



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

November 11, 2020

Mr. Aaron Chirpach
590 40th Avenue NE.
Columbia Heights MN.
55421

Re: Columbia Heights Planning Services.

Job No. 802

Dear Aaron,

Thank you for contacting NAC again to provide temporary planning services to meet Columbia Height's staffing needs until you replace one of your in-house planning staff. Ryan Grittman, no longer works for us, however, we do have staff available to meet Columbia Heights planning work load.

In our phone conversation, you indicated that services needed differ from the previous 2019 contract, in that you do not need in-house staff hours. The services needed may include participation in pre-application meetings with perspective developers, development application review and reports, zoning administration, assigned city projects and planning commission meeting attendance. All work would be conducted on an as needed basis as directed by you. We have this relationship will all of other municipal clients.

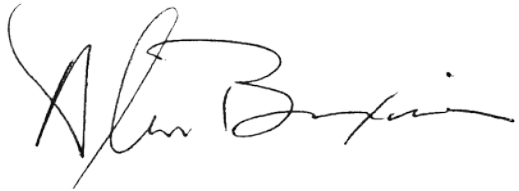
Work would be billed on an hourly rate in accordance with the rate schedule attached to the contract for private development applications. A discount of approximately fifteen percent (15%) on NAC charge rates, as reflected on the rate schedule, shall be provided to the City of Columbia Heights for City initiated work and meeting attendance.

The staff people we would assign to Columbia Heights will be Mr. Bob Kirmis Senior Planner and Dan Elder Planner. Mr. Kirmis has over 35 years of planning experience work both as an in-house city planner and as a consultant. Dan Elder is new to NAC will assist Mr.Kirmis in addressing Columbia Heights assignments.

We recognize that this is a temporary need of the city that will end with the hiring of a new in-house planner. This said we hope to continue our relationship with Columbia Heights in provide high quality and timely planning services as need by the City.

I have attached a 2020, contract for services for your consideration along with our current rate schedule. If you have any questions pertaining to this letter or the contract please contact me at you convenience.

Sincerely

A handwritten signature in black ink, appearing to read "Alan Brixius". The signature is fluid and cursive, with a large initial "A" and "B".

Alan Brixius, Principal
Northwest Associated Consultants.