



STAFF REPORT

DATE: January 3, 2017

CONSENT

ITEM #: 7

AGENDA ITEM: Appoint City Engineer

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

Per City Code 31.01, at the first regular council meeting in January of each year the Council shall appoint a city engineer.

ISSUE BEFORE COUNCIL:

Who should the Council appoint as City Engineer?

PROPOSAL:

Mr. Jack Griffin of Focus Engineering currently serves as the Official City Engineer and primary provider of professional engineering services. Focus Engineering and the City have an ongoing agreement for professional services effective 7/19/2011. This appointment would be a continuation of that agreement. An updated fee schedule is attached.

RECOMMENDATION:

If removed from the consent agenda:

“Move to appoint Mr. Jack Griffin, of Focus Engineering, Inc., as the official City Engineer and principal provider of professional engineering services for 2017.”

ATTACHMENT:

2016-12-27-Letter-Lake Elmo-Rates

FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261
Jack Griffin, P.E. 651.300.4264
Ryan Stempski, P.E. 651.300.4267
Chad Isakson, P.E. 651.300.4283

December 28, 2016

Ms. Kristina Handt, City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, Minnesota 55042

Re: FOCUS Standard Hourly Rate Schedule
City of Lake Elmo, Minnesota

Via Email

Dear Kristina:

Attached please find a copy of our Standard Hourly Rate Schedule to be used for 2017. The billing rate for Municipal Engineer I (Chad Isakson) and for Construction Field Engineer (Hyperion Consulting LLC) have both increased to \$85/hour from \$80/hour. There are no other billing rate increases proposed for 2017. We appreciate the continued opportunity to serve the City of Lake Elmo. Please contact me should you have any questions or concerns.

Sincerely,

J Griffin

John (Jack) W. Griffin, P.E.
Principal, Senior Municipal Engineer

Enclosure

Cc: Cathy Bendel, Finance Director
Julie Johnson, City Clerk

FOCUS ENGINEERING, inc.

Standard Hourly Rate Schedule

Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

Sr. Municipal Engineer III – Jack Griffin	\$120 / hour
Sr. Municipal Engineer II – Cara Geheren	\$112 / hour
Sr. Municipal Engineer I – Mark Scholle	\$105 / hour
Municipal Engineer III	\$98 / hour
Municipal Engineer II – Ryan Stempksi	\$90 / hour
Municipal Engineer I – Chad Isakson	\$85 / hour
Project Engineer – Frank Borich	\$72 / hour
Project Engineer – Amanda Groh	\$72 / hour
Graduate Engineer	\$65 / hour
Interns	\$48 / hour
Construction Field Engineer – Hyperion Consulting LLC (Dave Klocker)	\$85 / hour

Reimbursable Expenses Schedule

- Vehicle Mileage reimbursed at the current Federal IRS Rate.
- Identifiable printing and reproduction costs when incurred in the direct performance of the City's work.
- Other expenses for items and services as may be required by the City to fulfill the terms of a specific authorization.