72
			7580250		091826 INV	42199	9792	12.13
CHECK MAIN 3259(A) TOTAL FOR								1,133.85
10/01/2026	MAIN	3260(A) #	5232868	PHILLIPS WINE & SPIRITS INC	090426 INV	14500	0000	360.15
			5232867		090426 INV	14500	0000	528.00
			5236204		091126 INV	14500	0000	98.00
			5236202		091126 INV	14500	0000	208.00
			5236201		091126 INV	14500	0000	272.00
			5236200		091126 INV	14500	0000	272.00

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
			5236199		091126 INV	14500	0000	1,690.00
			5236198		091126 INV	14500	0000	2,308.75
			5236197		091126 INV	14500	0000	248.00
			5236195		091126 INV	14500	0000	239.64
			5236194		091126 INV	14500	0000	80.00
			5236196		091126 INV	14500	0000	33.00
			5236193		091126 INV	14500	0000	264.00
			5236212		091126 INV	14500	0000	2,308.75
			5236211		091126 INV	14500	0000	46.20
			5236210		091126 INV	14500	0000	248.00
			5236209		091126 INV	14500	0000	280.00
			5236208		091126 INV	14500	0000	67.50
			5236207		091126 INV	14500	0000	99.00
			5236206		091126 INV	14500	0000	40.00
			5236205		091126 INV	14500	0000	396.00
			5239851		091826 INV	14500	0000	522.00
			5239850		091826 INV	14500	0000	148.73
			5239849		091826 INV	14500	0000	248.00
			5239833		091826 INV	14500	0000	135.00
			5239845		091826 INV	14500	0000	484.00
			5239848		091826 INV	14500	0000	205.80
			5239844		091626 INV	14500	0000	112.00
			5239847		091826 INV	14500	0000	99.00
			5238095		091626 INV	14500	0000	240.00
			5239843		091826 INV	14500	0000	67.50
			5239842		091826 INV	14500	0000	66.00
			5239841		091826 INV	14500	0000	200.00
			5239840		091826 INV	14500	0000	67.08
			5239839		091826 INV	14500	0000	274.50
			5239838		091826 INV	14500	0000	253.00
			5239834		091826 INV	14500	0000	616.00
			5239837		091826 INV	14500	0000	216.00
			5239836		091826 INV	14500	0000	205.80
			5239831		091826 INV	14500	0000	224.00
			593911		091426 INV	14500	0000	(135.00)
			587217		072026 INV	14500	0000	(168.50)
			5236204		091126 INV	42199	9791	0.86
			5236203		091126 INV	42199	9791	0.25
			5236202		091126 INV	42199	9791	4.41
			5236201		091126 INV	42199	9791	
			5236200		091126 INV	42199	9791	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
			5236199		091126 INV	42199	9791	27.93
			5236198		091126 INV	42199	9791	44.10
			5236197		091126 INV	42199	9791	8.82
			5236195		091126 INV	42199	9791	4.41
			5236194		091126 INV	42199	9791	1.47
			5236196		091126 INV	42199	9791	1.47
			5236193		091126 INV	42199	9791	8.82
			5239840		091826 INV	42199	9791	1.47
			5239839		091826 INV	42199	9791	2.94
			5239838		091826 INV	42199	9791	8.82
			5239834		091826 INV	42199	9791	20.58
			5239837		091826 INV	42199	9791	4.41
			5239836		091826 INV	42199	9791	5.88
			5239831		091826 INV	42199	9791	2.94
			5232868		090426 INV	42199	9792	10.29
			5232867		090426 INV	42199	9792	17.64
			5236212		091126 INV	42199	9792	44.10
			5236211		091126 INV	42199	9792	1.47
			5236210		091126 INV	42199	9792	7.35
			5236192		091126 INV	42199	9792	1.47
			5236209		091126 INV	42199	9792	7.35
			5236208		091126 INV	42199	9792	1.47
			5236207		091126 INV	42199	9792	2.94
			5236206		091126 INV	42199	9792	1.47
			5236205		091126 INV	42199	9792	13.23
			5239851		091826 INV	42199	9792	4.41
			5239850		091826 INV	42199	9792	4.41
			5239849		091826 INV	42199	9792	7.35
			5239832		091826 INV	42199	9792	1.47
			5239833		091826 INV	42199	9792	1.47
			5239845		091826 INV	42199	9792	16.17
			5239848		091826 INV	42199	9792	5.88
			5239844		091626 INV	42199	9792	1.47
			5239847		091826 INV	42199	9792	2.94
			587217		072026 INV	42199	9792	(1.47)
			5238095		091626 INV	42199	9793	5.88
			5239843		091826 INV	42199	9793	1.47
			5239842		091826 INV	42199	9793	2.94
			5239841		091826 INV	42199	9793	5.88

CHECK MAIN 3260 (A) TOTAL FOR

10/05/2026 09:10 AM
User: heathers
DB: Columbia Heights

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Page 43/53

Item 9.

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
10/01/2026	MAIN	3261 (A) #	2800003	SOUTHERN GLAZER'S	090326 INV	14500	0000	540.60
			2800004		090326 INV	14500	0000	1,565.40
			2802534		091026 INV	14500	0000	657.50
			5143450		091026 INV	14500	0000	144.00
			2802533		091026 INV	14500	0000	210.00
			2802532		091026 INV	14500	0000	362.70
			2802530		091026 INV	14500	0000	517.48
			2800018		090326 INV	14500	0000	1,565.40
			2802536		091026 INV	14500	0000	330.35
			2802538		091026 INV	14500	0000	630.74
			2802537		091026 INV	14500	0000	352.70
			5143452		091026 INV	14500	0000	120.00
			5143569		091026 INV	14500	0000	394.24
			2805317		091726 INV	14500	0000	539.92
			2805316		091726 INV	14500	0000	236.28
			2805184		091726 INV	14500	0000	112.00
			2805182		091726 INV	14500	0000	360.00
			2805181		091726 INV	14500	0000	671.60
			2805178		091726 INV	14500	0000	622.56
			2805177		091726 INV	14500	0000	144.00
			2805173		091726 INV	14500	0000	216.00
			2805172		091726 INV	14500	0000	4,643.28
			2805183		091726 INV	14500	0000	180.00
			2805168		091726 INV	14500	0000	742.55
			2805170		091726 INV	14500	0000	419.98
			2805171		091726 INV	14500	0000	224.96
			2805318		091726 INV	14500	0000	342.00
			2805185		091726 INV	14500	0000	456.66
			2805188		091726 INV	14500	0000	1,289.80
			2805187		091726 INV	14500	0000	117.05
			2805186		091726 INV	14500	0000	549.20
			2805202		091726 INV	14500	0000	64.00
			2805201		091726 INV	14500	0000	136.00
			2805200		091726 INV	14500	0000	413.92
			2805199		091726 INV	14500	0000	180.00
			2805194		091726 INV	14500	0000	826.32
			2805197		091726 INV	14500	0000	1,081.08
			2805198		091726 INV	14500	0000	234.00
			2805196		091726 INV	14500	0000	
			2805195		091726 INV	14500	0000	
			2805193		091726 INV	14500	0000	216.00

368

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
		2805191			091726 INV	14500	0000	256.00
		2805190			091726 INV	14500	0000	376.50
		2805189			091726 INV	14500	0000	950.10
		2805192			091726 INV	14500	0000	395.19
		9714147			082826 INV	14500	0000	(184.50)
		9713051			082126 INV	14500	0000	(10.29)
		9708706			072426 INV	14500	0000	(6.80)
		9709936			073126 INV	14500	0000	(3.50)
		9707032			071526 INV	14500	0000	(18.00)
		2800003			090326 INV	42199	9791	6.40
		2800004			090326 INV	42199	9791	15.36
		2802531			091026 INV	42199	9791	5.12
		2802534			091026 INV	42199	9791	15.36
		5143450			091026 INV	42199	9791	1.71
		2802533			091026 INV	42199	9791	7.04
		2802532			091026 INV	42199	9791	3.84
		2802530			091026 INV	42199	9791	2.56
		2805184			091726 INV	42199	9791	1.39
		2805182			091726 INV	42199	9791	1.71
		2805181			091726 INV	42199	9791	6.40
		2805178			091726 INV	42199	9791	7.68
		2805177			091726 INV	42199	9791	1.28
		2805173			091726 INV	42199	9791	6.40
		2805172			091726 INV	42199	9791	23.04
		2805183			091726 INV	42199	9791	10.24
		2805168			091726 INV	42199	9791	2.88
		2805170			091726 INV	42199	9791	1.28
		2805171			091726 INV	42199	9791	1.28
		2805185			091726 INV	42199	9791	8.96
		2800018			090326 INV	42199	9792	15.36
		2802535			091026 INV	42199	9792	3.84
		2802536			091026 INV	42199	9792	2.77
		2802538			091026 INV	42199	9792	15.57
		2802537			091026 INV	42199	9792	6.40
		5143452			091026 INV	42199	9792	1.71
		2805188			091726 INV	42199	9792	6.40
		2805187			091726 INV	42199	9792	1.60
		2805186			091726 INV	42199	9792	7.68
		2805202			091726 INV	42199	9792	2.56
		2805201			091726 INV	42199	9792	
		2805200			091726 INV	42199	9792	

CHECK DISBURSEMENT REPORT FOR CITY OF COLUMBIA HEIGHTS
CHECK DATE FROM 09/18/2026 - 10/01/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 609 LIQUOR								
			2805199		091726 INV	42199	9792	8.96
			2805194		091726 INV	42199	9792	6.40
			2805197		091726 INV	42199	9792	16.64
			2805198		091726 INV	42199	9792	6.40
			2805196		091726 INV	42199	9792	2.77
			2805195		091726 INV	42199	9792	3.20
			2805193		091726 INV	42199	9792	6.40
			2805191		091726 INV	42199	9792	2.56
			2805190		091726 INV	42199	9792	5.12
			2805189		091726 INV	42199	9792	16.64
			2805192		091726 INV	42199	9792	3.95
			5143569		091026 INV	42199	9793	8.96
			2805317		091726 INV	42199	9793	2.56
			2805316		091726 INV	42199	9793	6.40
			2805318		091726 INV	42199	9793	8.96
CHECK MAIN 3261 (A) TOTAL FOR								25,240.64
Total for fund 609 LIQUOR								272,454.83

CITY COUNCIL MEETING

AGENDA SECTION	PUBLIC HEARING
MEETING DATE	OCTOBER 13, 2026

ITEM:	ADOPT AN ASSESSMENT ROLL AND LEVY A SPECIAL ASSESSMENT FOR DELINQUENT ACCOUNTS RESOLUTION 2026-66								
<i>Presenting Item: Andrew Splinter, Finance Director</i>									
DEPARTMENT: Finance		BY/DATE: Andrew Splinter / October 6, 2026							
<p>CORE CITY STRATEGIES: <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i></p> <table> <tr> <td>☐ Community that Grows with Purpose and Equity</td> <td>☐ Engaged, Effective and Forward-Thinking</td> </tr> <tr> <td>☒ High Quality Public Spaces</td> <td>☐ Resilient and Prosperous Economy</td> </tr> <tr> <td>☐ Safe, Accessible and Built for Everyone</td> <td>☐ Inclusive and Connected Community</td> </tr> </table>				☐ Community that Grows with Purpose and Equity	☐ Engaged, Effective and Forward-Thinking	☒ High Quality Public Spaces	☐ Resilient and Prosperous Economy	☐ Safe, Accessible and Built for Everyone	☐ Inclusive and Connected Community
☐ Community that Grows with Purpose and Equity	☐ Engaged, Effective and Forward-Thinking								
☒ High Quality Public Spaces	☐ Resilient and Prosperous Economy								
☐ Safe, Accessible and Built for Everyone	☐ Inclusive and Connected Community								

BACKGROUND

Annually, staff recommends that the City Council adopt a special assessment levy to collect miscellaneous charges on customer accounts that have reached the delinquent stage within the past year. These charges are for city-provided services required to maintain property conditions in accord with City ordinances. These services include water, sewer, refuse, weed cutting, tree removal, water meters, nuisance/hazard abatement, etc.

SUMMARY OF CURRENT STATUS

A rate of 6.5% interest is proposed for the one-year assessments rolls. These payment terms were included in the public hearing notice published in Life newspaper September 18, 2026 and mailed to each property owner with a delinquent account. A copy of the notice is attached. The services provided to these properties were all initially invoiced prior to July 31, 2026. The effective interest rate is therefore lower than 6.5%, depending on the specific date(s) service was provided to each property. Staff notes that typically 25%-35% of the total assessment roll is collected from customers within six weeks of the assessment hearing.

STAFF RECOMMENDATION

Please consider adopting the following motions to authorize levying of the assessments for the stated purposes.

RECOMMENDED MOTION(S):
<p>MOTION: Move to close the hearing and waive the reading of Resolution 2026-66, there being ample copies available to the public.</p> <p>MOTION: Move to adopt Resolution 2026-66, being a resolution to adopt an assessment roll and levy a special assessment with a one-year term for certain delinquent accounts.</p>

ATTACHMENT(S)

Copy of Public Hearing Notice
Resolution 2026-66

A resolution of the City Council for the City of Columbia Heights, Minnesota, adopt an assessment roll and levy a special assessment for delinquent accounts.

WHEREAS, one or more services required by city ordinance, including water, sewer, refuse, weed cutting, tree removal, stop box repair/replacement and abatement of nuisance/hazardous conditions, and numbered as projects

P.I.R. 2026-MS-30-001 P.I.R. 2026-MS-30-002

have been provided to and benefited the properties listed in the assessment roll below; and,

WHEREAS, the charges to said properties for said services are unpaid and delinquent; and,

WHEREAS, the City Council of the City of Columbia Heights, Minnesota, met at 6:00 p.m. on the 13th day of October 2026 in the City Council Chamber 3989 Central Avenue NE, Columbia Heights, Minnesota, being the time and place set when and where all persons interested could appear and be heard by the Council with respect to the benefits and cost of providing the services described below, a notice of such hearing having been heretofore duly published as required by law, and a notice mailed to each property owner of record, stating the proposed amount of the assessment; therefore,

Now, therefore, in accordance with all ordinances and regulations of the City of Columbia Heights, the City Council of the City of Columbia Heights makes the following:

ORDER OF COUNCIL

BE IT RESOLVED by the City of Columbia Heights as follows:

Section 1. That this Council does hereby adopt the assessment roll below known and described as "Assessment Roll for 2026 Delinquent Accounts (A)", numbered as projects:

P.I.R. 2026-MS-30-001 P.I.R. 2026-MS-30-002

Section 2. That this Council hereby finds and determines that each of the parcels of land enumerated in the assessment roll was and is especially benefited by the services provided. The Council further finds and determines that the proper cost of these services to be especially assessed against each parcel of land is the amount of unpaid delinquent charges for said services.

Section 3. That said assessments may be paid in part or in full without interest on or before November 16, 2026.

Section 4. Payments will be accepted at Columbia Heights City Hall, 3989 Central Avenue NE Columbia Heights, Minnesota, on or before November 16, 2026. Any amount unpaid after November 16, 2026, will be certified to the Anoka County Auditor for collection with the real estate taxes as a special assessment beginning with the taxes payable in the year 2027. The annual principal installments, together with 6.5% interest are due and payable with the real estate taxes for a period of one year or less.

Section 5. This resolution shall take effect immediately upon passage.

BE IT FURTHER RESOLVED that the above eligibility standard is effective October 13, 2026

Passed this _____ day of _____, 2026

Offered by:

Seconded by:

Roll Call:

Amáda Márquez Simula, Mayor

Attest:

Aaron Chirpich, City Manager

**CITY OF COLUMBIA HEIGHTS
ANOKA COUNTY, MINNESOTA**

NOTICE OF HEARING FOR PROPOSED SPECIAL ASSESSMENTS

PURSUANT TO CITY CHARTER, Notice is hereby given that the City Council of Columbia Heights, Minnesota will conduct a public hearing, at the City Council Meeting, on Tuesday, October 13, 2026 in the Council Chamber, 3989 Central Avenue NE, Columbia Heights, Minnesota for the purpose of adopting an assessment roll for the following special charges, heretofore approved and completed:

Approximately 6:00 PM, Tuesday, October 13, 2026

2026 Delinquent Accounts

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person, or by using Microsoft Teams Meeting at ID 280 136 504 322 9, Passcode Sf6p5VF2. For questions, please contact Administration at 763-706-3610.

AREA PROPOSED TO BE ASSESSED:

SCATTERED SITES IN THE CITY OF COLUMBIA HEIGHTS, MN

TOTAL AMOUNT OF PROPOSED ASSESSMENTS:

The total amount of the proposed assessments for these special charges is as follows:

DELINQUENT CHARGES FOR ONE OR MORE SERVICES REQUIRED BY CITY ORDINANCE, INCLUDING, WEED CUTTING, TREE REMOVAL, AND ABATEMENT OF NUISANCE/HAZARDOUS CONDITIONS

Assess 1 year at 6.5% interest \$ 38,576.23

The properties to be assessed are set forth below identified by Parcel Identification Number (PIN).

To find your tax parcel identification number, check your real estate tax statement.

25-30-24-14-0069	26-30-24-24-0062	35-30-24-31-0076	35-30-24-44-0157
25-30-24-33-0013	26-30-24-24-0115	35-30-24-31-0087	36-30-24-12-0059
25-30-24-33-0013	26-30-24-43-0070	35-30-24-31-0137	36-30-24-13-0056
25-30-24-34-0002	35-30-24-11-0011	35-30-24-32-0045	36-30-24-22-0104
25-30-24-34-0099	35-30-24-11-0011	35-30-24-32-0059	36-30-24-22-0105
25-30-24-34-0099	35-30-24-11-0011	35-30-24-33-0026	36-30-24-22-0114
25-30-24-41-0135	35-30-24-11-0083	35-30-24-33-0068	36-30-24-22-0114
26-30-24-13-0049	35-30-24-11-0083	35-30-24-41-0118	36-30-24-22-0114
26-30-24-14-0002	35-30-24-12-0230	35-30-24-41-0163	36-30-24-22-0167
26-30-24-14-0002	35-30-24-13-0024	35-30-24-41-0166	36-30-24-23-0014
26-30-24-14-0002	35-30-24-13-0122	35-30-24-43-0017	36-30-24-43-0010
26-30-24-14-0005	35-30-24-14-0075	35-30-24-44-0006	36-30-24-43-0025
26-30-24-14-0005	35-30-24-14-0075	35-30-24-44-0036	
26-30-24-14-0011	35-30-24-24-0099	35-30-24-44-0047	
26-30-24-24-0062	35-30-24-24-0171	35-30-24-44-0157	

ASSESSMENT ROLL AVAILABLE FOR INSPECTION

The proposed assessment rolls are now on file for public inspection at the City of Columbia Heights Clerk's Office, 3989 Central Avenue NE, Columbia Heights, Minnesota. You are invited to examine the assessment rolls prior to the hearing during business hours. The assessment rolls will also be available for examination at the hearing.

OBJECTIONS AND APPEALS

Written and oral objections will be considered at the hearing. The City Council may adopt the assessments at the hearing or at a subsequent meeting. Minnesota Statute, Section 429.061, states that no appeal may be taken as to the amount of the assessment unless a written objection, signed by the affected property owner, is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. An owner may appeal an assessment to the District Court pursuant to Minnesota Statute, Section 429.081, by serving notice of the appeal upon the Mayor or the Clerk of the City within thirty (30) days after the adoption of the assessment and filing such notice with the District Court within (10) days after service upon the Mayor or the Clerk.

AUTHORITY TO SPECIALLY ASSESS

Item 10.

The proposed assessments are to be levied pursuant to Minnesota Statutes, Chapter 429. The improvements are proposed to be assessed on the lot of said improvements. The lot and pieces of property, as specifically described herein, are subject to said assessments. *The amounts set forth in this Notice are the proposed final assessments.* The City Council may levy and adopt special assessments that are the same or different than the proposed amounts.

PAYMENTS OF SPECIAL ASSESSMENTS

Once the special assessments are levied and adopted, the special assessments will be certified to the Anoka County Auditor to be extended on the property tax lists for collection with real estate taxes. Prior to this certification, however, the property owner may prepay a portion of or the entire amount of the special assessments without any interest thereon provided the prepayment is received no later than 4:15pm on [November 16, 2026](#). If the property owner wishes to prepay the special assessments without any interest, then such payment must be made to the *City of Columbia Heights* at City Hall, 3989 Central Avenue NE, Columbia Heights, Minnesota 55421.

If prepayment is not received before 4:15 pm on November 16, 2026, then:

- (a) The annual principal installments, together with interest accrued on the unpaid balance, are due and payable together with real estate taxes.
- (b) Interest on the entire special assessments, from the date of levy to December 31st of the year in which the first installment is payable, is added to the first principal installment. The first installment will be due and payable in [2027](#).
- (c) If in the future the property owner wishes to pay off the remaining balance of the assessments, then Minnesota Statute, Section 429.061, Subdivision 3, provides that such payment may be made to the *City of Columbia Heights*, together with interest accrued to December 31st of the year in which payment is made as long as payment is made prior to November 15th; if the payoff occurs after November 15th, then interest for the next year is also added. Partial payment of the special assessments is not allowed by the City; the payment must be for the entire amount of the special assessments.

If the adopted assessments differ from the proposed assessments as to any particular lot, piece or parcel of land, then the City will mail to the owner a notice stating the amount of the adopted assessments. Owners will also be notified, by mail or at the assessment hearing, if the City Council adopts any changes in the interest rate or prepayment requirements from those contained in this Notice of Hearing.

Auxiliary aids for handicapped person are available upon request when the request is made at least 96 hours in advance. Please Contact Administration at 763-706-3610 to make arrangements.

THE CITY OF COLUMBIA HEIGHTS
Aaron Chirpich, City Manager

Publish in "Life" on September 18, 2026.