Planning Minnesota

Inside This Issue

From the Desk of the President ............................................. Page 3
Planning for the conference ............................................. Page 4
Southeast Report .......................................................... Page 6
SEH, Yaggy Merger ....................................................... Page 7
Funds for Housing Near Transit ....................................... Page 8
Upcoming Events .......................................................... Page 11
Job Opportunities and RFPs ............................................. Page 13

Published by: The Minnesota chapter of the American Planning Association (APA MN) publishes this newsletter on a bimonthly basis.

Submissions: We welcome articles, letters to the editor, photos, calendar items, project profiles, planners on the move items, and other news. Send all submissions via e-mail to: apamnnewsletter@gmail.com.

Otto and Peggy Schmid are the Chapter administrators.

They can be reached at: mnapa@buffleheadweb.net
9288 Beverly Drive,
Breezy Point, MN 56472.
Phone 888-882-5369

APA MN DISCLAIMER: The views expressed in articles published on the website (www.mnapa.com) or in this newsletter are those of the authors. They do not necessarily represent the views or opinions on APA MN or its staff and contractors, or any entity of, or affiliated with, the APA MN. Any questions or comments may be directed to the newsletter editors or the president of APA MN.
The Importance of Customer Service

As planners, we may not think of ourselves as being customer service professionals. However, how we treat our customers is vitally important to our reputation personally as well as our reputation as a group and profession. Our customers include residents, developers, realtors, and generally anyone who enters city hall or asks to set up a meeting with us.

Here are a few of the basic customer service “dos” and “don’ts” I recently read from a blog titled “The 6 Worst (and Best!) Phrases in Customer Service” posted by Tricia Morris (April 2012) on Parature’s website.

DO:

1. Ask “how can I help you?” More important than the question is the attitude. Indicating a helpful and willing attitude will definitely please your customers.
2. If you don’t know the answer, say “I don’t know, but I will find out.” Especially at the counter, it’s easy to try to answer a question on the spot, even though it may be out of your area of expertise. Consulting other professionals (legal counsel or engineering staff) is often needed, and customers appreciate the honesty and your willingness to get the answer without passing them along to another person.
3. “I appreciate your business.” Showing gratitude for your customer’s existence goes a long way with people. This sentiment can be adapted a little for city hall to “thanks for stopping in” or something I used to always say to building permit applicants is “good luck with your project.”

DON’T:

1. Say “that’s just our policy.” I challenge you to never say this. It conveys an unwillingness to see things from the customer’s perspective. When there’s a city policy that someone is running up against, explain the reason or justification behind the policy. For example, when people complain about fees, try to explain the service that they get for those fees or the “why” behind the fee.
2. Say “to be honest with you”. This of course implies that you have not been honest before.
3. Say “I think or I believe”. Again, if you don’t know, be honest, and offer to research it, or get the answer from somewhere else. You don’t want to imply that you are providing a guess rather than the correct answer.

I hope you found these tips as helpful as I did when I read them, and that you’ll consider using them with customers of city hall.


Breanne Rothstein, AICP

APA-MN Chapter President
Planning Starts for the 2014 Conference

Time really does fly when event planning! Before we know it October 1st will be upon us and with that the 2014 state planning conference gets underway in Duluth. As winter held us all in its unending grip, the 2014 conference committee began its charge to plan another great conference for the Minnesota planning community.

The Program Committee, led by chairs Jeff Thomson and Kristina Nesse, have been hard at work since January to coordinate all of the session proposals, and organize a great program with a schedule that will have something for everyone. The Mobile Workshop and Events Committee, led by Al Cottingham, is working closely with the Program Committee to make sure that you’ll never have a dull moment – unless you really want to reply to that work email. Meg Beekman has been leading the Awards Committee and will no doubt showcase the stand out projects, plans and teams from over the last year.

While we look forward to the conference every year, we’re especially proud of how this year is shaping up. For starters, we received the most mobile workshop session proposals ever! As a result we are able to offer the most mobile workshops at a conference yet. With the dynamic location of Duluth and the great time of year, we’re excited to provide attendees with multiple opportunities to get out and see firsthand the great things happening in Duluth, led by local experts. The workshops this year are a variety of modes – biking, walking and motor coach to reach greater distances. Workshops will show you the airport, seaport, breweries, urban farming and more. Mobile workshops will be offered each day of the conference so that attendees will be able to check out at least one.

With so many things to promote about this year’s conference, our keynote speakers are such an important focal point of the conference. Our keynote speakers were chosen this year for their knowledge of the theme of resiliency, their expertise in their respective fields and, not to be undervalued, their ability to engage their audience. Our Wednesday lunch keynote is Tom Fisher, Dean of the College of Design at the University of Minnesota. Dean Fisher speaks on fracture critical systems, designing for resiliency and the third industrial revolution. Our Thursday night keynote speaker is Gordon Price, a Canadian urban planner and a former politician, is a well known speaker, writer, consultant, and teacher. Gordon travels internationally speaking about transportation and land use issues, and in the U.S. how we can make change at the local level. While they will approach resiliency from different perspectives, their message is sure to resonate with the larger planning community.

The Wednesday social reception will return as an evening to celebrate, featuring the Lifetime Achievement award as well as all of the award winners this year. The social reception will be hosted off site at The Depot – an event not to be missed! Some new things to look for this year include a new format for the al-
ways popular Women in Planning session, which will meet for a panel and round table discussion during lunch on Thursday. For those that have emails to catch up on, there will be shared workspace provided on site – with wi-fi available at the entire conference of course. There will be opportunities to work or to see downtown including grab and go lunch on Thursday.

Some of your favorites will return as well, including the 5k Fun Run on Thursday morning along the Lakewalk overlooking Lake Superior. The speed sessions will return as well, with one set on Thursday and one on Friday. GTS will host its Wednesday morning session and the student Pecha Kucha session returns on Thursday this year. The Young Planners Group will meet up for its 2nd year downtown prior to Wednesday night’s social reception – both great ways to kick off the conference. And don’t worry, Thursday night after the keynote, attendees will have plenty of time to catch up with colleagues and friends as we enjoy a night of networking and socializing on the town.

As summer has finally and officially gotten underway, our work continues. Registration will go live later this summer – watch for an email announcement when we’re ready for you!

See you in Duluth!

Hilary Holmes and James Gittemeier, 2014 Conference Co-chairs
Southeast District Report

Immense change and challenges face planners and hopefully you have the time to reflect on what it all means to the profession. I read a recent article about people having ‘hurried sickness’ these days because of all we’re involved in, and certainly planners are one of the more susceptible groups due to what we think about daily and how we can effectively make a difference in our communities.

Minnesota’s SE District has much to consider. Like the rest of the country, demographics changes with the aging population and costs associated with offering quality of life services to a new demographic make-up is a big deal. The State is predicting a slowing in the labor force too, brought about by retirees, smaller family sizes, national migration patterns and immigration impacts, leading to the question of how we can best position ourselves for the attraction and retention of labor in what is promising to be a dog eat dog contest globally for skilled people. A recent meeting between Winona County and Rochester Olmsted planning staff revealed it is likely that the Mayo Destination Medical Center’s multi-billion dollar investment expansion will have to draw labor from a global field; and how will they go about doing that? In part, by investing in Rochester’s downtown and quality housing choices. The agricultural industry is another area of massive evolution. Smaller family farms are giving way to large leases and consolidations. Robotic milking, small organic operations and smaller footprint or value added operations are on the rise. Industrial sand mining speculation in the district challenges local planning staff to address a significant realm of public questions.

Internally, planning offices are trying to do more with less, under the pressure of the great recession recovery and public policy fallout from a tough decade. Areas we are making progress; virtual government offerings and robust GIS systems, more collaborative efforts, promoting citizenship and community volunteerism and a greater sense of the importance of creative financing for public improvement projects. The SE district wishes the planners across the state the best in these changing times. Remember to take the time to reflect and to not be too hurried.

Jason Gilman, AICP
Planning and Environmental Services Director
Winona County

Planapaluza in Rochester

Not long ago I was talking with a colleague who mentioned he heard it was “Planapaluza” in Rochester. Well, we do have a few things going on. Rochester has been fortunate to have a strong economy and fared better than many places during the recession. The City continues to grow, as do jobs. Destination Medical Center (DMC) is an economic development initiative getting a bit of attention.

Consultants from across the country are working to formulate the DMC Development Plan that will lay the foundation for future growth and investment in the DMC District. Meanwhile, the City of Rochester has embarked on an update to the City’s Comprehensive Plan with primary foci on settlement patterns, transportation options, and fiscal impacts. The two initiatives are benefiting from selecting some common consultants within the consultant teams. Additionally, the Planning Department and other City staff meet regularly with the DMC project management team to coordinate efforts and keep apprised of progress.

Later this year, DMC will release the proposed Development Plan for review and approval through the City of Rochester and the DMC Corporation. The Comprehensive Plan update encompasses the entire City and future service areas and is expected to be ready for review in the latter half of 2015.

Mitzi A. Baker, AICP
Rochester, Minnesota
SEH, Yaggy Colby to Merge

Engineering and architecture companies Short Elliott Hendrickson (SEH®) and Yaggy Colby Associates (Yaggy) signed a definitive agreement to merge the two companies. The combined company will operate as SEH and will be led by Sam L. Claassen, PE who will serve as CEO/President.

“This merger brings together two great companies filled with talented professionals,” Claassen said. “I applaud the work of Robert Ellis and the entire Yaggy leadership team to help make this merger successful. We look forward to building upon their key successes in southeastern Minnesota, northern Iowa and eastern Wisconsin.”

In addition to new territory, the merger provides the opportunity to offer greater depth of resources and expertise in the infrastructure, environmental, water, transportation and the construction/development markets. “Our work together will enable us to bring more resources to our clients, and deliver the level of satisfaction and innovation clients have come to expect,” Claassen said. “We look forward to leveraging the talents of both companies for the benefit of our clients, our employees and ultimately for the world around us.”

The Company is headquartered in St. Paul, Minn. and will now employ 700-plus professionals in 9 states—Colorado, Indiana, Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin and Wyoming. The merger provides the firms’ public and private clients access to more resources and technical capabilities.

In conclusion, Claassen states, “We look forward to integrating these two great companies and proceeding together on a path towards becoming an even stronger organization. We are excited for the many excellent opportunities ahead to support our clients, develop our people, grow our business and achieve our vision of Building a Better World for All of Us.”

SEH is an employee-owned, professional services company made up of engineers, architects, planners and scientists headquartered in St. Paul, Minn. Founded in 1927, SEH serves government, industrial and commercial clients in the buildings, infrastructure, environmental, energy, transportation and water markets. The employee-owners share a common purpose: Building a Better World for All of Us. This approach reflects a Company-wide commitment to improving the quality of life by designing safer, more sustainable infrastructure for local, state and federal units of government and helping industrial and commercial clients achieve their business goals.

Yaggy Colby Associates provided engineering, surveying, landscape architecture and planning services to meet the needs of public and private sector clients throughout the upper Midwest. The company originated in 1970. At the time of the merger, Yaggy had 80 employees located in three offices in three states: Rochester, Minnesota; Mason City, Iowa and Delafield, Wisconsin.

“Our work together will enable us to bring more resources to our clients, and deliver the level of satisfaction and innovation clients have come to expect.”

— SEH CEO Sam Claassen
Public-Private Partnership Funds Housing Near Transit

Editor’s note: This article is running courtesy of the US Department of Housing and Urban Development. This article previously ran in the online publication The Edge.

Located in California’s Silicon Valley and home to Google and many other high-tech businesses, the city of Mountain View, with a population estimated to be 76,600 in 2012, is experiencing a severe shortage of affordable housing. To address this shortage, ROEM Development Corporation, with support from the city, Google, and Citi Community Capital, opened Franklin Street Family Apartments in September 2013. The four-story development, located in downtown Mountain View near the city’s Caltrain station, provides 51 residential units affordable to households earning up to 50 percent of the area median income.

Affordable Housing Needs

May 2012 data from the U.S. Bureau of Labor Statistics indicate that the San Jose-Sunnyvale-Santa Clara metropolitan statistical area, where Mountain View is located, has a high concentration of employees in computer-related occupations. Although these workers earn over 50 percent more than the average employee in the region, their high incomes are matched by high housing costs. According to 2012 American Community Survey (ACS) data, most Mountain View households are renters and the city’s median rent of $1,650 is higher than that of both California and the nation as a whole.

ACS data from the U.S. Census Bureau and Consolidated Planning data from HUD indicate that the area’s high housing costs are a particular hardship for low-income households. Although only a small percentage of all renter households in Mountain View are cost burdened, the city has a larger percentage of low-income households who are cost burdened than does...
the nation, indicating a substantial need for affordable rental housing.

More than Lowering Housing Costs

To encourage residents to use bicycles, Franklin Street Family Apartments includes a bike cage for each unit. Image courtesy of Jim Doyle of Applied Photography. To accommodate households with children, most of the 51 units in Franklin Street Family Apartments contain more than one bedroom; the development has 32 two-bedroom units (including a manager’s unit) and 15 three-bedroom units but only 4 one-bedroom units. A landscaped courtyard with play equipment provides outdoor space next to the Mediterranean-style building. The city and ROEM involved the public through several focus groups and neighborhood meetings during the project’s design. In response to public input, a large oak tree was preserved, the ramp to the underground parking facility relocated, and the building’s height made consistent with neighboring condominiums.

The building has several features to promote sustainability and keep costs low for residents and building management. The apartments include high-efficiency fluorescent lighting, ENERGY STAR® appliances, and insulated windows with low-E glass. The building also has low-flow plumbing, energy-efficient heating and cooling systems, and solar photovoltaic panels. In addition, the site features vegetated swales to treat stormwater and drought-tolerant landscaping, and 78 percent of the project’s construction waste was recycled. The apartments exceed the energy-efficiency standards of Title 24, the state building standards code, by 22.2 percent.

The development also gives residents access to low-cost transportation and amenities. The development is within a half-mile of a Caltrain station, which connects to local light rail and shuttles, as well as to a commuter rail system that serves destinations between San Francisco and San Jose. ROEM provided Eco Pass transit passes to residents to promote the use of public transportation, and each unit includes access to a bike cage to encourage residents to use bicycles. Residents also benefit from the development’s downtown location; according to Linda Lauzze, Mountain View’s neighborhood services manager, “the successful downtown stores and restaurants . . . provide residents with ongoing job opportunities and services within easy walking distance.”

Residents of the Franklin Street Family Apartments have access to an onsite library, fitness room, community room, tot lot, and barbeque area. Residents can also take advantage of many free onsite services provided by Pacific Housing, Inc., including computer, English as a second language, and after-school homework assistance as well as yoga classes.

City and Investors Support Franklin Street Family Apartments

Recognizing the need for affordable housing, the city used several programs to financially support the affordable housing development. Mountain View provided ROEM with a $3.2 million loan for a long-term ground lease for the property (65 years with an option to renew for another 20 years) and a $12.5 million loan toward the project’s $23.8 million development costs. Sources of this funding were the city’s allocation under HUD’s Community Development Block Grant program, housing set-aside funds from the Downtown
Revitalization District’s tax increment revenues, and fees from developers who opted not to create affordable units under the city’s Below Market Rate Housing Ordinance.

Google provided approximately $6.3 million in LIHTC equity for the project through syndicator AEGON USA Realty Advisors in addition to $82,000 for computer equipment and free Internet access for residents. Citi Community Capital, which had worked with ROEM on 15 consecutive developments, contributed another $4.2 million in LIHTC equity.

**Meeting Needs and Fulfilling Goals**

The Franklin Street Family Apartments offer services like homework help for children; residents also have access to computer equipment and the internet funded by Google. Image courtesy of Jim Doyle of Applied Photography. According to Erin Caputo, marketing manager for ROEM, “Franklin Street Family Apartments could not have happened without partnerships between the City of Mountain View, ROEM Corporation, its financial partners and other public and private parties who helped fund the development and implement onsite amenities and services that directly benefit the residents.” Residents will benefit from the Franklin Street Family Apartment’s affordable units, sustainable features, and accessible location, which will help keep housing, utility, and transportation costs low and reduce housing costs in an expensive area. Caputo also states that the development “serves as a positive force on the family: shorter commutes, better schools, many opportunities often only afforded to those in higher income brackets.” Both reaffirming the success of the project and demonstrating the continued need for affordable housing, the development was fully leased before opening, and more than 170 Mountain View households are currently on its waiting list.

To encourage residents to use bicycles, Franklin Street Family Apartments includes a bike cage for each unit. Image courtesy of Jim Doyle of Applied Photography.
Upcoming Events and Announcements

Call for Webcasts
APA-MN is currently soliciting topics for the 2014 calendar year. If you or your organization have a topic that can reach a national audience (see examples below), please contact the APA MN Professional Development Officers (PDO) Jane Kansier at jkansier@mvta.com or Rita Trapp at rita@hkgi.com.

2014 Planning Webcast Series
Upcoming Webcasts

July 11 - Northern New England Chapter - Current Perspectives on Inclusionary and Affordable Housing -Speakers: Kevin Walsh, Chelsea Maclean and Ben Frost - CM Pending - Law Credits!
July 18 - Illinois Chapter and Planning & Law Division - Land Use and Climate Change: 20 Years After Lucas - Speakers: David Silverman and John Nolon - CM Pending - Law Credits!

You can register for any webcast by going to the Utah Chapter website: http://www.utahapa.org/webcasts
CM credits can be claimed by looking up the sponsoring Chapter or Division as provider.

Distance Education: These sessions from 2013 are currently available for distance education credits:
Law Credits - The State of Takings after Koontz - 1.5 CM Law Distance Education Approved
Ethics Credits - Ethical Rules and Considerations for Planners, Plan Commissioners and Lawyers - 1.5 CM Ethics Distance Education Approved

Student Award Winner
The APA Minnesota Chapter congratulates Wesley Johnson from the University of Minnesota as recipient of the 2014 AICP Outstanding Student Award. This award recognizes outstanding attainment in the study of planning by students graduating from Planning Accreditation Board–accredited planning programs during the academic year of the award. Students are selected by a jury at their respective schools. To see a full list of this year’s winners, please visit https://www.planning.org/awards/outstandingstudents/.

Save the Date

July Speaker Series Event
July 28th—Get an Update from our Crowdfunding Team on our unique campaign and how it will help us accomplish the new phase of the build for Expo 2023, the Feasibility Process | HGA Architects in Minneapolis, MN | 9:00 am - 11:00 am

August Speaker Series Event
August 18th | The Expo 2023 Milan 2015 Project Team will share the latest on our efforts to support the US Pavilion at the Milano 2015 Expo | HGA Architects in Minneapolis, MN | 9:00 am - 11:00 am

Contact Expo 2023 Organizing Committee Chair Mark Ritchie at www.expo2023.info or 612.666.8032
Events and Announcements (cont.)

GTS Land Use Workshops
The Basics of Planning and Zoning (full day)
Wednesday, July 9: Initiative Foundation, Little Falls
Thursday, September 18: Minnesota Counties Intergovernmental Trust, St. Paul. Fee: $135
Beyond the Basics of Planning and Zoning (full day)
Wednesday, July 16: Initiative Foundation, Little Falls
Thursday, October 16: Minnesota Counties Intergovernmental Trust, St. Paul. Fee: $135
Emerging Issues in Planning & Zoning for Professional Planners (afternoon)
Wednesday, July 30: Eagan City Hall. Fee: $70
Planning Across Boundaries: Best Practices in Joint & Collaborative Planning (morning)
Wednesday, October 1: Duluth Entertainment Convention Center (presented in conjunction with the APA Minnesota Annual Conference) Fee: $70
A Practical Guide to Variances in Shorelands and Floodplains (afternoon)
Wednesday, October 29: Arrowwood Resort & Conference Center, Alexandria. Fee: $70

Workshop descriptions, faculty bios, and registration information are available on the GTS website: www.mngts.org/LandUse

Request for Web Photos
As you may be aware, the APA Board is in the process of converting to a new website for APA MN. The Board is switching to a Content Management System (CMS) that will provide us with better control over updating content on the website. As part of this website conversion, we are seeking photos from you, our members, to be used on the new website design. We are looking for photos that illustrate the wide range of communities we help serve. Please send potential photos for use to tgladhill@cityoframsey.com. The new website is anticipated to go live in the coming months.
Tim Gladhill | tgladhill@cityoframsey.com
Community Development Director, City of Ramsey

Job Title: Planning and Zoning Administrator

Hiring Agency: City of Austin
Web Link: http://www.ci.austin.mn.us
Deadline: July 18, 2014
Salary Range: $58,136 - $69,201

Job Description
This position performs a variety of administrative, technical and professional duties in planning and zoning administration, development and implementation of land use regulations, administration of building codes division and related municipal plans and policies. Minimum requirements include: Graduation from an accredited four year college or university with a degree in land use planning, urban planning or a closely related field, five (5) years of experience in municipal planning. Application Instructions
Application packets may be obtained from the City of Austin at www.ci.austin.mn.us. Complete application packet must be submitted by 5:00 PM, Friday, July 18, 2014.
Job Opportunities and RFPs

Job Title: Resource Development Planner

Hiring Agency: Region Nine Development Commission
Web Link: http://www.rndc.org/resource-development-planner
Deadline: July 3, 2014
Salary Range: NA

Job Description
Region Nine Development Commission seeks a full-time Resource Development Planner to join the Community Development Department. The Resource Development Planner is responsible for research, grant writing, project development and project funding for the department and the organization. This position acts as the primary resource for local government, businesses and organizations regarding funding for a wide range of community development needs. Responsibilities will include data analysis, technical writing and presentation of data. The Resource Development Planner is also the primary staff for Region Nine Area, Inc., a non-profit entity of the Region Nine Development Commission. Other position responsibilities include project management and support for hazard mitigation, solid waste, active living, transportation and community comprehensive planning. Some evening meetings and travel will be required. The ideal candidate will be a team player, have strong verbal/written communication skills and extensive software skills with Microsoft Office, SPSS and GIS. A Master's Degree in Urban Studies or Public Administration is preferred. However, a four-year degree in Urban and Regional Studies with related work experience will also be considered.

Application Instructions
If you meet these qualifications please download an application at www.rndc.org/employment or contact Ashley Aukes at 507.389.8885 (ashley@rndc.org). Applications will be accepted until the position is filled. Preference will be given until the position is filled. Resumes will not be accepted without a cover letter and completed application.

Job Title: Assistant Planning Director

Hiring Agency: Olmsted County
Web Link: http://agency.governmentjobs.com/olmsted/default.cfm
Deadline: July 7, 2014
Salary Range: $35.00 - $54.17 Hourly

Job Description
The Rochester-Olmsted Planning Department is a joint City-County Department with a unique leadership and career opportunity for an Assistant Planning Director. This position will oversee Divisions of the Department, as determined by the Director. The Assistant Director will provide direction and team leadership to those Divisions, and within the Department, areas such as, visioning initiatives, customer service initiatives, public and neighborhood outreach, and development of programs addressing emerging issues. This position oversees division supervisors, assists with program development, implementation, policy/ordinance changes, budget preparation and management, procures grant and other resources, and serves as Director in his/her absence. The minimum requirements include College graduation with a master's degree in planning, public administration or a closely related field, and a minimum of three (3) years increasingly responsible experience with one year in a supervisory role; OR a bachelor's degree in planning, public administration or a closely related field, and a minimum of five (5) years increasingly responsible experience with one year in a supervisory role.; OR an equivalent combination of education and experience. For complete job description and required application, please visit our website at www.olmstedcounty.com.

Application Instructions
Complete job descriptions and required applications can be found at www.olmstedcounty.com.
Job Openings and RFPs (cont.)

Job Title: Community Development Technician

Hiring Agency: City of Eden Prairie
Web Link: http://www.edenprairie.org
Deadline: July 9, 2014
Salary Range: Starts at $22.47 - $25.36/hr (DOQ)

Job Description
The Community Development Technician is responsible for supporting all areas of community development with the primary focus being on economic development. The primary position responsibilities and areas of impact are:

- Provides entry-level economic development support to the Community Development Department to ensure the long-term financial health of the city; prepares background information on redevelopment projects; assists with contracts, reports, projects and presentations related to leasing, redevelopment, transportation, and land use studies; assists with grant applications; conducts research on issues with other cities and agencies.

- Supports community and task force groups by communicating with members; coordinating meetings; preparing agendas, materials and minutes; maintaining related records.

- Composes department communication on behalf of the department; handles internal and external correspondences; coordinates meetings with other staff and agencies; maintains department calendars; ensures department website content is up-to-date.

- Represents the Community Development Department at group functions as assigned and by serving as the initial contact for the Community Development Director and Economic Development Manager; provides excellent customer services to external and internal contacts; provides back-up support to other staff.

- Organizes and maintains department records; monitors division budgets by preparing purchase orders, coding invoices, and monitoring expenses compared to already established budget; prepares the department's annual report.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees may be called upon to perform a variety of duties in their roles with the City.

Position Requirements
Education: Bachelor's degree in city planning, real estate development, public administration, urban studies, political science or related field.
Work Experience: Minimum of one year experience in community development or public administration; an advanced degree may be substituted for experience; two to three years of related experience and experience supporting a high level position preferred.

Technical Skills: Proficiency in MS Office (Word, Excel, Outlook, and PowerPoint) and strong typing skills required.

Application Instructions
For full job profile and to apply online go to www.edenprairie.org under "Employment".

Job Title: Senior Planner

Hiring Agency: City of Fort Dodge
Web Link: http://www.fortdodgeiowa.org
Deadline: July 11, 2014
Salary Range: $61,000 - $68,000

Job Description
Performs professional level work with complex investigative studies assessing current and future urban and regional planning concerns incorporating the underlying principles and practices of the physical, social and economic concepts of professional urban planning. Utilizes strong organizational, public speaking and project management skills in the performance of the work assigned.

Application Instructions
Application packet can be found on the city website or contact Human Resources.

Job Title: Economic Development Research Specialist

Hiring Agency: Racine County Economic Development Corporation
Web Link: http://www.racinecountyedc.org
Deadline: July 11, 2014
Salary Range: TBD

Job Description
The Racine County Economic Development Corporation is the economic development agency for the County and all local units of government. The Economic Development Research Specialist position is part of the Business Development Team that implements business recruitment and the retention and expansion of existing businesses.

The Corporation is seeking a dynamic, proactive, action-oriented professional to join the Business Development Division and provide assistance in the following manner: research, compile and maintain demographic and socioeconomic databases; utilize GIS software to refine the location proposition of Racine County for business investment; populate Request for Information documents produced by site selectors; and other activities to sup-
port business recruitment and Racine County business expansion projects. The Corporation includes 15 staff and a 2014 budget of $1.6 million. Applicants should have a Bachelor's Degree in an appropriate field and applicable experience in local and/or regional economic development. The full job description is available at www.RacineCountyEDC.org. Submit cover letter, resume and salary requirements to Jenny Trick, Executive Director, 2320 Renaissance Blvd. Sturtevant, WI 53177 or email to LBeauchesne@RacineCountyEDC.org. The application deadline is July 11, 2014. The RCEDC is an Equal Opportunity Employer and is dedicated to a policy of non-discrimination.

**Application Instructions**
The full job description is available at www.RacineCountyEDC.org. Submit cover letter, resume and salary requirements to Jenny Trick, Executive Director, 2320 Renaissance Blvd. Sturtevant, WI 53177 or email to LBeauchesne@RacineCountyEDC.org. The application deadline is July 11, 2014.

---

**Job Title: Request for Proposal to Update Comprehensive Plan/Strategic Plan**

**Hiring Agency:** City of Zumbrota  
**Web Link:** http://www.ci.zumbrota.mn.us/  
**Deadline:** July 15, 2014  
**Salary Range:** NA

**Job Description**
The City of Zumbrota is accepting proposals from qualified consulting firms with considerable experience in community design, land use and environmental planning, economic analysis and citizen involvement/participation to prepare a new Comprehensive Plan. The City last completed a Comprehensive Plan in 1993 and in 2001 a Strategic Plan was created to address community growth. This Strategic Plan was reviewed in 2011.

**Application Instructions**
Contact Community Development Director Dan King at 507-732-7318 for more information.

---

**Job Title: Economic Development Manager**

**Hiring Agency:** City of Edina, Minnesota  
**Web Link:** www.edinaMN.gov/grandview  
**Deadline:** August 11, 2014  
**Salary Range:** TBD

**Job Description**
Known for innovative public-private partnerships, the City of Edina seeks a Development Partner for the next great neighborhood amenity. The 3.3 acre City-owned site is envisioned to host complementary public and private uses. It is a unique and singular opportunity to create a major public realm amenity that provides a signature gathering space in the heart of Edina’s GrandView District. Together with the City, the Development Partner will prepare development scenarios with cooperative public and private uses and then implement the preferred option.

**Application Instructions**
Letters of Interest (10 pages maximum) will be accepted until 4:30 PM on Monday August 11, 2014. The complete RFI and additional information is posted at: www.edinaMN.gov/grandview.

---

**Job Title: Community Planner**

**Hiring Agency:** WSB & Associates, Inc.  
**Web Link:** http://www.wsbeng.com/careers/current-openings/45  
**Deadline:** open until filled  
**Salary Range:** NA

**Job Description**
What You Will Do: You will help grow our planning and...
economic development team by providing planning services to our municipal clients. Specific work tasks include: data analysis and collection, the review of land use applications, preparation of staff reports, plan and ordinance writing, project and long range planning, project management, business development, and other duties related to planning and economic development. **Application Instructions**

To apply, send your resume to:
WSB & Associates, Inc.
Attn: Human Resources
701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416

**Job Title:** Urban Planner/Project Planner

**Hiring Agency:** MSA Professional Services

**Web Link:** [http://ch.tbe.taleo.net/](http://ch.tbe.taleo.net/)

**Deadline:** NA

**Salary Range:** Depends of Experience Level

**Job Description**

MSA Professional Services, Inc. is an employee owned multi-disciplined consulting firm with over 300 employees in four states focused on developing better ideas to implement better solutions for our clients. We work with municipalities and government agencies to improve and maintain an exceptional quality of life for people across the Upper Midwest.

Position:

We are currently seeking a full-time employee to work with our municipal clients to provide planning and funding assistance for a variety of clients. This person will collaborate with engineering staff in our Minnesota offices and leaders of our multi-state community planning practice to help grow our planning services in Minnesota. MSA provides planning and design services to public and private clients in a variety of settings and addresses issues ranging from transportation and land use to economic development and park planning.

Location: St Paul, MN

Responsibilities:

- Identify and evaluate potential community planning clients and projects
- Develop and maintain relationships with staff and elected officials in target communities
- Write and edit community planning project scopes and proposals
- Serve as project manager and principal planner for Minnesota planning projects
- Attend and facilitate public meetings and project committee meetings
- Write and produce plan documents with assistance as needed from planners in other offices
- Participate as a member of APA-MN
- Participate in MSA’s Planning "Community of Practice"
- Identify project funding opportunities (for planning, engineering, or construction) and assist with grant applications as needed.

Qualifications:

- Master’s degree in Urban and Regional Planning, Public Administration, or related degree is required
- 5 or more years of planning experience including comprehensive plans, amendments, and neighborhood/downtown planning required
- Exceptional writing, editing, and communication skills required
- A track record of successful project management, public meeting facilitation, and marketing experience is preferred
- Minnesota municipal funding or grant knowledge would be a plus

**Application Instructions**

Apply with your resume and cover letter at [www.msa-ps.com](http://www.msa-ps.com). MSA is an equal opportunity employer and values diversity in its workforce. All qualified candidates are encouraged to apply including minorities, women, veterans and individuals with disabilities.

**Job Title:** Transportation Planning and Traffic Engineering Manager

**Hiring Agency:** Stonebrooke Engineering


**Deadline:** NA

**Salary Range:** Varies based on experience

**Job Description**

Stonebrooke Engineering is seeking a qualified Civil Engineering or Planning candidate with 10+ years of experience working on, leading, and/or acting as project principal on municipal and transportation projects, with an emphasis in several or all of the following:

- Traffic operations, roundabout safety and operations, and signal timing
- Traffic safety analysis, road safety audits, and safety planning
- Permanent signing, striping, lighting, and traffic signal design
Job Opportunities and RFPs (cont.)

- Temporary traffic control design
- ITS design
- Corridor studies, alternative analysis, and traffic impact studies
- Multi-modal planning studies and implementation
- Applied research and implementation

Candidates should currently be licensed Professional Engineers (PE) or an AICP Certified Planners in the State of Minnesota, or have the ability to obtain such licensure within 12 months. Professional Traffic Operations Engineer (PTOE) or Professional Transportation Planner (PTP) certification is a plus.

This is the lead position for all transportation planning and traffic engineering activities at Stonebrooke. Initially this position will primarily involve leading and assisting on various civil engineering projects in a production role, following design standards and agency technical requirements, creating traffic operations and safety plans and reports, communicating with clients, presenting at project related meetings and conferences, and performing a variety of other assignments related to municipal, transportation, research, and planning projects. The person in this position will also lead and assist on developing responses to requests for proposals, letters of interest, requests for qualifications, etc.

Concurrent with production role activities, the successful candidate will assist Stonebrooke’s leadership team on developing and implementing a vision for the growth of the Transportation Planning and Traffic Engineering section. It is expected that as Stonebrooke grows, and particularly as the Transportation Planning and Traffic Engineering section grows, a greater share of the person's time in this position will be spent on leadership and personnel issues, mentoring, marketing, and business development. Project related work will continue to be a priority, but proportionally will represent a smaller share of job duties.

Job Requirements
The successful candidate will possess a combination of some or all of the following attributes:
- A work hard, play hard attitude and a desire to help guide the growth of Stonebrooke.
- A commitment to engineering and advocating for reasonable and responsible solutions.
- Demonstrated success as a group or section leader.
- Demonstrated success developing responses to requests for proposals, letters of interest, and requests for qualifications.
- Traffic signal, lighting, signing, striping, temporary traffic control, and/or ITS design experience.
- Familiarity with traffic and roundabout operations, and traffic safety evaluation reports
- Experience with planning activities, which may include corridor studies, alternatives analyses, multi-modal studies, development driven traffic impact studies, Minnesota county and city comprehensive or transportation plans, and road safety audits.
- Knowledge of macroscopic and microscopic traffic operations modeling software (i.e. Synchro/Sim Traffic, RODEL, Highway Capacity Software, VISSIM, etc.).
- Knowledge of travel demand modeling software such as Tranplan, TRIPS, TP+, and CUBE VOYAGER.
- Knowledge of CADD software, including MicroStation and/or AutoCAD.
- Knowledge of and experience working on federal aid and state aid projects, including familiarity with federal, state, and local processes, policies, standards, and regulations.
- Experience working with regulatory agencies. Excellent written and verbal communication skills.

Stonebrooke Engineering is a growing civil engineering firm seeking motivated individuals looking for career advancement opportunities.

Application Instructions
Contact Brenda Arvidson at barvidson@stonebrookeengineering.com or 952-402-9202.

The Minnesota Chapter of APA would like to recognize the following member municipalities for their support:

City of Browns Valley
City of Fergus Falls
City of Hawley
City of Parkers Prairie
City of Vergas
City of Moorhead
City of Perham
City of Wheaton
City of Prior Lake
Leadership Directory

Breanne Rothstein, AICP
President
WSB and Associates
701 Xenia Ave S, Suite 300
Golden Valley MN 55416
Phone: 763-231-4863
E-mail: brothstein@wsbeng.com
Cell: 612-423-5476

Tim Gladhill
Vice President
City of Ramsey
7550 Sunwood Drive NW
Ramsey MN 55303-5137
Phone: 763-238-7946
E-mail: 1.gladhill@hotmail.com

Tina Goodroad, AICP
Secretary
Director of Planning
Loughs Associates
7200 Hemlock Lane, Suite 300
Minneapolis, MN 55369
763-496-6751, Fax 763-424-5822
TGoodroad@loughsassociates.com

Adam Fulton, AICP
Treasurer & Conference Comm. Advisor
City of Hermantown
Community Development Director
5105 Maple Grove Road
Hermantown MN 55811
Phone: 218-729-3618
E-mail: afulton@hermantownmn.com

Crystal Paumen, AICP
Central District Director
City of Anoka Planning Department
2015 First Avenue N
Anoka, MN 55303
Phone: 320-237-4296
E-mail: crystalpaumen@yahoo.com

Bryan Gadow, AICP
Metro District Director, Conference Advisor
City of Wayzata, City Planner
600 Rice Street East
Wayzata MN 55391-1799
Phone: 952-404-5312
E-mail: bgadow@wayzata.org

Tracey Kinney, AICP
Metro District Director
St. Paul Riverfront Corporation
Design Center Coordinator
25 W. 6th St
St. Paul, MN 55102
Phone: 651-293-6866
E-mail: skinney@riverrfrontcorporation.com

Suzanne Rhee, AICP
Metro District Director
Parks and Trails Division DNR
500 Lafayette Road
St. Paul MN 55155-4052
Phone: 651-259-5677
E-mail: susanne.rhee@state.mn.us

Wayne Hurley, AICP
Northwest District Director
West Central Initiative, Planning Director
PO Box 318, Fergus Falls MN 56538-0318
Phone: 218-739-2239 Fax: 218-739-5381
E-Mail: wayne@wcif.org

Bradley Chapulis, AICP
Southwest Director
Director of Community and Economic Development
City of Worthington
303 Ninth Street
Worthington MN 56187
Phone: 507-372-8640
bchapulis@ci.worthington.mn.us

James Gittemeier, AICP
Northeast District Director
Arrowhead Regional Development Commission
Senior Planner
221 W First Street
Duluth MN 55802
Phone: 218-529-7556 Fax: 218-529-7592
E-mail: jgittemeier@ardc.org

Jason Gilman, AICP
Southeast District Director
Winona County
Director of Planning and Environmental Services
177 Main Street
Winona MN 55987
Phone: 507-457-6337 Cell: 608-304-5336
E-mail: jgilman@co.winona.mn.us

Leila Tripp
Student Representative, ex officio
Hubert H. Humphrey School
808 Berry St.
St. Paul MN 55114
Phone: 651-770-1739
E-mail: tripp060@umn.edu

Chelsey Armstrong
Student Director
Hubert H. Humphrey School
2863 Irving Ave S, Apt 2
Minneapolis MN 55408
Phone: 612-747-7576
E-mail: chelsey.grace@hotmail.com

Lance Bernard
APA Minnesota Past President, ex officio
Conference co-chair
SRF Consulting Group, Inc.
One Carlson Pkwy N, Suite 150
Minneapolis MN 55447-4443
Phone: 763-249-6750; Fax: 763-576-2727
E-mail: lbernard@srfconsulting.com

Mark Grimes, AICP
Program and Networking Committee, ex officio
City of Golden Valley
7800 Golden Valley Rd
Golden Valley MN 55427-4508
Cell Phone: 612-227-8229
Work: 763-593-8095
E-mail: mgrimes@ci.golden-valley.mn.us

Matthew Brown, AICP
Law and Legislative Committee Co-Chair, ex officio
City of Coon Rapids
11155 Robinson Drive
Minneapolis, MN 55433-3761
Phone: 763-767-6460
E-mail: mbrown@ci.coon-rapids.mn.us

Andrew Mack, AICP
Law and Legislative Committee Co-Chair, ex officio
City of Orono
Cell: 218-766-8993
Office: 952-249-4626;
E-mail: smack@ci.orono.mn.us

Meagan Beekman, AICP
Awards Committee Chair, ex officio
Comm. Devel. Coordinator
City of Hopkins
1010 1st Street S
Hopkins MN 55343
Phone: 952-548-6343
E-mail: mbbeekman@hopkinsmn.com

Carissa Schively Slotterback, PhD, AICP
Faculty Liaison, ex-officio
Hubert H. Humphrey School
U of Minnesota
Rm. 130, HHH Ctr.
301 19th Avenue S
Minneapolis MN 55455
Phone: 612-625-0610 Fax: 612-625-3513
E-mail: cschively@umn.edu

Sam O’Connell, AICP
Minnesota Design Team Liaison, ex-officio
Public Involvement Manager
Southwest Light Rail Project Office
6465 Wayzata Blvd, Suite 500
St. Louis Park MN 55426
Phone: 612-373-3815
E-mail: sam.oconnell@metrotransit.org

Jonathan Maze and Haila Maze, AICP
Planning Minnesota Co-Editors, ex officio
1395 Kari Ln
New Brighton MN 55112
Phone: Haila, 651-434-5743
Jonathan, 651-493-3724
E-mail: haila.maze@minnesotaplan.gov
E-mail: apamnnewsletter@gmail.com

Hilary Holmes
Conference Co-Chair 2014, ex officio
City of St. Paul
25 W 4th St. Suite 1300
St. Paul MN 55102
Phone: 651-266-6612
E-mail: hilary.holmes@ci.stpaul.mn.us

Rita Trapp, AICP, LEED AP
Professional Development Officer, ex officio
US Green Building Council, ex officio
HKGI
123 N Third St, Suite 100
Minneapolis MN 55401
Phone: 612-252-7135
E-mail: rita@hkgi.com

Jane Kansier, AICP
Professional Development Officer, ex officio
Minneapolis Valley Transit Authority
Senior Project Manager
Phone: 952-230-1256 Cell: 612-483-4788
E-mail: jkansier@mvta.com

Bob Worthington, AICP
Planners Emerititus Liaison, ex-officio
5940 Biren Circle
Minnetonka MN 55343
Phone: 952-933-8689
E-mail: bobworthiging@comcast.net

Thomas Jensen, AICP
Legislative Education Coordinator, ex-officio
98-D South Drive
Circle Pines MN 55014
Phone: 763-780-4839
E-mail: thomashjensen@aol.com

Mandy Landkamer
MACPZA Liaison, ex officio
Nicollet County
Phone: 320-523-3768 Fax: 320-523-3843
E-mail: mlandkamer@nicollet.mn.us

Eric Schmid
Web Designer, ex officio
Bufflehead Web Design
3345 Pilgrim Lane
Plymouth MN 55441
Phone: 612-605-1520
E-mail: eric@buffleheadweb.net

Cynthia Bowen, AICP, LEED AP
APA Representative
RW Armstrong
300 S Meridian Street
Indianapolis IN 46225
Phone: 1-317-780-7244
Email: cbowen@rwa.com

Lee Brown, FAICP
AICP Representative
Email: lbrown@teskaassociates.com

Chapter Contact Information:
Otto and Peggy Schmid
Chapter Administrators
9288 Beverly Drive
Breezy Point, MN 56472
Phone: 888 882-5369
E-mail: mmsap@buffleheadweb.net