

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

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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