



August 31, 2026

VIA EMAIL

Aaron Chirpich
City of Columbia Heights
3989 Central Avenue NE
Columbia Heights, MN 55421

RE: Proposal to City of Columbia Heights for
Track 1: Civil Legal Services/City Attorney Services and
Track 3: Labor and Employment Legal Services

Dear Aaron Chirpich:

On behalf of LeVander, Gillen & Miller, P.A., we are pleased to submit the enclosed proposal to the City of Columbia Heights to provide Track 1: Civil Legal Services/City Attorney Services and Track 3: Labor and Employment Legal Services.

Our firm has a long history of representing municipalities in Minnesota. We understand the services to be provided to the City. We have experience with nearly every aspect of municipal government, including data practices, open meetings, employment and labor, real estate transactions, competitive bidding, and land use and development. We are committed to providing Columbia Heights with a high level of customer service by having one assigned attorney and responding in a prompt manner. We are willing to offer regular office hours in the City of Columbia Heights Offices.

The proposal will remain valid for at least 120 days after the proposal deadline, which is August 31, 2026. Korine Land is a shareholder and Vice President and has the authority to bind the firm.

Thank you for your time and consideration. We look forward to hearing from you.

Sincerely,

Korine Land
Attorney

Cynthia Kirchoff
Attorney

Enclosure

PROPOSAL TO THE
CITY OF COLUMBIA HEIGHTS
FOR
TRACK 1: CIVIL LEGAL SERVICES/CITY
ATTORNEY SERVICES AND
TRACK 3: LABOR AND EMPLOYMENT SERVICES

SUBMITTED BY:



1305 Corporate Center Drive, Suite 300
Eagan, Minnesota 55121
(651) 451-1831
www.levander.com

Date: August 31, 2026

Contact Person:
Cynthia Kirchoff
ckirchoff@levander.com
Direct: 651-361-8592

PROPOSAL TO THE CITY OF COLUMBIA HEIGHTS FOR TRACK 1 AND TRACK 3

FIRM BACKGROUND

LeVander, Gillen & Miller, P.A. (Firm) is a law firm with substantial knowledge, skill and experience in municipal law. Formed in 1929 by Harold Stassen and Elmer Ryan, the Firm is enjoying its 97th year of providing legal services. We have successfully practiced municipal law since 1949 when we began representing the City of South St. Paul, a client we continue to represent today.

The Firm is city attorney for numerous municipalities and counsel for their economic development authorities (EDAs) throughout Minnesota, representing cities from less than 500 people to more than 40,000. See Appendix 1 for a representative list of clients. We represent three charter cities (Hastings, South St. Paul, and Stillwater).

We have four (4) attorneys and one (1) dedicated paralegal that are well-versed in municipal law. Their qualifications and specialties are discussed the Proposed Staffing section below.

The Firm is conveniently located at 1305 Corporate Center Drive, Suite 300, Eagan, Minnesota 55121, near the intersection of Pilot Knob Road and Interstate 494 in Eagan, Minnesota (just east of the Minneapolis – St. Paul International Airport).

The Firm is familiar with the League of Minnesota Cities' resources as attorney Cynthia Kirchoff is a former League research attorney and law clerk. We coordinate with the League of Minnesota Cities Insurance Trust (LMCIT) after a claim is filed against one of our clients and work with LMCIT to select a defense attorney for the city, as requested.

PROPOSED STAFFING – TRACK 1 AND TRACK 3

If selected, attorney Cynthia Kirchoff would serve as the designated City Attorney and attorney Korine Land would serve as the regular backup attorney. Their attorney profiles are included in Appendix 2.

1. Proposed City Attorney – Cynthia Kirchoff

Ms. Kirchoff serves as the City Attorney for the cities of Arden Hills, Dayton, Fertile, and Hastings.

She has a J.D. from William Mitchell College of Law, an M.A. in urban planning from Minnesota State University – Mankato, and a B.A. from the University of Minnesota – Twin Cities. Ms. Kirchoff has been licensed in Minnesota since 2005 and has more than 13 years of experience in municipal law, including with the League of Minnesota Cities, city attorney offices, and in law firm settings. She has been with the Firm since 2025, and her interests are general legal counsel, employment and labor law, real estate, land use, and development, and technology.

Ms. Kirchoff is a member of the Minnesota State Bar Association, Dakota County Bar Association, and International Municipal Lawyers Association. Because of her passion for land use law, development, and redevelopment, she retains her membership in the American Planning Association and the American Institute of Certified Planners (AICP).

2. Proposed Backup Attorney – Korine Land

Ms. Land currently serves as the City Attorney for the cities of Cottage Grove, Stillwater, South St. Paul, Lilydale and Sunfish Lake. She also represents the South Metro Fire Department.

Ms. Land obtained her J.D. from William Mitchell College of Law and her bachelor's degree from Augustana University in Sioux Falls, SD. She joined the Firm in 1996 as an Associate and became a Shareholder in 2002. She is a past president of the Minnesota Association of City Attorneys (MACA), serves on the Planning Committee for MACA conferences and has presented on topics at the MACA annual conference such as Code Enforcement, Nuisances, Dangerous Dogs, Odor Ordinances, Medical Marijuana, Planning, Platting, City Attorney pitfalls, and many others. In 2005, she was recognized as a Rising Star[®] and each year since 2011, she has been named as a Super Lawyer[®] by *Minnesota Law & Politics* for municipal/government law.

3. Additional Attorneys Who May Provide Legal Services

a. *Angela Amann, Labor and Employment.* Ms. Amann has 30 years of legal experience in both public and private practice and would assist with City labor and employment-related matters. In addition to working with our cities, she also provides legal guidance to the Firm's non-municipal clients regarding employment-related claims and disputes.

b. *Aaron Price, Minnesota Municipal Law.* Mr. Price is a Senior Associate with the Firm, first joining as a law clerk during law school and now as an Attorney since 2017. He concentrates his practice in municipal law and has experience assisting all the Firm's municipal clients. He has particular acumen and proficiency in contract review, Data Practices Act requests, Open Meeting Law and employment law matters.

Their attorney profiles are included in Appendix 2.

4. Professional Staff

In addition to the Firm's experienced municipal law attorneys, the Firm's full-time paralegal, Sarah Reinhart, assists with matters relating to real estate and development.

COMMUNICATION AND SERVICE APPROACH

The Firm's approach is to designate one attorney as the lead who is responsible for meeting the needs of the municipal client. If the lead attorney is unavailable for any reason, we provide the client with the name and contact information of the backup attorney. We find this team approach to be easier for

clients because there is only one point of contact, but we are still able to offer a full range of municipal legal services at a moment's notice.

The Firm is flexible and desires to meet the City's needs for efficient and effective legal advice. Generally, this means the Firm would structure the working relationship based on the City's needs. When legal assistance or opinions are requested, the Firm would collaborate with Staff to understand the request and establish deadlines. Ms. Kirchoff is available to review meeting agendas before posting. Before attending Council meetings, she meets with some of her clients to discuss issues that may be raised during the meeting so that she is prepared.

Continuity and consistency would be provided by Ms. Kirchoff's handling of nearly all City legal matters. Staff can expect to easily reach Ms. Kirchoff by phone or e-mail. If Ms. Kirchoff is out of the office, then staff could easily reach Ms. Land. All calls and e-mails are typically responded to within one business day from the day they are received, unless the matter is urgent. Legal reports, documents, memoranda, and contract review are prepared on the City's timeline. Ms. Kirchoff will manage the full scope of legal services provided to the City. She is available for in-person meetings and virtual meetings and regular office hours at City offices. We strive to reduce costs for our municipal clients by using templates when appropriate and using a paralegal to assist with preparing simple documents, such as easements. An attorney will always check the paralegal's work before sending it to the client.

We find one of the best methods for monthly reporting on the status of contract review, requests, and development projects is to have regularly scheduled meetings with city staff via telephone or Teams. We are also able to provide a written report each month to city staff with an update on the various assignments, new court decisions, and new state or federal laws. We are flexible and will provide the report in the format that works best for the City.

The Firm's approach to working with the City Manager, City Council, department heads, boards, commission, and other City consultants is based on the City's needs and policies. Ms. Kirchoff can be reached by all members of City staff and elected and appointed officials, if such direct access is preferred. However, when contacted by elected or appointed officials, Ms. Kirchoff will typically report the contact and response to the City Manager to ensure the City Manager is fully informed of these interactions.

EXPERIENCE AND QUALIFICATIONS BY TRACK

TRACK 1: Civil Legal Services/City Attorney Services

The Firm practices in all areas of municipal law, including:

- ***Minnesota Municipal Law***

From addressing city policy concerns and revising city codes to keeping up with changes in relevant laws and providing pragmatic solutions to the daily issues facing cities, the Firm's attorneys have significant experience in all aspects of Minnesota municipal law. We routinely assist clients with day-

to-day matters, including drafting ordinances (zoning and general regulations) and all types of contracts, working with city administration and city councils to hire, discipline, and terminate employees, assisting staff with preparation of public meeting agendas and packets, preparing public hearing notices, and attending city council, planning commission, economic development authority, and other board, commission, and committee meetings. Details about our experience are included in the subject areas below.

We have shared our expertise and experience with other municipal attorneys, newly elected officials, city planners and department directors doing presentations at the League of Minnesota Cities' Elected Officials Conference, Minnesota Association of City Attorney Conferences, the Real Estate Institute, the Government Law Institute and a variety of other Continuing Education training.

- Home Rule Charter Cities

We have experience working with Minnesota charter cities. Our experience includes attending charter commission meetings to provide legal advice, drafting charter amendments, and assisting with appointments to the charter commissions. We have created administrative citation authority in all three of our charter cities to provide alternative methods of enforcement for nuisance and other City Code violations.

- Open Meeting Law

Making sure that public meetings are legally posted and run efficiently and effectively is a key function of a good City Attorney. Ms. Kirchoff has experience with interpreting the Open Meeting Law and attending public meetings to provide legal advice. She assists clients with preparing meeting agendas and has provided training to governing bodies and appointed boards/committees regarding Open Meeting Law requirements in addition to parliamentary procedure, such as Robert's Rules of Order.

- Minnesota Government Data Practices Act & Records Retention

Complying with the Minnesota Government Data Practices Act is an important municipal function. Ms. Kirchoff has experience reviewing, analyzing, and responding to all types of data practices requests made to government entities. She also keeps up to date with the guidance from the Data Practices Office (DPO), attending DPO training when available. Our attorneys understand records retention laws and assist municipal clients with adopting retention schedules.

- Conflicts of Interests and Public Ethics

Our Firm provides training on request for all newly elected officials to ensure they are not only aware of general municipal laws, but also counsels them on the Minnesota conflicts of interest law. Many newly elected officials run for office because of their positions in the community and are unaware that those positions may preclude them from participating in some of the matters that come before the Council. It is not only important for elected officials to avoid actual conflicts of interest, but also the appearance of a conflict of interest.

- Ordinance and Resolution Drafting

We recognize that the City Attorney's role is instrumental in assisting cities with developing appropriate tools through ordinances and resolutions to address the unique issues facing each of them. We recently completed revisions of the entire city codes for several of our clients. We have found that a complete analysis of each section of the code vetted through meetings with appropriate members of city staff and periodic work sessions with the City Council are highly effective. It is critical that the city code is easy for city staff to implement, for the public to understand, and is compliant with the ever-changing state of the law.

- Policy and Training

We provide training to our municipal clients in the areas of the Open Meeting Act, Minnesota Government Data Practices Act, parliamentary procedure, and land use decision making among other areas. We will design any training that our municipal clients desire from one-hour training to a full-day training. Municipal law is not intuitive, and we have found that conducting regular training for elected officials, commissions and City Staff is helpful to avoid common mistakes.

- New Laws

We closely monitor the Minnesota legislature each session to see if new laws will impact local government and local control. Following the session, we inform our cities of changes that may need to be addressed in the City Code or in policies to ensure we are staying compliant. While Federal laws tend to have less impact on local government, recently there have been many changes in policies that have required review and attention so that cities who receive federal grant funding do not have negative consequences. We also review appellate cases decisions each week both in Minnesota and the Federal District of Minnesota to see if current laws have been interpreted in ways that will affect how cities have been doing business. Monitoring State and Federal laws and cases is an important part of a City Attorney's role.

- ***Land Use, Zoning, Subdivision, Planning, Variances, Conditional Use Permits, Interim Use Permits, and Appeals***

Ms. Kirchoff has extensive experience in land use law. She holds a master's degree in urban planning and worked as a city planner for several years before entering the legal profession within the League of Minnesota Cities in 2004, so she understands the practical aspects of development review and approval. Ms. Kirchoff has experience with drafting zoning and subdivision ordinances, enforcing and interpreting zoning and subdivision regulations, and processing site plans, building permits, conditional use permits, variances, and plats and subdivisions. She understands what needs to be included in findings of fact to approve or deny land use applications.

We also assist our clients with preparing development agreements for residential and commercial projects. When a larger development requires an environmental review (i.e., AUAR, EIS or EAW), we assist our cities with guiding them through the study, reports, public notification requirements and

final adoption to ensure a smooth process. We also have worked closely with other environmental regulatory agencies, such as watershed districts and the Minnesota Department of Natural Resources when their approvals are needed for specific projects. State and local stormwater requirements are a critical part of many new projects, and we have developed model forms and processes for cities to consider that ensure stormwater management is handled appropriately at the time of development and ongoing into the future.

- ***Development, Redevelopment, Housing, Economic Development, Tax Increment Financing, and Public Finance***

The Firm's municipal attorneys have the depth and breadth of legal experience necessary to serve an Economic Development Authority (EDA). As part of our economic development work, the Firm has overseen many robust development projects, including a thriving 20-year economic development and revitalization plan for the City of West St. Paul's Robert Street area, and the development of a large industrial park in Cottage Grove, where the city installed the majority of the infrastructure, embracing an "if you build it, they will come" philosophy that has been quite successful.

The City of South St. Paul recently rejuvenated its EDA and with the Firm's guidance, has seen the redevelopment of many contaminated properties along the Mississippi River through the assistance of grants and tax increment financing (TIF), which will eventually result in a significant increase in the property tax base. The efforts welcomed the transformation of a long-vacant Wells Fargo Bank building into a market-rate apartment building, which has spurred many new businesses, including restaurants, grocery stores and housing along a previously struggling corridor.

All of our clients retain separate bond counsel and TIF counsel to assist with those specialized types of financing tools used by cities. However, we work closely with outside counsel to ensure that the city's needs are met and protected and that the proposed type of financing is appropriate for each project. We review TIF Agreements and other financing documents to make sure they are in alignment with the development agreements and work with outside counsel to make any modifications.

- ***Public Improvements, Special Assessments, Easements, Right-of-Way, and Real Estate***

Almost all of our municipal clients utilize the statutory process found in Minnesota Statutes Chapter 429 to specially assess the cost of public improvement projects. The statute is meticulously detailed and any flaws in the statutory process can be fatal, so we work carefully with city engineers or consultants to ensure no steps are missed from the inception of the project with the feasibility reports, through the preparation of the public bidding and contract documents and finally to the assessment hearing. Recognizing that a special benefit analysis hinges on each city's assessment policy, we work with city councils to draft policies that meet their goals for implementing special assessments in a fair manner to the residents and the city.

The Firm handles real estate matters for many of our municipal clients. We prepare purchase agreements (buying and selling real estate) and can manage acquisitions and sales from the council

authorization to closing on the property. We work closely with the title company to ensure a successful closing and do not provide title examination services. We have a great library of real estate forms including vacation of easements, encroachment agreements, lease agreements, license agreements, and other types of land use permissions. Having city staff prepare a first draft which is then reviewed by our office is a time-saver.

If the voluntary acquisition of property is not successful for a public purpose project, we do not handle condemnation proceedings and would recommend that the City obtain outside counsel. However, we are familiar with the groundwork that needs to be laid for any eminent domain action, from obtaining appraisals, making offers, finding relocation consultants, to giving the Council the options of voluntary acquisitions versus the eminent domain process. Our office does not initiate eminent domain actions, but we work closely with outside counsel to work as the liaison with City Staff, set up closed meetings, distribute attorney-client memos and ensure a seamless process.

- ***Contracts, Procurement, Professional Services Agreements, Construction Contracts, Joint Powers Agreements, Leases, and Franchise Agreements***

Our municipal attorneys regularly provide advice on drafting and reviewing contracts and competitive bidding laws. Ms. Kirchoff has drafted nearly every type of contract, including professional services, construction (buildings, streets and utilities), and purchase agreements (both buying and selling real estate), leases, development agreements, economic development incentive agreements, and joint powers agreements (e.g., city and school district). Additionally, the Firm has experience drafting electric and gas franchises for municipal clients.

- ***Code Enforcement, Nuisance Abatement, Administrative Citations, Licensing, and Property Maintenance***

The Firm is well-versed in assisting municipal clients with code enforcement. Since starting at the Firm in 1996, Ms. Land has been especially attuned to property maintenance violations. In aging communities, code enforcement is not just a single property problem it is a neighborhood problem. For many years, she was the chief prosecutor in a special forum in Dakota County District Court known as “Community Court” that was established solely to address property code violations for the cities in Dakota County. In addition, we have effectively utilized Minnesota Statutes Chapter 463, the Hazardous or Substandard Buildings statute, to address the immediate needs of removing or correcting hazardous and substandard buildings for both commercial and residential buildings.

As stated earlier, we have assisted charter cities with adopting the charter amendment and subsequent ordinances to create an administrative citation program. We help City Staff navigate business licensing issues, including license appeal hearings heard by the city council, as well as license suspension and revocation hearings, ensuring that due process is protected.

- ***Civil Litigation, Claims Management, Insurance Defense Coordination, and Risk Management***

Although we do not provide most civil litigation services, we assist municipal clients with claims management, insurance defense coordination, and risk management. When requested, we submit claims to the League of Minnesota Cities Insurance Trust (LMCIT) for our municipal clients to determine coverage. We have a close working relationship with LMCIT claims staff and defense attorneys. We assist with the selection of defense counsel, document production for the defense counsel, and being the liaison between defense counsel and City Staff when needed.

If it is a City-initiated action, we have successfully instituted hazardous building actions in district court under Minnesota Statutes Chapter 463 for vacant or hazardous properties or structures. These are often high-profile matters in which property owners have continued to ignore warnings and citations, leaving a blight and eyesore for the City Council to try to explain. While these matters can take time to get to completion, the success is that the building is repaired or demolished and much of the litigation costs, including attorneys' costs, can be assessed against the property, so there is little out of pocket for the city.

As for risk management, we not only provide our municipal clients with recommendations on minimum insurance requirements for contracts, but we also inform our municipal clients of the risks associated with certain contracts. Many times, fine print limits the liability of the other party, limits recovery, and imposes strict terms and conditions. When the city desires to enter into such contracts, we attempt to provide as much risk information as possible to ensure the city is aware of the consequences if the contract goes awry.

TRACK 3: Labor and Employment Legal Services

Our experience in employment and labor law is wide-ranging. The municipal attorneys at the Firm prepare and revise personnel policies, procedures and protocols to make sure our cities are up to date on state and federal employment-related mandates, appropriately adopting new rules and pivoting when necessary.

Ms. Kirchoff assists with disciplinary/termination actions and navigating state and federal employment laws, such as the Veteran's Preference Act, Minnesota Human Rights Act, the Fair Labor Standards Act, and the Family and Medical Leave Act. She also conducts investigations into employment-related complaints and has experience preparing responses to discrimination complaints filed with the Minnesota Department of Human Rights. For the City, Ms. Kirchoff will assist the City with finding an outside employment investigator for workplace complaints.

Additionally, Ms. Kirchoff has experience in labor law. When requested by a municipal client, she handles labor union grievances (from mediation to arbitration) and interest arbitrations. She advises municipal clients on collective bargaining, labor relations, and unfair labor practices filed with the Public Employment Relations Board. Additionally, she is available to participate in collective

bargaining negotiations for the City and to review memoranda of understanding and collective bargaining agreements.

The Firm does not provide employment litigation services but will work with LMCIT to select the defense attorney for a covered claim or assist the City with selecting outside counsel for a claim that is not covered by LMCIT.

CONFLICTS OF INTEREST

The Firm does not represent any client where representation may conflict with our ability to serve as city attorney for the City. We do not represent real estate developers doing business with or anticipating doing business with Columbia Heights. We do not represent other local units of government with overlapping or adjacent jurisdiction.

When the Firm opens a new file, the names of all interested parties are cross-referenced through a database to identify possible conflicts of interest. Depending on the nature of the conflict, the Firm may obtain a waiver, block the affected attorney from the matter, or request the matter be referred to another firm.

There is no known personal, professional, or financial relationship between Ms. Kirchoff or Ms. Land and City elected officials, staff, or key stakeholders.

REFERENCES

Please see Appendix 3 for a list of the Firm's references.

INSURANCE, LICENSING, AND CERTIFICATIONS

All of the Firm's attorneys are currently licensed in Minnesota. No malpractice claims and/or ethics complaints have been made against the Firm or the attorneys over the last five years. The Firm's malpractice certificate of insurance is Appendix 4.

Each year Ms. Land, Ms. Kirchoff, and Mr. Price attend the Minnesota City Attorney's Association conferences in February and July to learn about new laws and approaches to representing Minnesota municipalities.

FEE PROPOSAL

The Firm proposes an hourly rate structure for fees. For general municipal legal services, which includes meeting attendance, employment and labor matters, ordinance drafting, contract drafting, office hours, and routine work (responding to emails, taking telephone calls, and preparing legal opinions), the Firm proposes \$195 per hour for all attorneys and \$145 per hour for all support personnel (legal assistants/paralegals) for 2027.

For specialized services (developer pass-through and real estate acquisitions and sales), the Firm proposes \$250 per hour for all attorneys and \$175 per hour for all support personnel (legal assistants/paralegals).

The rates are subject to change on an annual basis. If selected, the Firm will provide a 60-day notice before the rate change takes effect.

The Firm's additional charges are set forth below:

Other Fees	
Itemized Fees:	Charge
Photocopying	\$.20/page black/white \$.49/page color
Legal Research	Actual cost; not to exceed \$300/month
Mileage Reimbursement	Applicable IRS approve rate (<i>Mileage will not be charged to and from City Hall</i>)
Recording fees, filing fees, title search fees, out of pocket expenses	Actual Cost
Billing increments & minimum charge for all services	.10 hour/6 minutes

Please see Appendix 5 for a sample billing statement.

The process for estimating costs on major projects is based on our past experiences for similar projects, after careful discussion with city staff to identify the project depth and scope. We keep track of the fees as the project progresses and will give sufficient notice (at least 60-90 days) when

CONCLUSION

We believe that LeVander, Gillen & Miller, P.A. is uniquely positioned, based on our extensive experience in municipal law, to provide full city attorney legal services to the City. We are committed to delivering the highest quality professional legal services to the City in an efficient, effective and practical manner. We look forward to the opportunity to provide legal representation to the City.

Respectfully submitted,

LEVANDER, GILLEN & MILLER, P.A.

By: _____

Cynthia Kirchoff
Attorney

By: _____

Korine Land
Attorney

APPENDIX 1

Clients

CITY ATTORNEY:

Arden Hills
Cottage Grove
Darwin
Dayton
Fertile
Hastings
LeRoy
Lilydale
South Haven
South St. Paul
Stillwater
Sunfish Lake

LABOR AND EMPLOYMENT:

Arden Hills
Darwin
Dayton
Fertile
Hastings
LeRoy
Lilydale
Mahtomedi
South Haven
South St. Paul
Stillwater
Sunfish Lake

GENERAL COUNSEL FOR EDA:

Cottage Grove
Hastings
Lilydale
South St. Paul
Stillwater

SPECIAL PURPOSE ENTITY (INCLUDES LABOR AND EMPLOYMENT):

South Metro Fire Department

FORMER MINNESOTA MUNICIPAL CLIENTS WITHIN THE PAST FIVE YEARS:

Baxter
Forest Lake
Inver Grove Heights
North Oaks
Randolph
West St. Paul

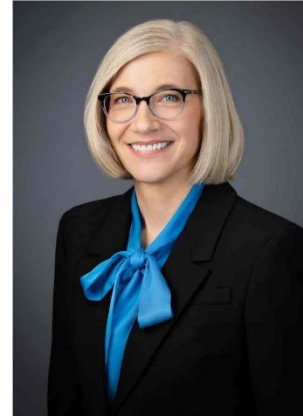
APPENDIX 2

Attorney Profiles



ESTABLISHED IN 1929

LEVANDER
GILLEN &
MILLER P.A.
ATTORNEYS AT LAW



CYNTHIA R. KIRCHOFF

Associate

Areas of Practice

Municipal and Governmental Law
Real Estate and Land Use

Education

William Mitchell College of Law
Juris Doctor
Minnesota State University - Mankato
Master of Arts, Urban Planning
University of Minnesota – Twin Cities
Bachelor of Arts, Sociology

Bar Admissions

Minnesota Supreme Court
Texas State Bar

Experience

LeVander, Gillen & Miller, PA
Private municipal law practice in Dallas-Fort Worth, Texas
City of Denton, Texas – Deputy City Attorney
City of St. Cloud, Minnesota – City Attorney
Private municipal law, employment law, and land use law practice in Twin Cities
League of Minnesota Cities – Law Clerk and Research Attorney

Associations & Memberships

Minnesota State Bar Association
International Municipal Lawyers Association
American Planning Association

Recognitions & Certifications

American Institute of Certified Planners (AICP)

Teachings & Seminars

“Cross Roads: The Intersection of Land Use & Zoning Law and Elder Law,” 2016 Upper Midwest/APA Minnesota Planning Conference.



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LEVANDER
GILLEN &
MILLER P.A.
ATTORNEYS AT LAW



KORINE L. LAND

Shareholder

Areas of Practice

Municipal and Governmental Law
Real Estate and Land Use
Eminent Domain

Education

William Mitchell College of Law
Juris Doctorate (J.D.), Cum Laude
Associate Editor, William Mitchell Law Review
Augustana College - Sioux Falls, South Dakota
Bachelor of Arts (B.A.)
Magna Cum Laude

Bar Admissions

Minnesota Supreme Court
United States District Court, District of Minnesota
Wisconsin Supreme Court

Appointments, Memberships, and Affiliations

Minnesota City Attorney's Association - Past President
Minnesota Women Lawyers

Bar Association Membership

Minnesota State Bar Association
Wisconsin State Bar Association
First Judicial District Bar Association
Dakota County Bar Association

Lectures, Speeches, Courses Taught

Lorman Education "What You Need to Know about Public Records
and Open Meetings"
Minnesota City Attorney's Association "Administrative Citations"
Minnesota City Attorney's Association "Dangerous Dogs"
Government Training Services "Land Use Law: Beyond the Basics"

Pro Bono and Volunteer Activities

Legal Assistance of Dakota County
Loaves & Fishes
Neighbors, Inc. Adopt-A-Family Program

Awards, Honors and Recognitions

Recognized by Minnesota Law & Politics as a Super Lawyer
(Since 2011)

1305 CORPORATE CENTER DRIVE | SUITE 300 | EAGAN, MN 55121 | MAIN: 651-451-1831 | WWW.LEVANDER.COM



ANGELA M. LUTZ AMANN

Shareholder

Areas of Practice

Employment Law
 Probate and Estate Planning
 Association and Non-Profit Law
 Health Care Law

Position at LGM

Secretary of the Board of Directors
 Chair, Human Resources Committee
 Chair, Probate/Estate Planning and Employment Law
 Practice Groups
 Associate Attorney (1995 - 1999)

Education

University of Notre Dame Law School
 Juris Doctorate (J.D.), 1994
 Honors: Thomas J. White Scholar
 Student Articles Editor,
 Journal of Law, Ethics and Public Policy

Northwestern University; Evanston, Illinois
 Bachelor of Science (B.S.), 1991
 Honors: Dean's List (all quarters)
 Major: Communications

Bar Admissions

Minnesota Supreme Court, 1994
 United States District Court, Minnesota, 1995

Prior Experience

Law Clerk to the Honorable Thomas R. Lacy
 First Judicial District Court, Minnesota (1994 - 1995)

Appointments, Memberships, and Affiliations

Minnesota Women Lawyers (1999 - Present)
 River Heights Chamber of Commerce
 Member (1995 - Present)
 Board of Directors (2005 - 2007)
 Inver Hills Community College Foundation Board of Directors
 (2014 - Present)

Bar Association Membership

Minnesota State Bar Association (1995 - Present)
 First Judicial District Bar Association (1995 - Present)
 Dakota County Bar Association (1995 - Present)

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ESTABLISHED IN 1929

LEVANDER
GILLEN &
MILLER P.A.
ATTORNEYS AT LAW



AARON S. PRICE

Senior Associate

Areas of Practice

Municipal and Governmental Law
Civil Litigation

Education

Western Michigan University, Thomas M. Cooley Law School
Juris Doctorate (J.D.), 2012
Honors: Dean's List
Certificate of Merit: Advanced Legal Research

University of Minnesota - Duluth
Bachelor of Arts (B.A.), 2008
Honors: Dean's List

Bar Admissions

Minnesota Supreme Court, 2013

Prior Experience

Law Clerk, LeVander, Gillen & Miller, P.A. (2016 - 2017)
Prosecution Services, LeVander, Gillen & Miller, P.A. (2008 - 2016)

Bar Association Membership

Minnesota State Bar Association (2013 - Present)
First Judicial District Bar Association (2017 - Present)
Dakota County Bar Association (2017 - Present)

Awards, Honors and Recognitions

Recognized by Minnesota Law & Politics as a Rising Star in State,
Local & Municipal Law (2021 & 2022)

Recognized in Minnesota Monthly Magazine's list of Best Lawyers In
Minnesota – Municipal Law (2022)

APPENDIX 3

References

City Name	City of Hastings
Contact Person	John Hinzman
Title	Community Development Director
Phone Number & Email Address	(651) 480-2378 jhinzman@hastingsmn.gov
Services Provided	City Attorney Labor & Employment
Dates of Service	From 2021 to present
Population & Form of Government	Population: 22,563 (2025 est.) Charter City

City Name	City of Cottage Grove
Contact Person	Jennifer Levitt
Title	City Administrator
Phone Number & Email Address	(651) 458-2890 jlevitt@cottagegrovemn.gov
Services Provided	City Attorney
Dates of Service	From 2018 to present
Population & Form of Government	Population: 43,604 (2025 est.) Statutory City

City Name	City of Arden Hills
Contact Person	Jessica Jagoe
Title	City Administrator
Phone Number & Email Address	(651) 792-7810 jjagoe@cityofardenhills.org
Services Provided	City Attorney Labor & Employment
Dates of Service	From 2024 to present
Population & Form of Government	Population: 9,583 (2025 est.) Statutory City

APPENDIX 4

Malpractice Insurance



MINNESOTA LAWYERS MUTUAL

INSURANCE COMPANY

333 South Seventh Street, Suite 2200
Minneapolis, MN 55402
Phone: (612) 341-4530 || Fax: (800) 305-1510

Policy Number: 2993 42

DECLARATIONS LAWYERS PROFESSIONAL LIABILITY POLICY CLAIMS-MADE and REPORTED

THIS IS A CLAIMS-MADE AND REPORTED POLICY. IT APPLIES ONLY TO THOSE CLAIMS THAT ARE BOTH FIRST MADE AGAINST THE INSURED AND REPORTED IN WRITING TO MINNESOTA LAWYERS MUTUAL INSURANCE COMPANY ACCORDING TO THE NOTICE OF CLAIMS AND DISCIPLINARY PROCEEDINGS SECTION AND THE NOTICE OF POTENTIAL CLAIMS SECTION. PLEASE CAREFULLY REVIEW THIS POLICY IN ITS ENTIRETY.

Item 1. Named Insured: LeVander, Gillen & Miller, P.A.
Address: 1305 Corporate Center Drive
Suite 300
Eagan, MN 55121

Item 2. Policy Period **Effective Date:** 4/15/2026 to **Expiration Date:** 4/15/2027
12:01 a.m. at the address of the Named Insured in Item 1.

Item 3. Limits of Liability: \$3,000,000 **Per Claim**
\$5,000,000 **Aggregate**

Item 4. Deductible: \$10,000 **Per Claim**

Item 5. Knowledge Date: 4/15/1986

Item 6. Premium: \$12,668 **Number of Lawyers:** 4

Item 7. Forms and Endorsements:
MLM-0019 (01-22) Prior Acts Retroactive Date Endorsement, MLM-0032 (01-22) Minnesota Changes Endorsement,
MLM-2000 (01-22) COVERAGE FORM

Item 8. Notice

The Insured shall give written notice of CLAIMS, DISCIPLINARY PROCEEDINGS, and/or POTENTIAL CLAIMS to:
Minnesota Lawyers Mutual Insurance Company online at: www.mlmins.com/insurance/claims-reporting; OR
Minnesota Lawyers Mutual Insurance Company || 333 South Seventh Street, Suite 2200 || Minneapolis, MN 55402

In witness whereof, Minnesota Lawyers Mutual Insurance Company has caused this policy to be signed by its President and Secretary and countersigned by a duly authorized agent of the Company.

MINNESOTA LAWYERS MUTUAL INSURANCE COMPANY

Roger Fellows, Secretary

Jennifer Shaw, Authorized Agent

Suzanne Robinson, President

APPENDIX 5

Sample Billing Statement



Levander Gillen & Miller PA

1305 Corporate Center Dr Suite 300, Eagan, Mn 55121, United States
Eagan, MN 55121
Phone: 651-451-1831
Email: accounting@levander.com
www.Levander.com

Statement

Statement # 441
Date: 05/28/2026

22251.00000

General Matters

Attorney	Date	Description of Work	Hours	Rate (USD)	Total (USD)
CRK	04/17/2026	Review and respond to email from City Clerk regarding	0.10	\$195.00	\$19.50
CRK	04/27/2026	Review draft notice for street and alley vacation and prepare draft resolution to comply with Minn. Stat. § 412.851 and email the same to Mayor	1.20	\$195.00	\$234.00

Time Keeper	Position	Hours	Rate	Total
Cynthia Kirchoff	Associate	1.3	\$195.00	\$253.50

Subtotal \$253.50 USD

Total \$253.50 USD

Payment (06/10/2026) -\$253.50 USD

Balance Owing \$0.00 USD