



Administrative Memo

To: Maple Plain City Council

From: Jacob Kolander, City Administrator

Date: April 15, 2025

Subject: Recommendation for Municipal Financial Advisor Services

Enclosed is the evaluation memo regarding the City's selection of a municipal financial advisor. After reviewing all submitted proposals, evaluating qualifications, cost structures, and overall fit, I am recommending that the City continue its advisory relationship with Ehlers.

While there were concerns regarding past engagement, I have initiated a direct conversation with Ehlers' lead advisor to clarify our expectations moving forward. With this renewed focus, I believe Ehlers can continue to serve the City effectively.

The full memo includes a summary of all proposals, detailed fee comparison, and rationale for the final recommendation.

Please feel free to contact me if you have any questions or would like to discuss this further.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Kolander', with a long horizontal flourish extending to the right.

Jacob Kolander
City Administrator

Municipal Financial Advisor Evaluation & Recommendation

Prepared by: Jacob Kolander, City Administrator

Date: April 15, 2025

Purpose

This memorandum provides an evaluation of municipal financial advisor proposals received by the City of Maple Plain and presents a recommendation regarding continued advisory services. The intent is to ensure the City secures the most capable and proactive financial guidance in support of its operations and capital planning.

Evaluation Summary

The City received proposals from the following firms:

- - Ehlers
- - Baker Tilly Municipal Advisors (BTMA)
- - PFM Financial Advisors
- - Northland Securities
- - David Drown Associates (DDA)

Each proposal was evaluated based on responsiveness to the RFP, qualifications, experience with Minnesota municipalities, completeness of services (including TIF, capital planning, compliance, and continuing disclosure), and overall cost.

Recommendation

Based on this evaluation, I recommend that the City of Maple Plain continue its municipal advisory relationship with Ehlers.

Ehlers has a long-standing history with the City and offers a complete and competitively priced suite of services, including debt issuance, long-term planning, investment guidance, and TIF administration. Their proposal was fully responsive and demonstrated a deep understanding of the City's financial needs.

Acknowledged Concerns and Follow-Up

While Ehlers is recommended for continued engagement, the City recognizes past concerns about the level of proactive involvement—particularly during the early phases of the 2024 Street & Infrastructure Improvement Project. Ehlers did not engage until the bonding process was already underway with another firm.

To address this, I will be meeting directly with Todd Hagen, the lead advisor for Maple Plain, to clearly outline our expectations moving forward. This includes:

- - Early involvement in all capital planning and financing initiatives

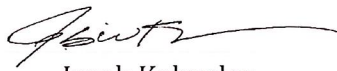
- - Proactive communication with City staff regarding project timing and funding strategies
- - Regular updates on regulatory or market changes that could impact municipal finance
- - Acting as a strategic partner—not just at issuance, but throughout project development

Following this conversation, I will provide a written summary of expectations to Ehlers to ensure ongoing alignment.

Conclusion

Ehlers remains the most qualified and cost-effective advisor for the City of Maple Plain. With a renewed commitment to proactive partnership and consistent involvement, I am confident they can continue to provide high-quality advisory support to the City.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Kolander', with a long horizontal flourish extending to the right.

Jacob Kolander
City Administrator

Municipal Financial Advisor Proposal Summary

City of Maple Plain

April 15, 2025

Overview

This report provides a side-by-side summary of the municipal financial advisor proposals received by the City of Maple Plain. Each firm was evaluated based on their alignment with the City's Request for Proposals (RFP), scope of services offered, experience, and fee structure.

Firms Considered

- - Ehlers
- - Baker Tilly Municipal Advisors (BTMA)
- - PFM Financial Advisors
- - Northland Securities
- - David Drown Associates (DDA)

RFP Scope Coverage

Firm	Debt Issuance	Financial Planning	Compliance	Capital Planning	Training	TIF Services	Proposal Complete
Ehlers	✓	✓	✓	✓	✓	✓	✓
BTMA	✓	✓	✓	✓	✓	✓	✓
PFM	✓	✓	✓	✓	⚠	⚠	✓
Northland	✓	✓	⚠	✓	⚠	✓	⚠
DDA	✓	✓	⚠	⚠	⚠	✓	⚠

Fee Comparison Summary



Firm	Bond Issuance Fee	Hourly Rate	TIF Admin	Disclosure Fee	Investment Services
David Drown Associates (DDA)	\$6,500–\$7,500 depending on structure	\$150–\$250	\$4,000–\$6,000	\$1,000 annually	Limited / Not applicable
Ehlers	\$7,500 base + tiered rate	\$150–\$300 depending on staff	\$5,000–\$8,000	\$1,000 annually	Included via Ehlers Investment Partners
BTMA (Baker Tilly)	\$7,500 base + \$7 per	\$175–\$325	\$4,500–\$6,500	\$1,200 annually	Included via Baker Tilly

	\$1,000 up to \$2.5M				Investment Services
Northland Securities	\$11,000 (<\$500K), \$16,000 (\$500K-\$1M), \$22,000 (\$1M-\$2M), \$22,000 + \$2.10/\$1,000 above \$2M	\$265/hour (subject to CPI increase annually)	\$10,000-\$15,000	\$1,250 + \$250 per issue over \$1M (max \$3,000)	Not included; partners with external arbitrage firms
PFM Financial Advisors	\$10,000-\$15,000 (varies, details not itemized)	\$175-\$375	Not specified	\$1,000-\$1,500 annually	Separate fee structure under PFM Asset Management

This summary is intended to accompany the recommendation memo and support the City Council's review of the submitted proposals.

Symbol Legend for Scope Coverage

The following symbols are used throughout this report to indicate the level of responsiveness to the City's RFP requirements:

-  – Fully Addressed
 - The firm clearly covered this item in their proposal with detailed methods, examples, and assigned staff. Meets or exceeds RFP expectations.
-  – Partially Addressed / Unclear
 - The firm referenced this item without adequate detail or clarity. In some cases, the service may be available only through a separate agreement or fee structure.