

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: AE2S Task Order No. 19 – Communication and Outreach Assistance
Related to Water Utility Changes

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: November 3, 2025

Issue: The City requires targeted public outreach to educate residents on upcoming water rate increases, water treatment plant project updates, and the transition to monthly billing cycles, ensuring transparency and minimizing confusion during these changes.

Overview: Task Order No. 19 with AE2S provides communication services, including a project webpage with 30 months of updates, a folded newsletter mailer, a follow-up postcard, and a social media plan with five graphics/posts. Projects would commence if approved, at an estimated cost of \$18,840 (hourly basis, not to exceed without approval). The City will handle mailing lists, printing/postage, hosting, notifications, bill adjustments, and social media posting.

Recommended City Council Action: Staff recommend approval of Task Order No. 19 with AE2S for \$18,840 to support effective resident engagement aligned with water improvement goals.

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Task Order 19

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated August 1, 2022 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: October 20,2025
- b. Owner: City of Minnetrista
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): Water Improvements Communication Services
- e. Specific Project (description): Resident education regarding water projects, rate increases and billing cycle changes.

2. Scope of Services

Engineer proposes to work with the Owner to provide public outreach assistance for the education of rate increases, water treatment plant project updates, and the city's switch to monthly billing cycles.

- A. The specific services to be provided or furnished by Engineer under this Task Order are:

Scope:

- Design and development of a project specific webpage hosted at <https://www.cityofminnetrista.gov/engineering-development> using ArcGIS as a base.
- Regular monthly updates to project webpage through project completion (30 months).
- Content creation and design for one (1) 11x17 folded-mailer newsletter to be mailed out to residents with information including monthly billing changes, rate changes, project highlight, and QR code to project webpage.
- Develop and design a follow-up postcard to be mailed out to residents with reminders of the upcoming billing changes, project benefits highlights, and link to project webpage.
- Social media plan, content development, and graphic design of five (5) images and social posts.

Deliverables:

- 1-page project website
- 11x17 folded newsletter mailer
- 5x7 postcard
- Social media plan
- (5) Social media graphics

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are as follows:

- Assistance as needed for callouts associated with online bill page, printed bills, and push notifications.

4. Owner's Responsibilities

Owner shall have the following responsibilities as set forth in Article 2 of the agreement and in Exhibit B, subject to the following:

- Provide comprehensive mailing lists
- Associated cost for printing and postage of both newsletter and postcard follow-up
- Host webpage on city's website
- Push notification distribution
- Adjustments to online bill page
- Post social media to city pages

5. Task Order Schedule

The parties shall meet the following schedule:

<u>Task/Project</u> _____	<u>Completion Date</u> _____
Water Improvements Communications	December 31, 2025

<u>Party</u>	<u>Action</u>	<u>Schedule</u>
Engineer	Furnish draft of webpage and newsletter mailer.	October 31, 2025
Owner	Submit comments regarding webpage and newsletter mailer.	November 5, 2025
Engineer	Furnish revised webpage and newsletter mailer.	November 7, 2025
Engineer	Furnish social media plan and graphics.	November 7, 2025
Owner	Submit comments regarding social media plan and graphics.	November 11, 2025
Owner	Approve publication of webpage. Submit newsletter mailer for printing/ mailing.	November 11, 2025
Engineer	Furnish revised social media plan and graphics.	November 13, 2025

Owner	Publish social media post #1.	November 14, 2025
Engineer	Furnish follow-up postcard.	November 17, 2025
Owner	Publish social media post #2.	November 24, 2025
Owner	Submit comments regarding postcard.	November 24, 2025
Engineering	Furnish revised postcard.	December 1, 2025
Owner	Submit postcard for printing/mailing.	December 5, 2025
Owner	Publish social media post #3	December 5, 2025
Owner	Publish social media post #4	December 14, 2025
Owner	Publish social media post #5	December 29, 2025

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
Phase 01 – Project Webpage	\$ 3,700	Hourly
Phase 02 – Newsletter	\$ 3,330	Hourly
Phase 03 – Postcard	\$ 1,480	Hourly
Phase 04 – Social Media	\$ 1,080	Hourly
Phase 05 – Support	\$ 9,250	Hourly
Total Compensation	\$18,840	

Compensation items and totals based in whole or in part on hourly Rates are estimates only. Engineer shall not exceed the total compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions in Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: None.

8. Other Modifications to Agreement and Exhibits: None.

9. Attachments:

- Exhibit A – Hourly Fee Schedule

10. Other Documents Incorporated by Reference: None.

11. Terms and Conditions


Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is October 20, 2025.

OWNER:

ENGINEER:

By: _____

By: 
Justin Klabo (Oct 15, 2025 17:21:05 CDT)

Print Name: _____

Print Name: Justin Klabo

Title: _____

Title: Operations Manager

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Name: Aaron Vollmer, PE

Title: _____

Title: Client Development Director

Address: _____

Address: Water Tower Place Business Center
6901 E Fish Lake Rd Ste 104
Maple Grove, MN 55369

E-Mail Address: _____

E-Mail Address: Aaron.Vollmer@ae2s.com

Phone: _____

Phone: 763-463-5036

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC
2025 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

Administrative 1	\$70.00	IT 1	\$140.00
Administrative 2	\$85.00	IT 2	\$189.00
Administrative 3	\$99.00	IT 3	\$232.00
Communications Specialist 1	\$113.00	Land Surveyor Assistant	\$103.00
Communications Specialist 2	\$132.00	Land Surveyor 1	\$124.00
Communications Specialist 3	\$152.00	Land Surveyor 2	\$150.00
Communications Specialist 4	\$183.00	Land Surveyor 3	\$169.00
Communications Specialist 5	\$202.00	Land Surveyor 4	\$186.00
		Land Surveyor 5	\$205.00
Construction Services 1	\$135.00	Operations Specialist 1	\$108.00
Construction Services 2	\$165.00	Operations Specialist 2	\$135.00
Construction Services 3	\$183.00	Operations Specialist 3	\$167.00
Construction Services 4	\$203.00	Operations Specialist 4	\$191.00
Construction Services 5	\$224.00	Operations Specialist 5	\$214.00
Engineering Assistant 1	\$91.00	Project Coordinator 1	\$125.00
Engineering Assistant 2	\$107.00	Project Coordinator 2	\$140.00
Engineering Assistant 3	\$135.00	Project Coordinator 3	\$156.00
Engineer 1	\$146.00	Project Coordinator 4	\$172.00
Engineer 2	\$175.00	Project Coordinator 5	\$194.00
Engineer 3	\$205.00	Project Manager 1	\$221.00
Engineer 4	\$237.00	Project Manager 2	\$242.00
Engineer 5	\$254.00	Project Manager 3	\$259.00
Engineer 6	\$269.00	Project Manager 4	\$274.00
Engineering Technician 1	\$90.00	Project Manager 5	\$293.00
Engineering Technician 2	\$113.00	Project Manager 6	\$307.00
Engineering Technician 3	\$136.00	Sr. Designer 1	\$192.00
Engineering Technician 4	\$152.00	Sr. Designer 2	\$213.00
Engineering Technician 5	\$174.00	Sr. Designer 3	\$229.00
Financial Analyst 1	\$121.00	Sr. Financial Analyst 1	\$227.00
Financial Analyst 2	\$137.00	Sr. Financial Analyst 2	\$248.00
Financial Analyst 3	\$165.00	Sr. Financial Analyst 3	\$269.00
Financial Analyst 4	\$180.00	Technical Expert 1	\$348.00
Financial Analyst 5	\$201.00	Technical Expert 2	Negotiable
GIS Specialist 1	\$113.00		
GIS Specialist 2	\$137.00		
GIS Specialist 3	\$162.00		
GIS Specialist 4	\$181.00		
GIS Specialist 5	\$202.00		
I&C Assistant 1	\$108.00		
I&C Assistant 2	\$134.00		
I&C 1	\$160.00		
I&C 2	\$189.00		
I&C 3	\$213.00		
I&C 4	\$226.00		
I&C 5	\$237.00		

Reimbursable Expense Rates

Transportation	\$0.75/mile
Survey Vehicle	\$0.95/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS – Survey	\$50.00/hour
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$25.00/hour
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$291.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.