

# Agenda

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## **ECONOMIC DEVELOPMENT AUTHORITY (EDA)**

**Tuesday, June 17, 2025**

**Hugo City Hall**

**6:00 PM**

- |                |           |   |
|----------------|-----------|---|
| <b>6:00 pm</b> | <b>1.</b> | <b>Call to Order</b>  |
| <b>6:01 pm</b> | <b>2.</b> | <b>Roll Call</b><br><br>(Chrun, Denaway, Krull, Puleo, Shevchuk, Weidt) |
| <b>6:02 pm</b> | <b>3.</b> | <b>Approval of Minutes</b><br><br>EDA Meeting of March 18, 2025         |
| <b>6:05 pm</b> | <b>4.</b> | <b>Agape Spanish Immersion Academy – Ashley Schaefer, PhD</b>           |
| <b>6:20 pm</b> | <b>5.</b> | <b>Update on 165<sup>th</sup> Street Area Study</b>                     |
| <b>6:30 pm</b> | <b>6.</b> | <b>Update on Zoning Code Review Study</b>                               |
| <b>6:40 pm</b> | <b>7.</b> | <b>Update on Development</b>  |
| <b>6:50 pm</b> | <b>8.</b> | <b>Adjournment</b>  |

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If you need accommodations for the EDA meeting please contact Rachel Juba at (651) 762-6304 or [rjuba@ci.hugo.mn.us](mailto:rjuba@ci.hugo.mn.us), thank you.

## **Background memo for the EDA Meeting of Tuesday, June 17, 2025**

### **3. Approval of Minutes**

Staff recommends approval of the minutes from the March 18, 2025 meeting as presented.

### **4. Agape Spanish Immersion Academy**

Agape Spanish Immersion Academy will be moving into Victor Gardens in the space formerly occupied by New Horizon Academy and Kindergartens. The school will provide Spanish immersion daycare and preschool. CEO Ashley Schaefer, PhD, will introduce herself to the EDA and provide some background on the school.

### **5. Update on 165<sup>th</sup> Street Area Study**

Staff will give an update on the 165<sup>th</sup> Street Area Study that is evaluating land use, infrastructure, and an environmental review along the corridor.

### **6. Update on Zoning Code Review Study**

Staff will give an update on the Zoning Code review study that has been taking place since the fall of 2024. The study is evaluating all zoning districts and performance standards to modernize development standards for residential and commercial uses.

### **6. Update on Development**

Staff will give an update to the EDA on development projects throughout the City.

## **MINUTES FOR THE EDA MEETING OF MARCH 18, 2025**

President Weidt called the meeting to order at 6:00 PM

PRESENT: Chrun, Denaway, Krull, Puleo, Weidt

ABSENT: Shevchuk

STAFF: Bryan Bear, City Administrator

Rachel Juba, Community Development Director

Max Gort, Associate Planner

## **APPROVAL OF MINUTES FOR THE EDA MEETING OF JANUARY 21, 2025**

Commissioner Chrun made a motion, seconded by Commissioner Puleo, to approve the January 21, 2025 meeting minutes.

Ayes: All.

Nay: None.

Motion carried.

## **SPONSORSHIP REQUEST FROM HUGO AREA BUSINESS ASSOCIATION FOR KIDZ N BIZ FEST**

Community Development Director Juba introduced Kyle Manley, the chair of the Kidz N Biz planning committee with the Hugo Area Business Association (HBA). Kidz N Biz Fest will be held at Oneka Elementary School on Saturday, April 12, 2025 from 9:00 AM to Noon. Manley introduced himself to the EDA, said he owns Manley Gardening in Hugo, and has been working on planning Kidz N Biz during his business offseason. The planning committee has been meeting every two weeks for the past few months, and so far, 18 businesses have registered. The committee has also lined up attractions at the event, and are working on finalizing stage performers. Manley said that the HBA is requesting a sponsorship from the EDA in the amount of \$1,000. Juba stated that the EDA has typically sponsored the event in previous years in that amount, and that there is an item budgeted for it.

President Weidt said that it's nice to see the event taking place in the spring again, as the event seemed to have a decrease in attendance when it was held in the fall in recent years. Commissioner Krull said that he and his family have attended the event in previous years and have enjoyed it.

Commissioner Krull made a motion, seconded by Commissioner Denaway, to approve the sponsorship request from the HBA for Kidz N Biz Fest in the amount of \$1,000.

All ayes.

Motion carried.

## **UPDATE ON 165<sup>TH</sup> STREET AREA STUDY**

Community Development Director Juba presented an update on the study of the 165<sup>th</sup> Street corridor that was listed as an action item in the 2025 EDA Goals. Staff is moving forward with creating a scope of work with consultants at WSB and Landform. The goal of the study is to determine utility needs,

road design, future land use, and environmental work that involved the 165<sup>th</sup> Street corridor. Currently, 165<sup>th</sup> Street is a gravel road from Elmcrest Avenue to Highway 61. As development nears the road, the road will need to be improved. The design of the future roadway and the needs for utility extension to the east of Highway 61 are likely to be the most important components. The Comprehensive Plan currently guides the road as a full urban street with curb, gutter, and a trail. The City would like to determine whether an expensive road design is ultimately needed for this corridor, as natural constraints limit development potential along the road. The City Council recognized the immediate need for a temporary improvement, and authorized paving the road to a rural section in the 2026 Capital Improvement Plan (CIP).

Commissioner Chrun asked how far the study would reach to the east of Highway 61. Juba responded that the road design portion would include the whole roadway, but that the utility and land use study would be more condensed. Commissioner Puleo asked if the Comprehensive Plan anticipates development going as far east as Harrow Avenue. Juba said that Harrow Avenue is where the current MUSA boundary is. Puleo asked if the study would recommend that 165<sup>th</sup> Street be widened. Juba said that the City only has prescriptive right-of-way for the road, and that widening the road would require significant right-of-way acquisition. Puleo asked when the next Comprehensive Plan would be completed. Juba said that the City begins work on the 2050 Comp Plan in 2026, and that it would need to be adopted by 2028.

Commissioner Denaway asked about the interim improvement listed in the 2026 CIP. Juba said that development in the area is tricky with fragmented parcels and natural resource constraints, which can make a full urban street difficult to justify from a cost standpoint, but that there are other factors that influence the road needs such as connectivity between other areas. Commissioner Krull said that he envisions 165<sup>th</sup> Street as an arterial corridor.

Commissioner Puleo mentioned the proposal from Del Webb that involved improvements to 165<sup>th</sup> Street from Highway 61 to the east. City Administrator Bear said that prior to the 2008 Recession, developers had a lot more capital available to fund improvements like that.

Juba showed the concept that for the Munger property that partially spurred the study, and mentioned some comments that the Parks Commission, Planning Commission, and City Council made.

### **UPDATE ON DEVELOPMENT**

Juba continued discussion on the Munger property sketch plan from Capstone Homes, and gave updates on some previously approved projects. The final plat request for the final phase of the Shores of Oneka Lake came in, with 52 single-family lots. The same developer is looking at developing parcels to the north, but no formal proposals have been made. Watercrest of Hugo 2<sup>nd</sup> Addition has been approved, bringing 29 single-family lots.

Juba said that a few inquiries have been made for the LaValle property, with no formal proposals yet. Commissioner Denaway asked about the proposal from Yellowtree. Juba said they're a multifamily developer, and the property requires a mixed-use project, creating uncertainty about whether they'll be able to tie in a commercial user. Denaway asked if they've looked at the City-owned property downtown. Juba said that they're interested but more concentrated on residential development, and that its not clear whether they'll be able to meet their density needs with the shoreland rules.

**ADJOURNMENT**

Commissioner Denaway made a motion, seconded by Commissioner Chrun, to adjourn the meeting at 6:34 PM.

All ayes.

Motion carried.

Respectfully submitted.

Max Gort, Associate Planner

DRAFT



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## Spanish immersion academy heads to Hugo

By Shannon Granholm/Managing Editor

May 15, 2025



**Agape Spanish Immersion Academy will move into the former New Horizon Academy/Kindergarten development center in Hugo.**

Contributed

HUGO — As White Bear Area Schools gears up to offer its Spanish Dual Immersion program at Otter Lake Elementary and Matoska International, a new provider is hoping to offer a “home” for children from birth to pre-K.

Agape Spanish Immersion Academy is moving into the Victor Gardens area in Hugo in the former New Horizon Academy/ KinderGardens Child Development Center, located at 14663 Mercantile Drive.

“There are no other Christian Spanish immersion schools that we know of (in the area), so we are super excited to be offering something that is not out there,” said Agape CEO Ashley Schaefer, PhD, who owns the business with two other partners.

Schaefer has over 14 years of experience in education. She taught a variety of grade levels (K-12) in special education for about nine years prior to moving into administration after she completed her doctorate in educational administration. She previously was a special education director and is currently an assistant principal at a middle school.

As a native Spanish speaker, Schaefer sees the value of bilingualism in creating more inclusive and supportive learning environments. Her sons, ages 2 and 8, are bilingual.

“Seeing how much they have learned and how much they excel at school, I wanted to be able to give that back (to the community,)” she said.

**See Day care, page 2**

**from page 1**

Agape in Spanish means God’s greatest love. “It is selfless, sacrificial and unconditional love that is given by God,” Schaefer explained. “In the world we live in, we want more children to know Jesus and start at a young age learning about Christ, but also understand and value knowing two languages.”

The program integrates bilingual education with Christian values, immersing children in Spanish while teaching them principles of love, kindness and respect based on biblical teachings. The curriculum includes Bible stories, prayers, hands-on activities and cultural exploration while children

develop their language skills in both Spanish and English.

The day care will also be mindful about nutrition. “It is homemade, it’s organic. We are preparing their minds to be able to grow. We know what kids need to stay healthy and build strong minds, strong leaders, solid hearts and a good foundation,” Schaefer said.

Hugo was an attractive location for the academy not only because of the new Spanish Dual Immersion program through school district 624, but also the abundance of Christian schools in the area as well as Lakes International Language Academy (LILA) in Forest Lake.

“We figured it would be the perfect foundation to start kids early so that we can partner with those schools to offer different pathways,” she said. “Regardless of what direction they go, we want to be their home.”

Agape will begin enrollment May 15. The goal is for doors to open in August. For more information, visit <https://agapemn.com>.

*Managing Editor Shannon Granholm can be reached at 651-407-1227 or [citizennews@presspubs.com](mailto:citizennews@presspubs.com)*



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April 14, 2025

Ms. Rachel Juba  
City of Hugo  
14669 Fitzgerald Avenue North  
Hugo, MN 55038

**Re: Hugo 165<sup>th</sup> Study Area Alternative Urban Areawide Review (AUAR)**

Ms. Juba:

Thank you for the opportunity to provide environmental documentation, traffic/corridor study, stormwater and utility master planning services for the proposed 165<sup>th</sup> Study Area in Hugo (Project).

Minnesota Rules 4410 require environmental review for certain types and sizes of projects, including those which could be proposed within the study area surrounding 165<sup>th</sup> Street in the City of Hugo. In anticipation of development in this Study Area, which totals approximately 900 acres (see attached Location Map), the City of Hugo is proposing to complete an Alternative Urban Areawide Review (AUAR), which allows for review of multiple development scenarios based on proposed land uses. An AUAR is an acceptable alternative form of environmental review to an EAW or EIS and thus will allow future development within the Study Area to be “pre-reviewed” and comply with environmental review requirements. An AUAR will analyze the development scenario within the Project’s boundaries (Study Area). The scope of work below outlines development, distribution, and adoption of the AUAR. In addition, preparation of the AUAR will also include a traffic study and utility master plan.

**SCOPE OF WORK**

Up to three (3) development scenarios will be described and reviewed as part of the AUAR development. It is assumed that one scenario will conform to the current Comprehensive Plan. Up to two (2) additional land use development scenarios will be developed as described in Task 2 below.

The City of Hugo will serve as the RGU for the AUAR. WSB will prepare the AUAR and associated studies on behalf of the City and assist with distribution, comment response, and finalization of the document for City Council consideration. The scope of work below outlines the associated tasks.

**1. Meetings and Project Management**

Upon authorization, WSB will initiate a kickoff meeting with the City to review Project needs and develop a schedule for AUAR development. Following the kick-off, WSB and Landform will meet with the City periodically to provide updates on the progress of the document (up to 3 meetings). The schedule for these meetings will be determined at kickoff. In addition to internal meetings, this task also includes preparation and attendance at up to two (2) Planning Commission and City Council meetings to review the Draft AUAR prior to initial distribution and Final AUAR for adoption. For the Traffic Study, this task includes up to eight (8) hours of agency meetings. This task will also include general project management and correspondence with the City.

**2. Develop Land Use Alternatives**

WSB will coordinate with Landform to develop three (3) land use alternatives for the AUAR analysis. Of the three alternatives, one will be based off the city’s adopted 2024 Comprehensive Plan. Landform will work with staff to schedule an open house in June/July to gather public

feedback on the three alternatives and then summarize feedback and make recommendations for consideration by the Planning Commission and City Council. Landform will prepare materials for the meetings, including maps and handouts. Based on Council direction, Landform will finalize the three land use alternatives for inclusion in the AUAR.

### **3. AUAR and Mitigation Plan**

This task involves preparation and distribution of the draft and final AUAR. WSB will also prepare the documentation ordering the development of the AUAR for the City of Hugo based on the timelines in Minnesota Rule 4410. Once the AUAR is formally ordered, the City has 120 days to adopt the Final AUAR and mitigation measures. To meet this timeframe, WSB will begin compiling the information outlined below into the Draft AUAR and Mitigation Plan, based on the guidance provided by the Environmental Quality Board (EQB), with the intent that the Draft AUAR is complete within 1 month of the formal order. This task assumes one round of review with City staff and up to two revisions of the document based on those comments. WSB will distribute the Draft AUAR to the public, required agencies, and provide the needed public notice for the 30-day comment period. An electronic and paper copy of the AUAR will be provided to the City for use on their website and to have available for public review at the city offices. Additional paper copies will only be provided as required by the EQB distribution list.

The following items will be reviewed and outlined as part of the Draft AUAR and Mitigation Plan:

#### *Existing Condition Assessment*

Cover types and land uses within the study area as well as the immediate surrounding area will be described and the potential for impacts from development will be evaluated. Given the developed nature of the Project study area, the assessment will be completed via desktop evaluation and review of other existing documents provided by the City.

#### *Traffic Analysis*

As part of this task, the impact on traffic from the different land use scenarios will be evaluated and discussed. A Traffic Study will be conducted (see Task 4) and summarized in the AUAR. A discussion of potential mitigation measures will also be included in the AUAR.

#### *Permits and Approvals*

Each development scenario will be reviewed and a list of required approvals and permits will be developed to guide future planning efforts.

#### *Land Use*

Landform will prepare the language related to the land use alternatives and identify approval needs and mitigation strategies as they relate to land use.

#### *Geology, Soils, Topography, and Landform Analysis*

A desktop assessment of the area will be completed and supplemented with any existing data or reports available from the City (geotechnical reports, etc.). Potential impacts to these resources, and suggested mitigation measures, will be outlined in the AUAR document.

#### *Water Resources Assessment*

This task would include a summary of the Water and Sewer Infrastructure Study developed for the Study Area (see Task 5) as well as an assessment of surface water, groundwater, and stormwater needs for each development scenario. Stormwater analysis will be completed using desktop data and information available from the City and will not involve modeling of proposed conditions. Potential impacts to these resources, and suggested mitigation measures, will be outlined.

*Potential Contamination Assessment*

Available studies and desktop data will be reviewed to assess the potential for contaminated materials or hazardous waste within the Study Area. This will include the potential for encountering contamination during construction as well as handling hazardous materials that may be stored onsite during or following construction.

*Fish, Wildlife, Plant Communities, and Sensitive Ecological Resources Assessment*

Information from desktop analysis will be used to assess the potential for the Project to impact these resources and identify any necessary mitigation measures. This will include a review of both state and federally protected species and potential habitat. No onsite surveys are proposed with this task.

*Historic Properties and Visual Impact Assessment*

Information from the State Historical Preservation Office, Office of the State Archeologist, and other readily available public data will be used to determine if there is potential to impact culturally significant or historic properties, parks, or if there will be visual impacts to the surrounding viewshed. This task does not include a Phase I Cultural Resource Study nor on-site survey. Based on our understanding of the site and proposed development, we do not expect there will be visual impacts per the AUAR guidelines.

*Noise Analysis*

The AUAR will include a desktop assessment of potential noise impacts resulting from the Project. A detailed noise study is not proposed.

*Air Quality, Climate Resiliency, and Greenhouse Gas Assessment*

WSB will provide a climate adaptation and resiliency assessment and greenhouse gas (GHG) and carbon footprint assessment. These assessments will use publicly available information to evaluate the sustainability, climate adaptation, and resilience implications of the Project and assess the potential GHG impact per guidance from the Environmental Quality Board (EQB). These impacts may include temperature, heat islands, precipitation, flood risk, cooling degree days, and other potential sources of vulnerability including socio-economic risks. The GHG analysis will consider Scopes 1 (energy and emissions produced by development), 2 (energy and emissions produced for development), and 3 (supply chain emissions), as well as emissions type. Best practices and experience drawn from other projects will also inform the analysis.

*Cumulative Potential Impacts*

WSB will review other recent past or reasonably foreseeable future projects within proximity to the AUAR Study Area and determine whether those projects could combine with development within the Study Area and result in cumulative potential effects. This section will also outline whether any cumulative potential effects can be reasonably planned for and mitigated, or whether they would combine to create a significant environmental impact.

*Final AUAR and Mitigation Plan*

This task will involve revising the AUAR document and mitigation plan based on the comments received during the 30-day review process and responding to these comments. This task assumes that the comments will not require additional significant analysis as part of the AUAR. This task assumes one round of review by City staff and one document revision based on City comments.

#### *Distribution Of Decision*

Once distribution of the revised Final AUAR has been authorized, the agencies will have 10 working days from receipt of the revised AUAR to review the final document. If no objections are filed, the City can adopt the AUAR document and mitigation plan. WSB will distribute the AUAR for the second 10-day objection period. WSB will prepare the final documentation for the City to adopt the AUAR. Once adopted, the AUAR will cover the required environmental review for the development scenarios and document outlined mitigation measures. WSB will submit the documentation to the EQB and agencies once the AUAR is adopted.

#### **4. Traffic Study**

WSB will complete a traffic study for the 165<sup>th</sup> Corridor from Elmcrest Avenue to Ingersoll Avenue. The impact on traffic from each land use scenarios will be evaluated and discussed in the AUAR. A discussion of potential mitigation measures will also be included. The following outlines the subtasks that will be completed:

##### *Data Collection*

WSB will conduct traffic counts at the following five intersections:

1. Elmcrest Avenue
2. Fenway Avenue
3. TH 61
4. Harrow Avenue
5. Ingersoll Avenue

The counts for the AUAR will include turning movement counts at the identified intersections. The intersection turning movement counts will be collected using video cameras and analysis will include AM peak (6-9AM) and PM peak (4-7PM) hours.

##### *Traffic Forecasts*

Based on the existing traffic volume data collected, traffic generation forecasts for the three development scenarios will be developed using the following information:

- City of Hugo Comprehensive Plan
- Otter Lake Road Extension Study
- TH 61 Corridor study
- Everton Area AUAR
- Webb Development EAW

##### *Traffic Analysis*

Traffic analysis will be conducted based on the forecasted traffic volumes on the impacted roadways for the existing condition and each development scenario. A Synchro/Sim Traffic network will be developed for the study area. An operational analysis will be performed at each of the five study intersections and other potential future intersections to determine intersection delay, level of service (LOS) and queuing.

##### *Traffic Study Documentation*

WSB will develop a study document including the background, methodology, supporting figures, tables, and graphics. The document will summarize the findings and include recommendations for each development scenario. The study will address several different corridor typical-sections including 2-lane rural, 2-lane rural with off-street trail/pedestrian facilities, 2-lane urban, and 2-lane urban with off-street trail/pedestrian facilities.

*Preliminary Engineering*

WSB will prepare concept plans for the corridor typical sections and intersection improvements as well as cost estimates for the different alternatives. This task will also include a cost and funding analysis.

**5. Water and Sanitary Sewer Study**

*Water Demand Projections*

WSB will calculate the projected water demands for each of the three (3) development scenarios. Additionally, WSB will review the projected water demands against the planned water supply, storage, and distribution capacity in the Comprehensive Water Supply Plan, identify any additional improvements, and prepare cost estimates for those improvements.

*Sanitary Sewer Study*

WSB will complete a broader sanitary sewer study, which will include how the 165th Street area would be served in two trunk sanitary layout alternatives including (1) the current Comprehensive Plan, (2) serving District O only via its trunk sewer and diverting Ultimate District U flows north through District Q. Each of the two trunk sanitary layout alternatives will take into account the highest wastewater flow from the three (3) development scenarios to be conservative. The second trunk sanitary layout alternative will include the sewer sizing and conceptual layout for that alternative. The results of the sanitary sewer study will be summarized in a separate technical memorandum including figures and cost estimates for each alternative.

**COMPENSATION**

The estimate to complete the work described herein is \$167,324 to be performed on an hourly basis, as summarized below. Invoicing will be monthly in accordance with our current (2025) Rate Schedule.

<b>TASK</b>	<b>DESCRIPTION</b>	<b>COST*</b>
1	Meetings and Project Management	\$18,550
2	Develop Land Use Scenarios (Landform)	\$25,124
3	AUAR and Mitigation Plan	\$63,850
4	Traffic Study	\$38,800
5	Water and Sanitary Sewer Study	\$21,000
<b>TOTAL</b>		<b>\$167,324</b>

\*assumes 3 development scenarios. If additional development scenarios are added, a fee amendment will be necessary.

**SCHEDULE**

Work on the project will start upon acceptance of this agreement and authorization of the City. AUARs generally take approximately 9-12 months to complete, from authorization of work through adoption of the Final AUAR. An estimated schedule is attached, and a detailed schedule can be developed following contract authorization. If the project goes on hold for more than ninety (90) days during our contracted work, additional fees may be required.

**ACCEPTANCE**

This letter represents our entire understanding of the project scope. If the City of Hugo agrees with the scope and fee defined herein, WSB will start work outlined in this proposal per our 2025 Rate Schedule.

If you have any questions about this proposal, please feel free to call me at 612.360.1320 or email at aharwood@wsbeng.com. This fee proposal is valid for ninety (90) days from the creation date.

Ms. Rachel Juba  
April 14, 2025  
Page 6

WSB may reissue a revised proposal upon request if the indicated period has lapsed. Should the scope of work change in nature or be expanded to include additional services, we reserve the right to renegotiate the fees with you.

WSB appreciates the opportunity of being considered for this project and we look forward to providing our professional services to you.

Sincerely,

WSB

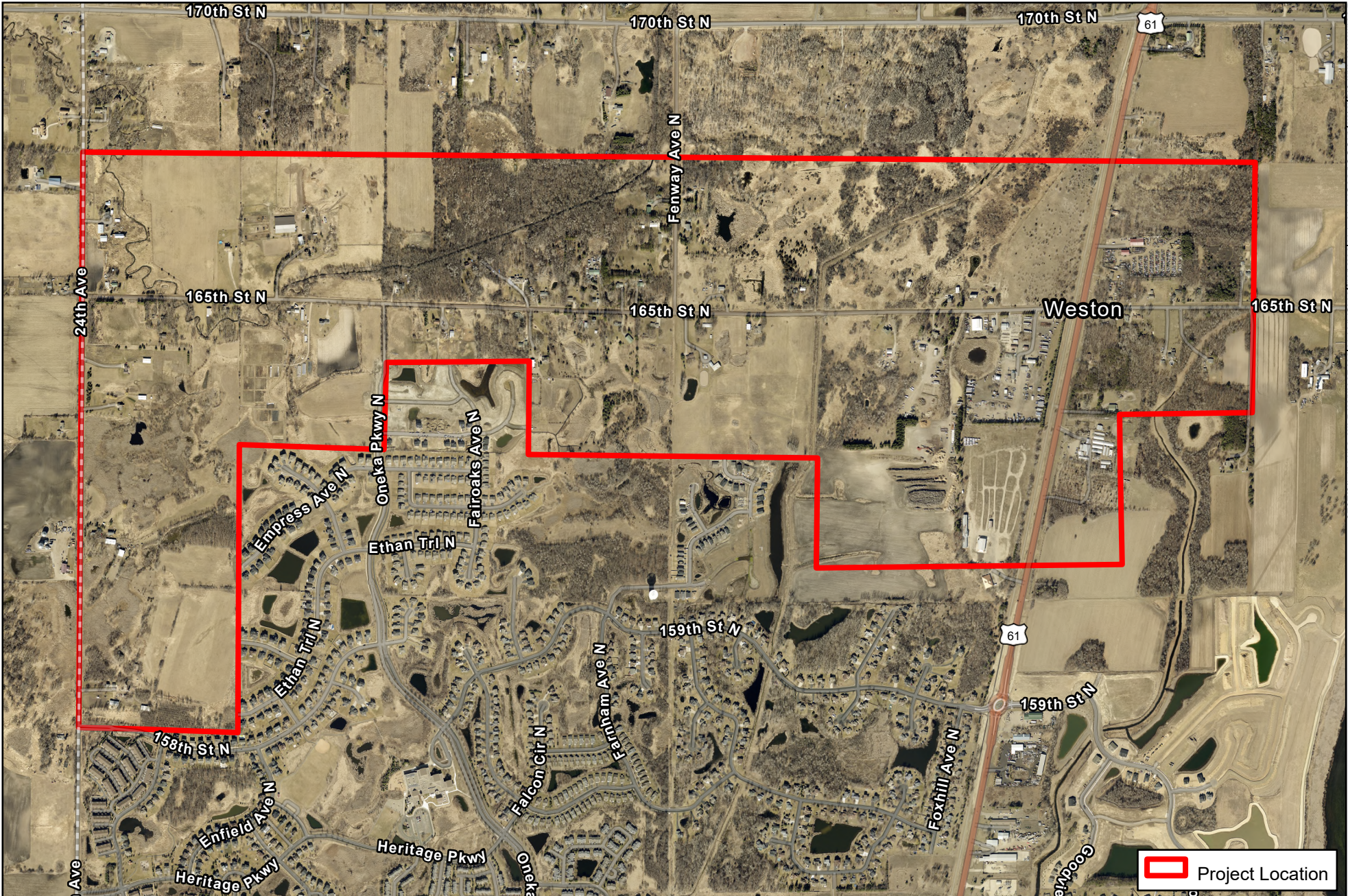


Alison Harwood  
Director of Natural Resources



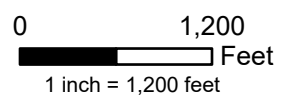
Mark Erichson, PE  
City Engineer

Attachments:           AUAR Location Map  
                                  Draft Schedule  
                                  WSB 2025 Rate Schedule



### Location Map

165th Street Area Alternative Urban Areawide Review  
City of Hugo, MN



### Draft AUAR Schedule

Task	Draft Schedule										
	April	May	June	July	August	September	October	November	December	January	February
Land Use Planning											
AUAR											
<i>AUAR Development</i>					*						
<i>Draft AUAR Distribution</i>							**	***			
<i>Final AUAR and Adoption</i>									****		*****
Traffic Study											
Water and Sewer Master Plan											

*Assumes Council Approval April 21*

\* Development Scenarios Received

\*\* Council Approval for Distribution (3<sup>rd</sup> Monday)

\*\*\* Distribution for Public Comment (30 days)

\*\*\*\* Distribution for Objection Period (10 days)

\*\*\*\*\* Council Adoption of Final AUAR

# 2025 Rate Schedule



	Billing Rate/Hour
PRINCIPAL   ASSOCIATE	\$195 - \$281
SR. PROJECT MANAGER   SR. PROJECT ENGINEER	\$195 - \$251
PROJECT MANAGER	\$171 - \$191
PROJECT ENGINEER   GRADUATE ENGINEER	\$115 - \$190
PROJECT MANAGER ASSISTANT	\$95 - \$155
ENGINEERING TECHNICIAN   ENGINEERING SPECIALIST	\$76 - \$189
LANDSCAPE ARCHITECT   SR. LANDSCAPE ARCHITECT	\$86 - \$182
ENVIRONMENTAL SCIENTIST   SR. ENVIRONMENTAL SCIENTIST	\$77 - \$180
PLANNER   SR. PLANNER	\$89 - \$188
GIS SPECIALIST   SR. GIS SPECIALIST	\$86 - \$188
CONSTRUCTION OBSERVER	\$117 - \$152
SURVEY	
Survey Office Technician	\$136 - \$169
Drone Pilot	\$197
One-Person Crew	\$197
Two-Person Crew	\$265
OFFICE TECHNICIAN	\$67 - \$147

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.

April 8, 2025

Rachel Juba  
City of Hugo  
14669 Fitzgerald Avenue North  
Hugo, MN 55038

RE: 165<sup>th</sup> Avenue AUAR – Planning Scope of Work

Dear Rachel,

The City is initiating an **Alternative Urban Areawide Review (AUAR)** for screening potential Environmental Impacts. The AUAR project is being led by WSB with support from Landform. We are pleased to provide this proposal to create the referenced documents for the development.

### Work Plan

The following scope of work would be provided by Landform to complete the AUAR document.

#### Task 1: Develop Land Use Alternatives

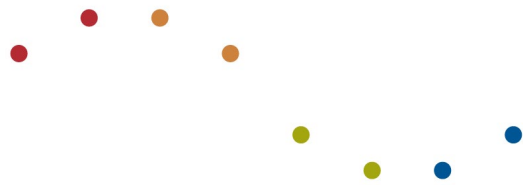
Landform will develop three land use alternatives for the AUAR analysis. This will include the following steps:

1. Landform will complete an existing conditions analysis of natural resources, topography, transportation systems, views, nearby amenities and desired land uses.
2. Landform will develop three land use alternatives, one of which will be based on the adopted 2024 Comprehensive Plan.
3. We will meet with staff and WSB to review the alternatives and revise the land use alternatives for a public open house (three meetings).
4. We will work with staff to schedule an open house in July to gather public feedback on the three options developed by staff. We will prepare materials for the meeting including maps and handouts. Landform staff will attend the meeting to present the options, answer questions and gather feedback.
5. Following the open house, we summarize the feedback and make recommendations for consideration by the Planning Commission and Council at a joint meeting.
6. Based on Council direction, we will finalize the three land use alternatives for inclusion in the AUAR. These will be the basis of the analysis by WBS to complete the AUAR.

#### Task 2: AUAR Document

The purpose of the AUAR is a screening tool for environmental issues and provides a review and summary of onsite and nearby resources and potential impacts.

1. Landform will prepare the AUAR document language related to the land use alternatives and will coordinate with the WSB on the final document draft. The analysis will include implementation items that need to be incorporated into the 2050 Comprehensive Plan.
2. If requested by staff, Landform will attend the City Council meeting with WSB to answer questions when Council is requested to order distribution of the AUAR for comments.



3. Landform will coordinate with WSB to assist with mitigation strategies and a response to comments related to land use elements to be incorporated into the final document. The mitigation strategies may include items that will be incorporated into the 2050 Comprehensive Plan.
4. Landform will attend the Planning Commission and City Council meetings where the final AUAR is reviewed and adopted.

**Compensation**

Landform will complete this scope of work according to the Master Service Agreement with the City of Hugo. We propose that the service phases for this project be provided on an hourly basis with an estimated budget. Any changes to the project scope or estimated hours to complete the work will be communicated to the City in a timely fashion. Landform will not proceed with additional services or services outside of the scope of work contained in this letter without approval from the City. We have estimated the level of effort required to perform the scope of work described herein and have summarized for you below:

**Summary of Fee**

A summary of line items is provided below.

Task 1: Land Use Alternatives	\$18,628
Task 2: AUAR Document	\$6,496
<b>TOTAL</b>	<b>\$25,124</b>

**Closing**

We hope this letter defines the of scope work, the proposed schedule, and the estimated fee of services to your satisfaction. If you have any questions about the proposed scope, schedule or estimated fee we will be happy to review with you.

Sincerely,  
Landform

Kendra Lindahl, AICP  
Principal Planner