



# Osseo City Council

## AGENDA

**WORK SESSION**  
**Monday, February 28, 2022**  
**6:00 p.m., Virtual Meeting**

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MAYOR DUANE POPPE    COUNCILMEMBERS: JULIANA HULTSTROM, HAROLD E. JOHNSON, LARRY STELMACH, ALICIA VICKERMAN

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1.    **Call to Order**
2.    **Roll Call** (quorum is 3)
3.    **Approval of Agenda** (requires unanimous additions)
4.    **Discussion Items**
  - A.    **Review Rental Housing Inspection Program Proposals**
5.    **Adjournment**



## City of Osseo City Council Work Session Meeting Item

**Agenda Item:** Review Rental Housing Inspection Program Proposals

**Meeting Date:** February 28, 2022

**Prepared by:** Riley Grams, City Administrator

**Attachments:** MNSPECT Proposal  
Rum River Consultants Proposal

### Background:

For years, the City of Osseo partnered with the City of Brooklyn Park to conduct all rental housing license programming. Brooklyn Park notified the City of Osseo that they would not continue services for this program. Then Brooklyn Park Rental Inspector Roger Lenz retired from Brooklyn Park and started his own inspection company. The City of Osseo partnered with Mr. Lenz for a number of years. More recently, Mr. Lenz has indicated to the City of Osseo that he can no longer provide services due to some health issues.

I researched potential other options for the City to continue its rental housing inspection program. One option was to train and hire our current Fire Inspector, Hugh Heidt, to conduct the rental inspections as well. After researching the time involvement needed, Mr. Heidt alerted the City that he would be unable to conduct the full scope of services we needed.

At the December 12, 2021 City Council meeting, the Council approved the posting for a Request for Proposals (RFP) to seek interested and qualified contractors who would be willing to manage the City's rental inspection program. Proposals were due by February 18.

To date, we have received two proposals (MNSPECT and Rum River Consultants). Both companies are qualified and licensed to conduct rental housing inspections in the State of Minnesota. Attached to this agenda item is a quick review of the two proposals looking at them side-by-side.

Here is a breakdown of the fee schedule for each consultant:

	Compensation	Additional
<b>Current</b>	60% of fees collected	60% of any additional services
<b>MNSPECT</b>	80% of fees collected	Enforcement letters: \$75/hour
<b>Rum River Consultants</b>	75% of fees collected (100% of reinspection fees)	On-call services: \$85/hour, Emergency services: \$120/hour (2 hour minimum)

The City Council should consider the two attached proposals and discuss them at the Monday work session meeting. Direction should be given to Staff on which proposal is preferred. Staff will then coordinate with the selected consultant to draft a rental housing inspection program agreement, which will be reviewed by City Attorney Mary Tietjen.

It is very likely that City Staff would sit down with the selected contractor to review the City current fee schedule for the rental housing inspection program to consider changes. Both consultants make mention of that in their proposals. I would anticipate an updated fee schedule for the rental housing inspection program at the same time that the Council approves the draft agreement. When ready, the draft agreement will come back to the City Council for approval at the next available Council meeting date.

**Recommendation/Action Requested:**

Staff recommends the City Council discuss the item and direct Staff accordingly.

**REQUEST FOR PROPOSAL**  
**RENTAL HOUSING INSPECTION**  
**SERVICES**  
**ORIGINAL**

City of Osseo, MN

**SCOTT QUALLE**

**General Manager**  
952.442.7520  
squalle@mnspect.com

**ALAN D. GREENE**

**Account Manager**  
224.250.4010  
agreene@safebuilt.com





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## COVER LETTER

February 14, 2022

Mr. Riley Grams, City Administrator  
City of Osseo  
415 Central Avenue  
Osseo, MN 55369

Re: Proposal for Rental Housing Inspection Services

Dear Mr. Grams,

MNSPECT, LLC, a SAFEbuilt Company, is pleased to present our proposal for Rental Housing Inspection Services for the City of Osseo (City). It is our goal to continue helping to make the City of Osseo a safe and attractive place to live, work and thrive.

MNSPECT provides efficient and effective solutions. Our proven methods deliver high customer satisfaction at a reasonable cost, and our staff of 25 is very familiar with the requirements of the communities they serve.

We strongly believe that to provide your City with quality services, it is essential to choose a partner with demonstrated abilities, capable of fully managing the services that you require. MNSPECT has experience with 21 communities as the Designated Building Official and providing supplemental services to 14 additional communities, including rental housing inspections in many of our full-time and back-up communities.

MNSPECT will work closely with the City to ensure a smooth transition, delivering the solutions your community needs in a manner that elected officials, City staff, stakeholders, and citizens desire and, most importantly, deserve. We recognize that different communities have different needs and objectives. Our efforts will address these specific goals and challenges to help you sustain a thriving City.

**MNSPECT commits to provide the following services to the City of Osseo:**

- ✓ Inspections will be conducted in a courteous and tactful manner.
- ✓ Privacy rights of tenants will be respected;
- ✓ Inspections will be scheduled Monday-Friday between the hours of 8:00am to 4:30pm, unless workload demands otherwise;
- ✓ Communication with owners and managers will be a priority;
- ✓ Information/results from inspections shall be shared with appropriate individuals as needed;
- ✓ Inspections will be consistent and fair; and
- ✓ Assign a specific inspector to the City of Osseo with appropriate back-ups in place.

Thank you for taking the time to assess our proposal. If you have any question, please feel free to contact me directly at 952.442.7520 or by email at [squalle@mnspect.com](mailto:squalle@mnspect.com).

Sincerely



Scott Qualle, General Manager  
MNSPECT, LLC





## Consultant Assurance and Consultant Information Sheet



### Consultant Assurances

The Consultant hereby assures and certifies:

1. That the individual signing the assurance form on behalf of the individual, partnership, company, or corporation named in the proposal possesses the legal authority to execute a contract for the proposed work.
2. That the Consultant agrees to comply with all applicable federal, state, and local compliance requirements.
3. That the Consultant is adequately insured to do business and perform the services proposed (attach documentation).

MNSPECT, LLC

\_\_\_\_\_  
(Name of Consultant)



\_\_\_\_\_  
(Authorized Signature)

Scott Qualle

\_\_\_\_\_  
(Printed Name)

General Manager

\_\_\_\_\_  
(Title)

February 10, 2022

\_\_\_\_\_  
(Date)

### APPENDIX B

### RENTAL HOUSING INSPECTION SERVICES



## CONSULTANT INFORMATION SHEET

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1. Trade Name of Business:

MNSPECT, LLC

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2. Legal Name of Business (if the Trade Name is an Assumed Name):

MNSPECT, LLC

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3. Business Address:

235 W 1st St, Waconia, MN 55387

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Street

City

State

Zip

4. Business Telephone: (Please list all applicable phone numbers in which you can be reached regarding this application):

952.422.7520

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5. Name(s) of Person(s) Authorized to Represent the Business:

Scott Qualle

---

Name

General Manager

---

Title

Tom Brackett

---

Name

Chief Executive Officer

---

Title

Avner Alkhas

---

Name

Chief Financial Officer

---

Title

**PUBLIC NOTICE**

## REFERENCES AND RELEVANT EXPERIENCE

### Current Rental Inspection Clients:

#### City of Hampton – Since Apr 2010

PO Box 128, Hampton, MN 55031  
Judy O'Brien, Administrator-Clerk

Population: 699

(651) 437-8846

#### City of Lester Prairie – Since Mar 1997

PO Box 66, Lester Prairie, MN 55354  
Doris Lundin, Clerk

Population: 1,726

(320) 395-2646

#### City of Springfield – Since August 2021

201 1st Street N. PO Box 126, Winsted, MN 55395  
Joe Stremcha, City Manager

Population: 2,300

(507) 723-3524

#### City of Winsted – Since November 2021

201 1st Street N. PO Box 126, Winsted, MN 55395  
Adam Birkholz, City Administrator

Population: 2,180

(320) 485-2366

### Current Short-Term Rental Inspection Clients:

#### City of Bayport – Since Aug 2016

294 3rd Street North, Bayport, MN 55003  
Adam Bell, Administrator

Population: 3,792

(651) 275-4404



APPLICANT AUTHORITY

Scott Qualle is an authorized representative to negotiate and bind MNSPECT, LLC.



LICENSE/CERTIFICATE/REGISTRATION DETAIL

Class Type:	CERTIFIED BUILDING OFFICIAL	Number:	BO002643
Application No:	194035	Status:	ISSUED
Expire Date:	1/17/2024	Effect Date:	1/18/2022
Orig Date:	1/17/2006	Print Date:	11/15/2021
Enforcement Action:	NO	CE Status:	<a href="#">[View details]</a>
Workplace Experience:	N/A		

Name: QUALLE, SCOTT L  
Address: 17030 13TH AVE N  
PLYMOUTH , MN 55447  
Phone: 952-442-7520



## Summary of Understanding of Proposed Services

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## SUMMARY OF UNDERSTANDING OF PROPOSED SERVICES

Many communities across the country have rental inspection ordinances or requirements designed to meet housing quality standards and help protect tenants from harm. SAFEbuilt partners with communities to identify and address potential safety hazards using the International Property Maintenance Code and applicable local ordinances and housing quality standards as our guides. Upon notice of award, MNSPECT's responsibilities will include:

- ✓ Coordinating a kickoff meeting with MNSPECT staff and City staff. During this meeting we will establish how the City would like the program to be administered and a cadence for ongoing meetings to notify the City of the progress.
- ✓ Providing the City with qualified inspector(s) that have all necessary certificates and licenses required to perform all services.
- ✓ Work with the City to enforce the City's Rental Housing Ordinance, including but not limited to inspecting rental housing for license renewal, responding to complaint inspections, and performing administrative tasks associated with the enforcement of the Rental Housing Ordinance.
- ✓ Work with the City on an appropriate communication strategy with homeowners and landlords.
- ✓ Schedule a review of the property and conduct an inspection using the International Property Maintenance Code or adopted local ordinances.
- ✓ Provide a report to the property owner with specific instructions about any needed repairs that may be required. The report also indicates a reasonable timeline for the repairs to be completed.
- ✓ If repairs are needed, a follow-up inspection is scheduled and performed.

Our experience has shown that a Rental Housing Inspection program offers many benefits to the community such as:

- ➔ Safety of the tenants.
- ➔ Improved neighborhoods, hence decreased blight.
- ➔ Improved property values, for owners and neighbors.
- ➔ Provides rental database and insight into rental density.

We take an educational, pro-active and non-confrontational approach to delivering rental inspection services. This ensures all the City's goals are met with an appropriate level of professional judgment in resolving issues.

### Time Frame for Inspections and Management of Inspector Schedules

We sit down with the City to establish a customized Inspection Notification Process. All inspections shall be conducted within the normal business hours of 8:00 am to 4:30 pm, Monday-Friday, except when workload demands otherwise.

### Details on Inspection Request Process

Inspections can be requested by traditional methods of phone, email, or another method agreed upon with the City. Requests are always handled promptly and professionally.







## List of Qualified Inspectors





## **QUALIFIED INSPECTOR**

### **Rental Inspector Assigned to the City of Osseo**

**Tracy Reimann since October 2016 - Manager, Specialty Inspections**

#### **City Code Enforcement, Rental Licensing Inspector and Residential Field Inspector**

- MN Certified Limited Building Official LB723665
- Certified Home Inspector AHIT
- Bachelor of Science, Business
- Certified Radon Measurement Professional RMEA-00396
- 5 yrs. code enforcement; 10 yrs. construction exp.



## Cost of Services and Billing Methods

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## COST OF SERVICES AND BILLING METHODS

MNSPECT's pricing is tailored to each municipal contract. We work with communities to establish fair rates for the services we provide. Our fee is all-inclusive of overhead, materials and equipment. For our staff, we provide:

- Salary and benefits
- Transportation of materials
- Laptops and iPads
- Code manuals
- Mobile phones
- Vehicles, vehicle insurance and fuel

### Percentage of Fee

For the City, MNSEPECT proposes to retain 80 percent of the municipal fees collected.

<b>Rental Inspection Services</b>	80% municipal fee (\$50.00 Minimum)
<b>Enforcement Letter</b>	\$75.00 per hour plus postage

### Inspection Forms

MNSPECT respectfully requests that the City provide the two-part inspection forms.

### Billing Method

MNSPECT utilizes a monthly billing cycle to obtain compensation for monthly services rendered. Monthly compensation for provided services is based on that month's inspections completed.

Inspector will submit logs with any such invoices for services rendered. Hourly fees are not normally charged unless services are requested by the City Staff, directed by the council, or as provided in the service agreement.

Generally, our invoices are due within 30 days of submission of a bill.



## Signed Statement of Understanding

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## SIGNED STATEMENT OF UNDERSTANDING

February 10, 2022

Riley Grams, City Administrator  
City of Osseo  
415 Central Avenue  
Osseo, MN 55369

Re.: Statement of Understand for Proposal for Rental Housing Inspection Services

Dear Mr. Grams,

MNSPECT has read the City's Request for Proposal (RFP) for rental housing inspections services and fully understands its intent. MNSPECT certifies that we have adequate personnel, equipment and facilities to provide the City's requested services. MNSPECT has thoroughly examined the RFP requirements, and our proposed fees cover all the services that we have indicated we can provide.

Sincerely,



Scott Qualle, General Manager  
MNSPECT, LLC

## **SIGNED STATEMENT OF UNDERSTANDING**

February 10, 2022

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City of Osseo  
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Sincerely,

Scott Qualle, General Manager  
MNSPECT, LLC





## Value Added Options



## WHY CHOOSE MNSPECT?

- The integrity of MNSPECT General Manager Scott Qualle, his expert staff, and the company-wide commitment to seamless consistency.
- We believe in education about, and enforcement of, the Code, the whole Code, and nothing more than the Code; that no Code Official should ever require anything beyond the minimum requirements of the Code, nor accept anything less.
- Our values include a commitment to doing things right. That includes a sensitivity to the concept of "time is money," so inspections are scheduled same or next day, whenever possible. Our thorough and comprehensive plan reviews save time and money during the construction process by identifying deficiencies while the project is still on paper, not after the concrete has been poured or materials have been installed. We operate as an extension of the municipality and share your concern for cost containment.
- MNSPECT believes in Comprehensive Plan Review. We utilize a detailed checklist to mark up plans. Our knowledgeable code reviewers work with property owners, designers, builders, and contractors to fully communicate any changes. A thorough plan review streamlines the process, saving time and money throughout construction.
- MNSPECT utilizes technology. At the cutting edge of technology, MNSPECT prides itself in its capability of providing Comprehensive Plan Review to clientele that are at a distance by utilizing computers and high-resolution 4K monitors to perform plan review electronically, and cloud-based file storage for safe and simple access. In addition, MNSPECT utilizes SAFEbuilt's proprietary online community development software tool, which manages permitting, plan reviews and approvals, and inspection activities. Hundreds of communities throughout the United States have adopted SAFEbuilt's CommunityCore Solutions since the first version was launched fourteen years ago.
- Our vast experience serving jurisdictions of all types and sizes (as designated building official, interim building official, and back-up inspections and/or code review): Thirty-one in total. We currently serve 14 jurisdictions with populations over 5,000 and 21 jurisdictions with populations under 5,000. We are adaptable to all sizes.

Cities	29
Townships	4
Sovereign nation	1
County	1

- The professionalism and capabilities of our staff. Five of our staff members have come to MNSPECT from former designations as building officials. This provides us with unparalleled experience in dealing with an extensive variety of code scenarios and challenges. In addition, that experience creates an environment that promotes mentoring and fosters a learning environment.

### BENEFITS TO CHOOSING MNSPECT



**Guaranteed Turnarounds**



**Minimize Staff Time**



**Eliminate Staffing Risks**



**Manage Demand Fluctuations**



**Boost Efficiencies**



**Improved Customer Service**



**Expedited Services**

## FIRM OVERVIEW

MNSPECT's many years of successful service to the communities we serve extends to all activities related to the administration and enforcement of the Minnesota State Codes for Accessibility, Building, Energy, Fire, Fuel Gas, Industrialized/Modular Buildings, Manufactured Homes, Mechanical, Plumbing, Prefabricated Buildings, and **Rental Housing**.

The State of Minnesota demonstrates its confidence in our qualifications and competencies by granting MNSPECT approval to provide these specialized services, normally provided by the State:

- A. Approval from the Minnesota Department of Labor and Industry to perform plan review and inspections on public buildings and State licensed facilities.
- B. Approval from the Minnesota Department of Labor and Industry - Plumbing Plan Review and Inspections Unit to perform plumbing plan review on plumbing systems that serve the public.
- C. Approval from the Minnesota Department of Public Safety - State Fire Marshal Division to perform plan review and inspections on fire suppression systems and fire alarm systems.
- D. Approval from the Minnesota Department of Public Safety - State Fire Marshal Division to perform State required fire inspections on Minnesota Department of Human Services licensed facilities.

These special authorities: a) allow for local oversight of projects, b) optimize construction integrity in the design stages, and c) ensure permit revenue for these projects of large magnitude stay with the community instead of going to the State.

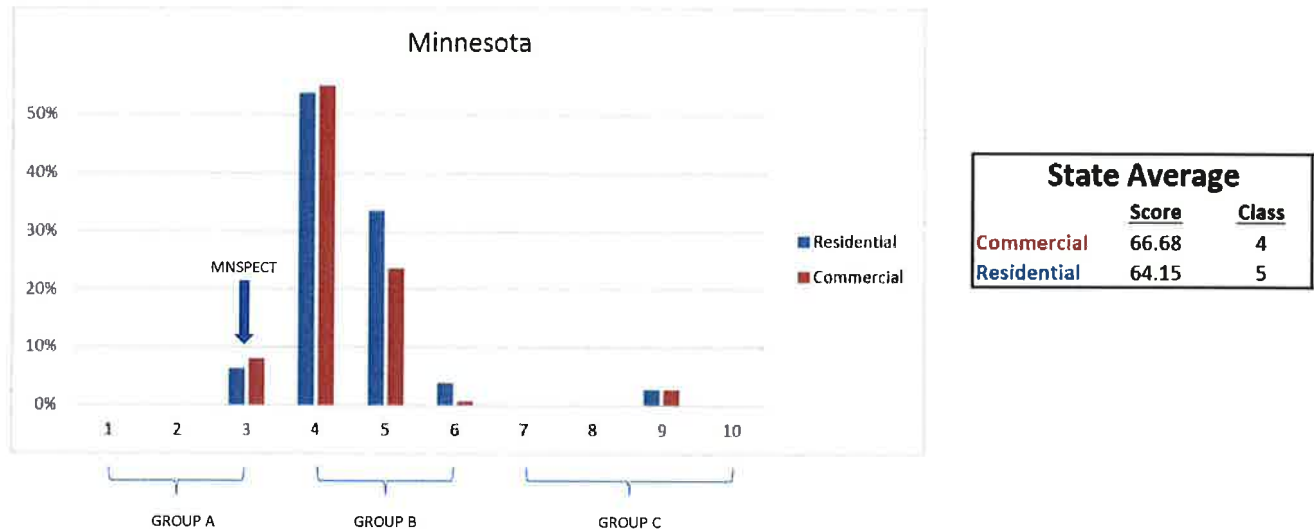
MNSPECT partners with communities to provide a high level of service for homeowners, building owners, contractors, and the Municipality. We work to exceed community goals and standards of service. Our expert knowledge of Minnesota Building Codes, our helpful and professional approach, our commitment to timely service and communication, and our focus on code education is our formula for success. Our motto is: "Helping You Comply with the Code."

Our solid reputation as an industry leader demonstrates our knowledge, flexibility, and cost efficiencies, giving us the reliability your municipality needs in a team. Our people love what they do and eagerly contribute solutions and recommendations that are proven, time-tested, and specific to your needs, providing the following fundamental elements:

- ✓ **Focus on Service.** Because we serve many municipalities and agencies, we are constantly improving and adapting to provide our clients with superior services. We share a wealth of recommendations from our varied experience with other communities to help keep the services we provide the most efficient possible while maintaining our commitment to service excellence.
- ✓ **Tailored, Responsive Services.** Our team is skilled at assessing time commitments, developing an accurate work plan, and applying dedicated, professional personnel. We quickly fine-tune staffing levels to match changes in activity – always maintaining the highest level of customer service. We hand-pick staff, uniquely qualified and experienced, to deliver the exact services requested. We create customized workflows to provide our clients with services that ensure all critical steps are followed through the permit issuance process.
- ✓ **Swift Turnarounds and Expedited Services.** Our staff excels at providing prompt turnarounds. We meet or exceed expected turnaround deadlines.
- ✓ **Effective Coordination with other Agencies and Departments.** Our people are trained in promoting collaboration and cooperation with other departments and agencies.
- ✓ **A Wealth of Code Knowledge and Building Industry Experience.** We maintain staff fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry's cutting edge, many serve as popular educational instructors and lecturers, as well as sit on leading boards and committees for organizations developing and implementing important code regulations.
- ✓ **Leading-Edge Technology.** SAFEbuilt's software, CommunityCore Solutions ([www.CommunityCore.com](http://www.CommunityCore.com)), delivers a suite of digital options for jurisdictions: prompt digital plan reviews, including electronic versions of plan comments, and an easy-to-use online web application/portal for submittal, tracking, and approval of digital plans.

### MNSPECT's ISO Building Code Effectiveness Grading Schedule (BCEGS)

MNSPECT takes great pride in achieving an ISO Building Code Effectiveness Grading Schedule score of a 3 for both commercial and residential work. The purpose of BCEGS is to provide insurance companies with a way to score building departments with a rating, similar to how ISO scores fire departments. This equates to a savings for residents as the lower the score the higher the insurance discount can be for new construction in a community.



The ISO Audit is the only analysis that any Building Department is subjected to, other than a voluntary department accreditation for the ICC-IAS (of which there are currently no accredited departments in Minnesota).

**Group A:** Municipalities receive the **maximum** discount benefit possible on new construction when the homeowner's insurance company uses the BCEGS in their underwriting formulas.

**Group B:** Municipalities receive a **midrange** discount benefit possible on new construction when the homeowner's insurance company uses the BCEGS in their underwriting formulas.

**Group C and Score 99 (Declined to participate):** Municipalities receive **no** discount benefit possible on new construction when the homeowner's insurance company uses the BCEGS in their underwriting formulas.

The long-term savings to the community could be substantial. If a community has 1,000 recently (last 10 years) constructed homes, the collective decrease could be 5% of premium ( $1,500 \times 0.05 = \$75.00$ )  $\times$  1,000 = \$75,000 per year of insurance premium discounts if the building department had a score of 3 (vs 9 or 99).



## BACKGROUND AND HISTORY

Since 1987, MNSPECT has been providing comprehensive Designated Building Official and Supplemental/As-Needed Building Safety services for Minnesota communities. MNSPECT's highly-qualified, certified, and experienced team of Building Officials currently provides services for 35 communities. In calendar year 2020, we performed over 2,000 plan reviews, issued over 4,800 permits, and **performed more than 9,000 inspections**.

MNSPECT LLC was formed in 2010. MNSPECT Inc., the predecessor company to MNSPECT LLC, was incorporated in 1987 and was originally named Paul Waldron and Associates Limited.

In August of 2021, SAFEbuilt acquired MNSPECT, LLC (MNSPECT), which expanded SAFEbuilt's presence into Minnesota. Since 1992, SAFEbuilt has provided exceptional Community Development Services to local governments. SAFEbuilt is a national leader performing value-added professional, technical, and consulting services in 30 states and the District of Columbia for the efficient delivery of third-party solutions.

The below is a breakdown of local personnel assigned to the contract and what services that they can provide:

Number of Staff Qualified to Provide Services	
Qualified Staff	Services or Credentials
16	MN Certified Building Officials
16	Perform Building Inspection
11	Perform Code Review
19	Perform Code Enforcement
6	Administrative

A detailed list of training and experience for the above personnel to be assigned to the City can be found in the section labeled Identification and Qualification of Assigned Personnel.

*"The transition period was seamless and the city felt more informed than ever before from a communications standpoint. MNSPECT staff expertise is exceptional and they have proven an invaluable resource to the city... Their willingness to go above and beyond at every turn has shown their superior commitment to not only customer service but to the community as well. In turn, the city's level of service and response times have improved exponentially... MNSPECT is truly an asset to our community!"*

SANDIE THONE • Former City Administrator

*"We are so proud to work with such an outstanding company! City staff highly endorses MNSPECT's professional business strategy and looks forward to our on-going relationship."*

DAN TOLSMA • City Administrator, Sharon Farniok, Assistant / City of Spring Park, MN

## SERVICES OFFERED BY MNSPECT

Our areas of service have expanded over the past 34 years to include:

- ✓ Designated Building Officials
- ✓ Field Inspections/ Plan Review
- ✓ **Rental Ordinance/Licensing Inspection**
- ✓ Sediment and Erosion Control Monitoring
- ✓ Municipal and Nuisance Code Enforcement
- ✓ Commercial Plumbing Plan Review

**Benefit\*** The State of Minnesota is currently at an 8-10 week turnaround time-frame while MNSPECT is currently at only a 2 week turnaround time-frame.

- ✓ Fire Safety Inspections

## ADDITIONAL PERSONNEL EXPERIENCE

### Management Team

#### Scott Qualle – General Manager & Building Official since January 2005

##### **General Manager**

- MN Certified Building Official B0002643
- ICC Certified Building Official
- MN Approved for Inspection of Public Buildings and State Licensed Facilities
- Statutory Warranty Dispute Resolution Neutral (mediator)
- Erosion/Sediment Control Construction Installer/Inspector
- MN Foster/Daycare Fire Inspector
- MN Approved Continuing Education Instructor
- Building Inspection Technology (BIT) Certificate
- Associate in Applied Science Degree, BIT
- Associate in Applied Science Degree, Accounting
- Bachelor of Science Degree, Business
- Master's Degree in Business Administration (MBA)
- 17 years code enforcement; 5 years construction/real estate experience

#### Ty Turnquist since March 2005

##### **Minnesota State Manager, Operations**

- MN Certified Building Official B0002901
- Building Inspection Technology Certificate
- MN Approved for Code Review and Inspections of Public Buildings and State Licensed Facilities
- MN Approved for Fire Sprinkler and Fire Alarm Inspections
- SEC Regulatory Enforcement Certificate
- Erosion/Sediment Control Construction Inspector
- MN Approved Continuing Education Instructor
- MN Foster/Daycare Fire Inspector
- 17 yrs. code enforcement; 20 yrs. construction exp.

#### Tracy Montgomery since June 2008

##### **Building Administrative Services, Manager**

- Bachelor of Science Degree
- 13 yrs. code enforcement support

#### Jeff Munsterteiger since October 2017

##### **Manager of Code Review**

- MN Certified Building Official B0002824
- ICC Certified Building Plans Examiner
- Building Inspections Technology (BIT)
- MN Approved for Code Review and Inspections of Public Buildings and State Licensed Facilities
- 14 yrs. code enforcement; 23 yrs. construction exp.

#### Franklin Martin since May 2021

##### **Manager of Field Inspections**

- MN Certified Building Official B0001821
- ICC Certified Building Official
- MN Approved for Code Review and Inspections of Public Buildings and State Licensed Facilities
- 37 yrs. code enforcement; 4 yrs. architecture exp.

### Field Inspection Team

#### Date Engelmann since January 2013

##### **Senior Plumbing Code Reviewer/Plumbing Inspector**

- Master Plumber PM062282
- Backflow Prevention Tester BT062282
- MN Approved Commercial Plumbing Plans Examiner
- 8 yrs. code enforcement; 41 yrs. plumbing exp.

#### Karl Horning since January 2017

##### **Senior Field Inspector**

- MN Certified Building Official B0002662
- Building Inspection Technology Certificate
- Subsurface Sewage Treatment Systems License
- 20 yrs. code enforcement; 10 yrs. construction exp.

#### Jim Grampre since April 2017

##### **Senior Field Inspector**

- MN Certified Building Official B0001497
- Building Inspection Technology Certificate
- 34 yrs. code enforcement; 10 yrs. construction exp.

#### Barry Brainard, since April 2019

##### **Senior Field Inspector**

- MN Certified Building Official B0001299
- ICC Certified Residential Plans Examiner and Inspector
- MN Approved for Code Review and Inspections of Public Buildings and State Licensed Facilities
- MN Approved for Fire Sprinkler and Fire Alarm Code Review and Inspections
- ICC Certified Permit Technician
- 37 yrs. code enforcement; 4 yrs. architecture exp.

#### Bill Schwanke since June 2019

##### **Senior Field Inspector**

- MN Certified Building Official B0002200
- 17 yrs. code enforcement



## **Field Inspection Team Continued**

### **Jake Nelson – Since June 2019**

#### **Field Inspector**

- MN Certified Building Official Limited LB777681
- ICC Residential Building Inspector
- Sediment and Erosion Control Inspector
- 2 yrs. code enforcement; 2 yrs. construction exp.

### **David Rahn since September 2019**

#### **Senior Field Inspector**

- MN Certified Building Official B0001772
- Certified Building Official ICC
- 30 yrs. code enforcement; 27 yrs. construction exp.

### **Abram Pulkrabek – Since February 2021**

#### **Field Inspector**

### **Don Harmsen since March 2021**

#### **Senior Field Inspector**

- MN Certified Building Official B0002896
- Building Inspection Technology Certificate
- MN Approved for Inspection of Public Buildings and State Licensed Facilities
- 18 yrs. code enforcement; 20 yrs. construction exp.

### **David Rewey – Since September 2021**

#### **Field Inspector**

## **Code Review Team**

### **Nick Qualle since March 2005**

#### **Code Reviewer**

- MN Certified Building Official B0002752
- Building Inspection Technology Certificate
- NFPA 10001 Firefighter 1 and Firefighter 2
- 16 yrs. code enforcement; 3 yrs. construction exp.

### **Brandon Holmes since November 2018**

#### **Code Reviewer**

- MN Certified Building Official B0770894
- 2 yrs. code enforcement; 15 yrs. construction exp.

### **Michael Hauan since March 2021**

#### **Code Reviewer**

- MN Certified Building Official Limited LB783560
- Specialized Associate of Science Degree in architecture Drafting and Design
- 20 yrs. drafting and design exp.

### **Kevin Kamerud since May 2021**

#### **Code Reviewer**

- MN Certified Building Official Limited LB783561
- Residential Building Contractor BC763356
- 23 yrs. construction exp.

## **Administrative Team**

### **Wendy Morrissey since August 2011**

#### **Office Manager**

- Bachelor of Arts Degree
- 11 yrs. code enforcement support

### **Tonia Sikorski since April 2019**

#### **Specialty Inspections Assistant**

- Real Property Administrator Certificate, BOMI
- 2 yrs. code enforcement support

### **Christy James since June 2017**

#### **Lead Client Specialist**

- Bachelor of Arts Degree
- 4 yrs. code enforcement support

### **Alex Knutson since April 2021**

#### **Client Specialist**

### **Lisa Thole since April 2021**

#### **Client Specialist**

## ADDITIONAL SERVICES REFERENCES AND RELEVANT EXPERIENCE

### Current Designated Building Official Clients:

#### City of Bayport – Since Aug 2016

294 3rd Street North, Bayport, MN 55003  
Adam Bell, Administrator

Population: 3,792

(651) 275-4404

#### City of Columbus – Since Mar 2021

16319 Kettle Rive Blvd. Columbus, MN 55025  
Elizabeth Mursko, Administrator

Population: 4,055

(651) 464-3120

#### Douglas Township – Since Jan 2011

PO Box 151, Hampton, MN 55031  
Peggy Varien, Clerk

Population: 755

(651) 769-5061

#### City of Glencoe – Since Mar 1991

1107 11th St E, Ste. 107, Glencoe, MN 55336  
Mark Larson, Administrator

Population: 5,467

(320) 864-5586

#### Greenvale Township – Since Jan 2012

31800 Guam Ave, Northfield, MN 55057  
Greg Langer, Board Chair

Population: 754

(507) 649-2376

#### City of Hamburg – Since Jun 1989

181 Broadway, Hamburg, MN 55339  
Jeremy Gruenhagen, Clerk-Treasurer

Population: 521

(952) 467-3232

#### City of Hampton – Since Apr 2010

PO Box 128, Hampton, MN 55031  
Judy O'Brien, Administrator-Clerk

Population: 699

(651) 437-8846

#### City of Landfall Village – Since Aug 2019

One 4th Avenue, Landfall, MN 55128  
Ed Shukle, City Administrator

Population: 756

(651) 739-4123

#### City of Lester Prairie – Since Mar 1997

PO Box 66, Lester Prairie, MN 55354  
Doris Lundin, Clerk

Population: 1,726

(320) 395-2646

#### City of Maple Lake – Beginning Aug 2021

10 Maple Ave S, PO Box 757, Maple Lake, MN 55358  
Renee Eckerly, City Administrator/City Clerk

Population 2,315

(320) 963-3611

#### City of Mound – Since Jan 2003

2415 Wilshire Blvd, Mound, MN 55364  
Sarah Smith, Community Development Director  
Greg Pederson, Fire Chief

Population: 9,530

(952) 472-0604  
(952) 472-3533

#### City of North St. Paul – Since September 2018

2400 Margaret Street, North St. Paul, MN 55109  
John Stark, City Manager

Population: 12,477

(651) 747-2400

#### City of Nowthen – Since December 2019

8188 - 199th Ave. NW, Nowthen, MN 55330  
Frank Boyles, Interim Clerk/Treasurer

Population: 4,723

(763) 441-1347

**ADDITIONAL SERVICES REFERENCES AND RELEVANT EXPERIENCE CONTINUED****City of Plato – Since Jan 1994**

PO Box 7, Plato, MN 55370

Gerri Scott, Clerk

Population: 307

(320) 238-2432

**Ravenna Township – Since January 2019**

20425 Red Wing Boulevard, Hastings, MN 55033

Caroline Spurgeon, Township Clerk/Treasurer

Population: 2,436

(651) 480-1902

**City of Silver Lake – Since April 1994**

308 Main St W, Silver Lake, MN 55381

Karissa Kurth, Deputy Clerk

Population: 818

(320) 327-2412

**City of Spring Park – Since May 2008**

4349 Warren Ave, Spring Park, MN 55384

Jim Brimeyer, Interim City Administrator

Population: 1,794

(952) 471-9051

**City of Stacy – Since November 2021**

30955 Forest Blvd., Stacy, MN 55079

Sharon Payne, Clerk

Population: 1987

(651) 462-4486

**Waterford Township – Since Apr 2014**

517 Box 531, Northfield, MN 5505

Elizabeth Wheeler, Clerk

Population: 478

(651) 346-8467

**City of Watertown – Since November 2021**

309 Lewis Avenue S, Watertown, MN 55388

Jake Foster, City Administrator

Population: 4,408

(952) 955-2687

**City of Winsted – Since November 2021**

201 1st Street N. PO Box 126, Winsted, MN 55395

Adam Birkholz, City Administrator

Population: 2,180

(320) 485-2366

**Current Supplemental Back-Up Clients:****City of Eagan (backup) – Since Nov 2013**

3830 Pilot Knob Rd, Eagan, MN 55122

Dale Schoeppner, Building Official

Population: 66,527

(651) 675-5675

**City of Faribault (backup) – Since March 2020**

208 NW 1st Avenue, Faribault, MN 55021

Deanna Kuennen, Community and Economic Development Director

Population: 23,851

(507) 333-0376

**City of Forest Lake (backup) – Since Apr 2018**

1408 Lake St South, Forest Lake, MN 55025

Alan Newman, Fire Chief

Population: 20,220

(651) 464-3550

**City of Golden Valley (backup) – Since Nov 2019**

7800 Golden Valley Road, Golden Valley, MN 55427

Marc Nevinski, Physical Development Director

Population: 21,755

(763) 593-8008

**City of Lake Elmo (backup) – Since December 2018**

3880 Laverne Avenue, Suite 100, Lake Elmo, MN 55042

Kristina Handt, City Administrator

Population: 9,100

(651) 747-3900

## ADDITIONAL SERVICES REFERENCES AND RELEVANT EXPERIENCE CONTINUED

### **City of Lino Lakes (backup) – Since July 2020**

600 Town Center Pkwy, Lino Lakes, MN 55014

Patrick Moonen, Building Official

Population 21, 733

(651) 982-2463

### **City of Mankato (backup) – Since Mar 2019**

10 Civic Center Plaza, Mankato, MN 56001

Molly Westman, Planning Assistant

Population: 42,610

(507) 387-8571

### **Mendota Heights (backup) – Since May 2017**

A to Z Home Inspections (Mendota, Sunfish Lake, Lilydale)

1101 Victoria Curve, Mendota Heights, MN 55118

Mike Andrejka, Building Official

Population: 12,890

(651) 255-1143

### **City of New Brighton (backup) – Since June 2021**

803 Old Highway 8 NW, New Brighton, MN 5511

Devin Massopust, City Manager

Population: 22,556

(651) 638-2046

### **City of Orono – Since March 2021**

2750 Kelley Parkway, Orono, MN 55356

Jeremy Barnhart, Community Development Director

### **Scott County (backup) – Since Sept 2017**

Government Center

200 Fourth Avenue West, Shakopee, MN 55379

Jami Neiber, Building Official

Population: 8,113

(952) 249-4626

Population: 20,315

(952) 496-8883

### **Shakopee Mdewakanton Sioux Community (backup)**

Since Aug 2017

2330 Sioux Trail NW, Prior Lake, MN 55372

Rick Schlueter, Building Official

Population: 658

(952) 496-6135

### **City of Shorewood (backup) – Since Jan 2006**

5755 Country Club Rd, Shorewood, MN 55331

Wade Woodward, Building Official

Population: 7,496

(952) 474-3236

## ADDITIONAL SERVICES APPROACH

### BUILDING SERVICES APPROACH

With our range of Building Department Services, MNSPECT empowers communities to envision, plan and execute innovative solutions for nearly all municipal operations services. Our highly skilled teams bring the experience necessary to meet the City of Watertown needs for Building Official Inspection and Related Services.

Whether you are facing a shortage in your staff, dealing with fluctuating workload, or needing additional technical expertise on a large or complex project, MNSPECT offers you the flexibility of services that fits your needs. Many communities across the country utilizes our on-call building permit application reviews as well as plan reviews.

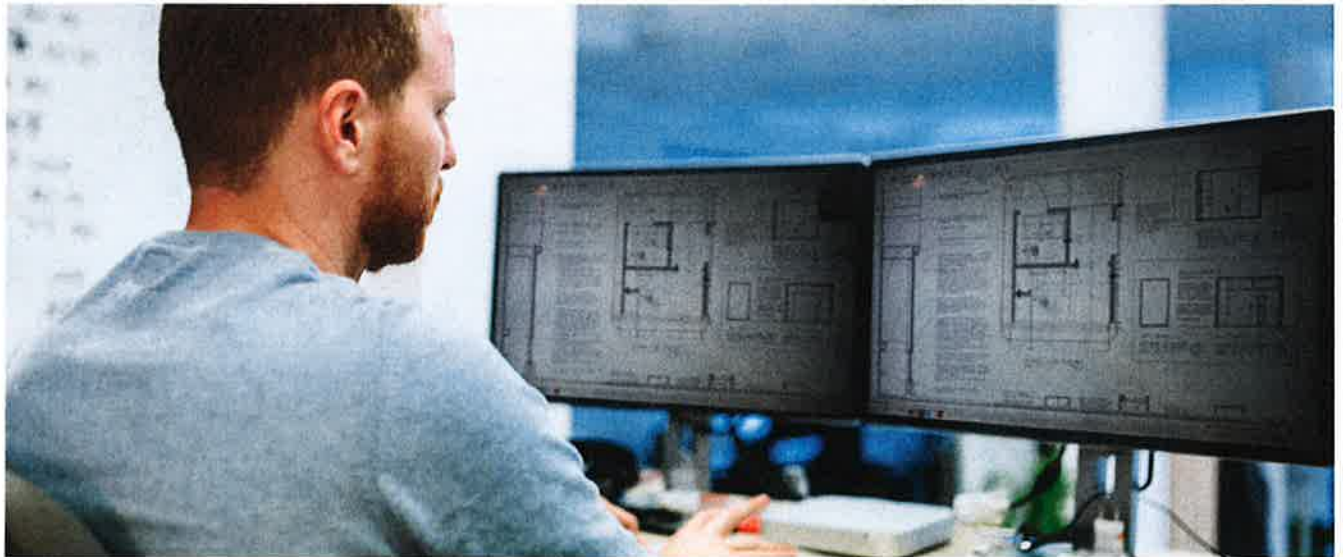
### PLAN REVIEW SERVICES

Our plan review professionals use the best practices to meet each municipality's service requirements, managing projects effectively and efficiently, completing all deliverables on-time. After plans are logged, our scheduler assigns plans to the appropriate examiner, he/she completes the review, and the completed review is returned to the municipality as outlined below:

Our process includes tracking, verification, corrections, and communication:

TRACKING	CORRECTIONS
We log plans into our database and tracked through our review process. Once entered, the plans are sent to the appropriate plans examiner.	Plans are reviewed for compliance with all applicable federal, state and local regulations. Corrections are noted directly on the plans or a Review Letter. Preliminary consultation with applicants is also available.
VERIFICATION	COMMUNICATIONS
All information on each submittal is checked against the permit application for accuracy.	Results are communicated to the applicant the same day. Any needed corrections are explained to the applicant in detail.

Examples of previous projects include high-rise building, casinos, regional shopping centers, hotels, hospitals, sports arenas, detention facilities, police stations, fire stations, city halls, libraries, schools, industrial facilities, hazardous occupancies, trash recycling, essential facilities, residential projects, tenant improvements, and remodels.





### Commercial, Multi-Family, Single-Family and MEP Plan Review

MNSPECT ensures submittals are properly coordinated and tracked by following an established internal plan check process in which each plan is entered into our database, processed and returned to the client on time. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal, verifying information shown on each permit application.



- ✓ Screening and logging each application to ensure timely routing to all plan reviewers.
- ✓ Double check each submittal when received to ensure it is full and complete.
- ✓ Reviewing submittals for compliance with all relevant Federal, State, and local requirements. The log serves as tracking device to ensure turnaround times and completeness of the review.
- ✓ Conduct plan reviews in accordance with Local, State and Federal regulations, as well as all codes and ordinances in effect for the City. On larger more complex projects, preliminary consultations are provided to the applicant upon request to assist and guide them in the design and plans preparation process.
- ✓ Information shown on each permit application is verified. Construction valuation is based on information provided and compared to estimates provided.
- ✓ Utilize electronic plan review.
- ✓ Transmit plans with Bluebeam.
- ✓ Return all emails/voicemails within 24 hours.
- ✓ Determine scope of project prior to plan review.
- ✓ Conduct pre-plan review meetings, as necessary.
- ✓ Review all construction documents and plan set.
- ✓ Utilize compliance checklists during plan reviews.
- ✓ Provide the following in plan review letter:
  - ✓ Cite the applicable construction drawing sheet number(s)
  - ✓ Note code section(s) and provide the code language.
  - ✓ Provide a brief, but concise comment explaining the identified issues.
- ✓ Return approved plans and associated documentation to applicant in a timely and professional manner.
- ✓ Provide design advice only in the context of achieving code compliance (written and verbal communication)
- ✓ Perform plan reviews within specified timeframes.
- ✓ Communicate valuation/fee updates to Permit Technician/City.

Targeted Plan Review Turnaround Times		
Type of Project	Completeness Check	Plan Review
Commercial (IBC)	5 working days or less	10-15 working days from complete submittal
Residential (IRC)	2 working days or less	5-7 working days from complete submittal



## CAPABILITIES TO RECEIVE AND PROCESS ELECTRONIC PLANS SUBMITTALS

ELECTRONIC  
PLAN REVIEWS

SUBMIT PLAN  
ELECTRONICALLY

REVIEW AND  
PRESCREENING  
PROCESS

REVISE AND  
RESUBMIT

APPROVE AND  
PRINT PLANS



MNSPECT strongly recommends using remote (electronic) plan review for its better time efficiency, its environmental impact benefits (e.g., paper, fuel, and carbon emissions), and its benefits to health by preventing person-to-person interaction during the pandemic. Furthermore, our capabilities to support multiple plan reviews simultaneously is unlimited. Our team is proficient with using all of the industry standard electronic plan review systems currently available. The benefits of remote plan review include:

- **Access to multi-disciplined plan reviewers.** Credentialed staff are hard to find—staffing all positions necessary is financially difficult. Remote plan review provides the City with access to credentialed multi-discipline experts throughout our company.

- **Remote access and increased transparency.** Clients can conveniently submit their plans and monitor their status remotely, reducing the need to sit and wait in a building department office or wait by the phone. Clients can access the portal anytime, anywhere without restrictions to office hours.

We can receive plans from the City or directly from the applicant by mail, FedEx, or electronic transmission. If submitted directly we will utilize our workflow to ensure that the City's required processes (Zoning Review, Fire Department Approval, etc.) are performed in sequence. Our process is convenience for our client municipalities and for the designers and permit applicants we serve. All plans submitted to the City will be analyzed for compliance according to agreed timetable.

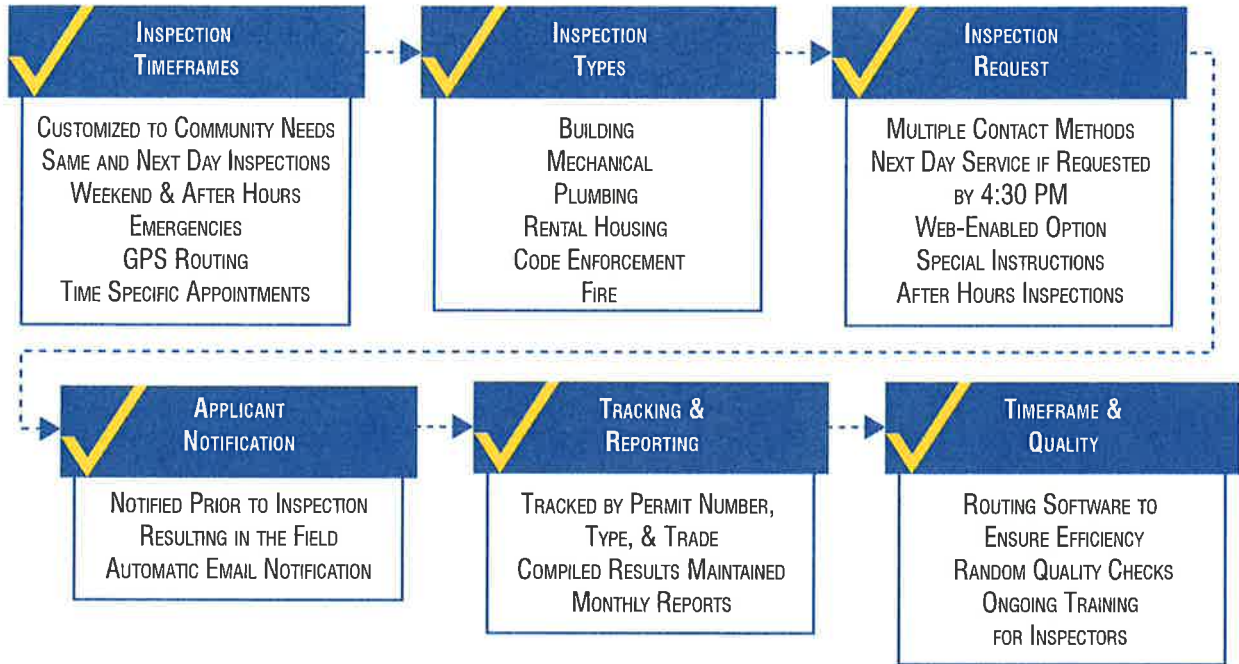
### **ePlan Reviews**

*Reduces production time and provides reviewers faster access with real time visibility and easy reporting maintenance.*

## INSPECTION SERVICES

Our inspection staff recognizes that an educational, informative approach is the most effective way to improve the building community's experience.

### MNSPECT's INSPECTION PROCESS



## LETTERS OF RECOMMENDATION



2415 Wilshire Boulevard, Mound MN 55364  
Telephone 952-472-0600 Fax 952-472-0620  
[www.cityofmound.com](http://www.cityofmound.com)

November 1, 2021

**RE: Reference Letter - MnSpect**

I am very pleased to provide a reference letter for MnSpect, who has been providing contracted building inspection services to the City of Mound since 2005. President Scott Qualle is Mound's designated Building Official.

MnSpect has a team of competent inspectors and personnel who provide prompt, courteous and professional service to our Staff and community. From my perspective, one aspect that sets MnSpect apart is their ability to provide full-service inspection services, as they have qualified personnel to assist with residential and commercial projects and also provide plumbing and mechanical, electrical and electrical permitting. MnSpect is also extremely cooperative and quick to respond in the event there are special or unique circumstances related to permitting and inspection matters.

I would be very happy to visit with you further about Mound's experience and relationship with MnSpect. You are most welcome to contact me directly at (952) 472-0604 or by email at [sarahsmith@cityofmound.com](mailto:sarahsmith@cityofmound.com).

Sincerely,

***Sarah Smith***

Sarah Smith  
Community Development Director



**To Whom It May Concern:**

The City of Spring Park has contracted with Mnspect for their permit process needs and for building inspection services since May 2008. Prior to that time Spring Park contracted with the City of Orono.

The City of Spring Park has many challenges in that its residential housing stock consists of lake cabins undergoing remodeling or complete demolition followed by new construction. Spring Park also has several multi-housing units (seven), a senior housing campus (Presbyterian Homes/Lake Minnetonka Shores), a large commercial district, a manufacturing district, and a marina.

Together, the City and Mnspect have weathered the housing market/economic recession and the subsequent resurgence. When the economy was at its worst, Mnspect figured out a way to continue to serve the needs of their communities without compromising their services. At all times the City felt confident that Mnspect would continue to provide quality inspection services, no matter the economic climate.

The City Council is periodically updated by visits from Mnspect's staff. The council looks forward to and enjoys the updates and it affirms their continued confidence in Mnspect. Our City has built a relationship with Mnspect that has gone beyond inspection services by asking Mnspect staff to participate on an interview team for an administrator search. Mnspect staff also regularly attends City staff meetings in order to coordinate ongoing projects with our planner, engineer, attorney, and public works.

City staff highly endorses Mnspect's professional business strategy and looks forward to an ongoing relationship with Mnspect. The City feels comfortable knowing as we continue to grow and develop, Mnspect will be able to provide quality services as we move forward together.

Sincerely,

Dan Tolama, City Administrator  
Wendy Lewin, City Clerk

*City of Spring Park*

4349 WARREN AVENUE, SPRING PARK, MINNESOTA 55384-9711 (952) 471-9051 FAX (952) 471-9160  
WWW.CI.SPRING-PARK.MN.US

## WATERFORD TOWNSHIP



*"Where the path from the past and the future meets"*

To: Whom It May Concern

Re: Recommendation for MNSPECT, LLC

I am writing to recommend the services of MNSPECT, LLC of Waconia Minnesota. MNSPECT has been under contract with Waterford Township since 2014.

I spent twenty-three years as a government employee working for the City of Northfield and upon retirement was elected Town Clerk for Waterford Township in March 2014. I worked with Building Officials and Inspectors for the City and since 2014 have had the privilege to work closely with the MNSPECT team. From my experience I can say that professional Building Officials and Inspectors truly believe the code is designed to protect current owners and their guests, contractors, and future owners.

Therefore, I can without hesitation recommend MNSPECT, LLC. The Township has relied on the expertise of the MNSPECT team to perform plan reviews and code inspections for commercial as well as residential projects, such as a multi-generational home, a handicap accessible entrance including an elevator in an aging home on a challenging landscape, a commercial youth wrestling facility, two five-megawatt community solar gardens, new homes, remodels, decks, accessory buildings and is currently advising the Township on its 1885 Town Hall.

All the members of the MNSPECT team are great communicators. One can call or e-mail and rest assured of getting a response almost always the same day, but for sure the next day. They are patient and explain the code to the homeowner, the contractor, the Town Board or the Town Clerk. They are incredibly organized and when they say they will have it done, it is done.

Without the MNSPECT team it would be impossible to perform my responsibilities as a Town Clerk and as the Board Liaison for the Planning Commission. Not only are they responsive to the Township, they are aware of the numerous deadlines of the various property owners and try their best to work with everyone in a timely manner.

Please feel free to contact me at 507-261-3235 should you like to discuss MNSPECT, LLC's qualifications and Waterford Township's experiences further. I'd be happy to expand on my recommendation.

Sincerely,



Elizabeth Wheeler  
Waterford Township Clerk  
507-261-3235

3847 321<sup>st</sup> St. W. - P.O. Box 531 - Northfield, MN 55057 - 651-346-8467 - [waterfordtownship@gmail.com](mailto:waterfordtownship@gmail.com)



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**City of Osseo, Minnesota  
Request for Proposal Response  
For Rental Housing Inspection Services**

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February 14, 2022

**Andy Schreder, Owner & Chief Building Official**

23306 Cree Street, Suite 103

St. Francis, MN 55070

763-331-7722, Office

763-291-3704, Mobile

[andy@rumrivercc.com](mailto:andy@rumrivercc.com)

[www.rumrivercc.com](http://www.rumrivercc.com)

**Carri Levitski, Program Administrator**

23306 Cree Street, Suite 103

St. Francis, MN 55070

763-331-7722, Office

763-464-8798, Mobile

[Carri@rumrivercc.com](mailto:Carri@rumrivercc.com)

[www.rumrivercc.com](http://www.rumrivercc.com)







February 14, 2022

City of Osseo  
Attn: Riley Grams, City Administrator  
415 Central Ave  
Osseo, MN 55369

Dear Riley,

Please refer to the enclosed proposal for Rental Housing Services. The following documents will provide you with the data needed to make an informed decision on services for rental housing inspections. The interpretation and application along with enforcement of national, state, and local codes and ordinances is our specialty. Rum River has the experience you can rely on when it comes to skilled inspection and administrative services for all property types. We have also included the Consultant Assurances and Consultant Information Sheet in the format requested by Osseo in the Request for Proposal.

We would be honored to bring this service-oriented approach to the City of Osseo. Our team of code officials, inspectors, and administrative personnel has pioneered a responsive approach which has proven to result in successful and consistent outcomes. This is not only true for properties of all types and sizes, but also when it comes to enforcement of the fire, zoning, housing, and nuisance codes.

We look forward to a partnership with the City of Osseo after you have had the opportunity to review and discuss this proposal with City Council. I can assure you that Osseo residents, property owners, business partners, and property management companies will receive responsive and respectful service from our firm and its employees.

We have read the City's Request for Proposal (RFP) for Rental Housing Inspection Services and fully understand its intent. We certify that we have adequate personnel, equipment, and facilities to provide the City's requested services. We have thoroughly examined the RFP requirements, and our proposed fees cover all the services requested with the RFP.

Thank you for the opportunity to submit this proposal and we look forward to hearing from you soon. If you have any questions following the review of this proposal, please don't hesitate to contact us.

Kind Regards,

Andy Schreder, CBO and Owner

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## Meet our Staff

### **Management**

#### **Andy Schreder, Chief Building Official, Owner**

- Minnesota State Building Official
- North Hennepin Community College, Building Inspection Technology
- Continuing Education Instructor
- MPCA SSTS Inspector
- 25+ years of experience in the construction industry including carpentry work that spans residential, commercial, industrial, and institutional projects
- Municipal building inspection experience including jurisdictions in populations ranging from 150 to 62,000 residents since 2003, in both rural and urban settings

#### **Roxanne Schreder, Business Manager, Owner**

- 24+ years of government experience centering on interaction with the public daily
- Concentration on development of programs and information presentation with the goal of clear, concise, and effective communication
- Human Resources and Finance

### **Field Staff**

#### **Jeff Pleski, Lead Inspector and Plans Examiner**

- Minnesota State Building Official
- North Hennepin Community College, Building Inspection Technology
- International Code Council (ICC) Residential Building Inspector
- International Code Council (ICC) Commercial Building Inspector
- 21+ years of experience as a residential and commercial building inspector

#### **Brant Schreder, Field Supervisor and Plans Examiner**

- Minnesota State Limited Building Official Certification (#LB765259)
- Extensive experience in the construction industry with an emphasis in building inspections.

#### **Dean Becker, Building and Septic Inspector**

- International Code Council (ICC) Residential Building Inspector
- North Hennepin Community College, Building Inspection Technology
- In the process of completing certification for Subsurface Sewage Treatment Systems (SSTS)
- 14 years of experience working with performance-based construction and highly efficient structures

#### **Mike Mullen, Field Inspector**

- Minnesota State Building Official Certification
- North Hennepin Community College, Building Inspection Technology
- International Code Council (ICC) Residential Building Inspector
- International Code Council (ICC) Property Maintenance Inspector
- 25+ years of experience in construction with an emphasis in Bricklayers and Allied Craftworkers

**Mark Peterson, Building Inspector**

- Minnesota State Limited Building Official
- North Hennepin Community College, Building Inspection Technology
- 20+ years of construction experience focusing on residential construction while leading crews and projects in Minnesota

**Adam Barthel, Plans Examiner**

- Minnesota State Building Official
- International Code Council (ICC) Residential Building Inspector
- 22 years of experience in the construction industry

**Ben Polgreen, Plans Examiner**

- MPCA SSTS Inspector
- Extensive experience with on-site wastewater treatment systems

***Administrative Staff*****Christina Bass, Administrative Coordinator**

- First point of contact for customers requesting inspections
- Skilled at attention to detail and communicating diplomatically and effectively

**Tanya Barsness, Administrative Assistant**

- First point of contact for customers requesting inspections
- Has a positive attitude and maintains professionalism with all clients

**Lori Blomquist, Administrative Assistant**

- St. Cloud State University, Master's in Education, Curriculum, and Instruction
- Establishes and maintains effective working relationships with the public
- Excellent communication skills which prove invaluable customer service to clients

**Carri Levitski, Program Administrator**

- 26+ years of experience in multiple facets of municipal government including planning, zoning, code enforcement, rental housing, parks and recreation, GIS, communications, building, and administration
- Expert in applying and interpreting land use and housing codes along with 7+ years of experience with field inspections as it relates to property maintenance and housing
- Experience in presentation of evidence and testifying during administrative hearings
- Served as an officer on the board of the Minnesota Association of Housing Code Officials (MAHCO)
- Served as president of the Minnesota Building Permit Technicians Association (MBPTA)

## Rum River Consultants – The Right Choice for Your Community

A summary of our approach is “where innovation leads to quality service”. This is stressed in many facets of our day as the efficiency and effectiveness of code administration and inspections is greatly enhanced by using today's technology and methods of communication. Since the company's inception, education, customer service and innovation have been considered in everything we do.

Rum River provides services to multiple jurisdictions in a variety of capacities. From full-service administration including permit and license processing and acting as the Designated Building Official, to on call assistance for existing departments. This allows for consistency as it relates to coverage for Osseo staff.

Our firm's approach to education and inspections is based on exceptional customer service. We will continue to develop positive relationships with property owners, residents, contractors, and property maintenance companies. Customers truly appreciate learning not only what is required, but why, supporting voluntary compliance through education.

Rum River has embraced available technology to operate with the utmost efficiency and effectiveness for our customers while keeping electronic safety in mind by maintaining proper security measures. Field inspectors have continual access to property information since our platform is cloud based. Inspection records are maintained and provided electronically to ensure property owners and designated city staff are constantly up to date with the status of inspections which is highly desired in today's modern business environment.

We continue to grow, both in the communities we serve, as well as the team members that make up our Rum River Family. Our dedicated team of permit technicians, plans examiners, inspectors, and code officials have committed to their profession by becoming state and/or nationally certified. We also have key administrators who have worked in many different facets within municipal settings bringing a depth to Rum River covering administrative situations, citizen interaction as well as communication with state and elected officials.

The public benefits because of our flexibility and performance as a privately held company, therefore, we have been expanding our offerings of building, fire, property maintenance, and housing inspection services. In addition to providing jurisdictions rental housing inspection services, we also offer the enforcement and administration of the Minnesota State Building Code along with having been approved to provide specialized services that are normally provided by the state, including plan review and inspections on public buildings and state-licensed facilities should Osseo ever need those services. These distinctions are important for our jurisdictions since we can keep a local oversight to projects in addition to keeping permit and plan review revenue within the jurisdiction rather than going through the State of Minnesota.

Lastly, Rum River continues to create and present Minnesota Department of Labor and Industry approved continuing education course material across the state to code officials and general contractors. This has been a pillar of our company since 2009 and assists licensed individuals with their training needs. Therefore, we stay well informed of ever-changing licensing and code requirements along with laws and trends which results in professional presentations containing useful information to be utilized by our customers.

Rum River concentrates on customer service, ingenuity, consistency, integrity, and professionalism. You can count on accuracy, efficiency, and uniform code enforcement throughout your community. We have appreciated the opportunity to submit a proposal and would be honored to be selected to administer Osseo's Rental Housing Inspection Services going forward. Thank you!



## Scope of Services

Rum River Consultants, as the City of Osseo's Rental Housing Inspector will provide services for inspecting rental housing for license renewal by providing code education and enforcement, responding to complaint inspections, and performing administrative tasks associated with the City of Osseo's Rental Housing Inspection Services.

Acknowledging the above, we offer the following in our proposal as your residential housing inspector:

### **Availability**

- Office hours are 8:00 am to 4:30pm, Monday through Friday
- Inspection hours are from 7:00am to 5:00pm, Monday through Friday
- Each inspector has a mobile phone and can be reached via text message, email, and voice. In addition, voicemails can be left for staff via their mobile phone or through our main office, where they will receive their voicemails while in the field via email technology
- All meetings with residents and property owners will be at the City of Osseo office or at a mutually agreeable location, such as the resident's home or property.
- For after-hours emergencies, the Owner and Program Administrator, are always available

### **Rental License Application Process**

Rum River has a very user-friendly website, [www.rumrivercc.com](http://www.rumrivercc.com), where applicants will be able to find, complete, and email their rental license application online. For those that are unable to electronically submit their application, they may also choose US Postal mail. We have found most applicants appreciate the convenience of electronic communication directly with Rum River. This also decreases the responsibility and time needs of the City of Osseo. Renewal forms will also be sent electronically to the property owners with the ability to use US mail if necessary.

### **Inspection Scheduling**

- All inspections are scheduled through our main office
- Communication will be sent to the property owner in advance of the initial inspection with a summary of the items we will be inspecting which allows the owner and tenants to prepare for the inspection.

### **Record Management System**

- Rum River uses the Google Workspace Business Platform to allow for ease of sharing documents, correspondence, and collaboration.
- All documents are stored electronically via the cloud and backed up.
- Osseo staff will have access to our Rental Applications, Monthly Reports, along with Inspection Records for retention purposes that will be saved via .PDF format to store on the jurisdiction's server by address making it simple, accessible, and organized. This is shared through our web-based platform.
- Our company does not need paper copies of documents; therefore, this saves the applicant time and money, and in turn, the jurisdiction's budget with printing costs and storage.
- Rum River uses an electronic Inspection record to update and inform the property owner regarding the results of the inspection with any needed notations. This is emailed to the applicant once their inspection is completed. Our electronic communication is state of the art.

### **Optional Services**

Rum River has the ability to assist Osseo with building inspection services, property maintenance inspections, investigation enforcement, abatement processes, emergency management preparedness, ordinance review/revisions, and website and social media management should the need arise in the jurisdiction. These optional services can be discussed outside of this Request for Proposal.

### **City of Osseo Responsibilities**

- All rental licensing applications that are provided to the city by applicants are scanned and forwarded by email to [rentals@rumrivercc.com](mailto:rentals@rumrivercc.com) for processing. Additionally, customers may access needed information via our website at [www.rumrivercc.com](http://www.rumrivercc.com) and can submit applicable information to our office without involving city personnel in the process.
- Provide residents and property owners with a link directly to Rum River's website for application and informational documents. Rum River will be able to update documents without the need for Osseo staff time or Webmaster involvement.
- Provide a location for paper form applications and informational handouts for those that visit the city office in person for this information or be able to print them out, if necessary, from our website.
- Process payments made by applicants for their rental renewals. Additionally, should online payment be established, a link to the payment website can be included in the processed application notification by Rum River.

## **Compensation**

### **Fee Schedule**

If Rum River is selected as your Rental Housing Inspection service provider, we will collaborate with the City of Osseo to review the fee schedule on an annual basis to ensure that the administration and enforcement of code related items are fair, reasonable, and consistent with expenses incurred to apply the code accurately, efficiently, and uniformly across the jurisdiction.

### **Fees for Service**

Rum River will assume responsibility for all communication with rental license applicants with questions related to conformance with the City of Osseo's rental inspection program.

Applications will be processed and inspected with compensation to Rum River at a rate of 75% of the license fee.

Rum River will receive compensation of 100% for re-inspection fees.

On-call and as-needed general inspection services during normal business hours will be billed at a rate of \$85.00 per hour at the direction of the City Administrator.

Response to emergency situations outside of normal business hours to evaluate building integrity and allowances to reoccupy will be done at the direction of the City Administrator at an hourly rate of \$120.00 with a 2-hour minimum. Possible scenarios for this service would be storm related events, natural or manmade disasters.

No additional charge to attend up to two meetings per calendar year to update the Mayor and City Council on Rental Inspection Services. If additional requests to attend meetings occur by the City Administrator, a rate of \$85.00 per hour including travel time from our St. Francis office will be invoiced to the City of Osseo on the next billing cycle. If meetings are conducted virtually, travel time is not charged.

### **Transportation**

Contractor will provide transportation to meetings and site inspections at no cost to the City of Osseo.

### **Billing and Payment Terms**

Rum River shall submit invoices in a form approved by the jurisdiction and are due and payable within 30 days of receipt by the jurisdiction. Past due balances may accrue interest at a rate of 1.0% per month (or the maximum rate of interest permitted by law, if less).

Invoices will include registrations that have been processed since the last billing period. Additionally, any hourly or special project fees will be included for payment at that time should any have been incurred since the last billing cycle.

### **Additional Services**

Any additional or optional services the City of Osseo may be interested in will be discussed outside of the contract for Residential Housing Inspection services.

## **References**

**Rum River Consultants serves the following jurisdictions and proudly lists them as a professional reference**

City of Andover – 1685 Crosstown Boulevard NW, Andover, MN 55304  
Joe Heidelberger, Building Official - 763-755-8700

City of Arden Hills – 1245 W Highway 96, Arden Hills, MN 55112  
Dave Perrault, City Administrator - 651-792-7824

Baldwin Township, 30239 – 128<sup>th</sup> St NW, Princeton, MN 55371  
Cathy Stevens, City Clerk/Treasurer - 763-389-8931

City of Braham – 201 Broadway Ave S, Braham, MN 55006  
Lynda Woulfe, Interim City Administrator - 320-396-3383

City of Brook Park – 206 3<sup>rd</sup> Ave, Brook Park, MN 55007  
Emeri Hagfors, City Clerk/Treasurer - 320-679-1355

City of Cambridge – 300 3<sup>rd</sup> Ave NE, Cambridge, MN 55008  
Evan Vogel, City Administrator - 763-552-3216

Chengwatana Township – 27136 Forest Rd., Pine City, MN 55063  
Katy Overtoom, City Clerk - 320-629-2208

City of Circle Pines – 200 Civic Heights Circle, Circle Pines, MN 55014

Patrick Antonen, City Administrator - 763-231-2605

City of East Bethel – 2241 - 221<sup>st</sup> Ave NE, East Bethel, MN 55011

Stephanie Hanson, Community Development Director - 763-367-7855

City of Grasston – PO Box 33, Grasston, MN 55030

Roberta Folkestad, City Clerk - 320-396-2476

City of Hilltop – 4555 Jackson Street NE, Hilltop, MN 55421

Ruth Nelson, City Clerk/Treasurer - 763-571-2023

City of Isanti – 110 1<sup>st</sup> Ave NW, Isanti, MN 55040

Matt Small, Building Official - 763-444-5512

City of Lakeland – 690 Quinnell Ave N, Lakeland, MN 55043

Michelle Elsner, Acting City Clerk - 651-436-4430

City of Lauderdale – 1891 Walnut Street, Lauderdale, MN 55113

Heather Butkowski, City Administrator - 651-792-7657

Linwood Township – 22817 Typo Creek Drive, Stacy, MN 55079

Pamela Olson, City Clerk - 651-462-2812

City of Monticello – 505 Walnut Street, Monticello, MN 55362

Angela Schumann, Community Development Director - 763-271-3224

City of Mounds View – 2401 County Hwy 10, Mounds View, MN 55112

Nick Henly, Building Official - 763-717-4024

City of New Brighton – 803 Old Highway 8 NW, New Brighton, MN 55112

Ben Gozola, Assistant Director of Community Assets & Development - 651-638-2059

City of Oak Grove – 19900 Nightingale Street NW, Oak Grove, MN 55011

Loren Wickham, City Administrator - 763-404-7075

City of Pine City – 315 Main St. S., Suite 100, Pine City, MN 55063

Scott Hildebrand, City Administrator - 320-438-1002

City of Ramsey – 7550 Sunwood Drive NW, Ramsey, MN 55303

Jesse Szykulski, Building Official - 763-433-9850

Royalton Township – 6052 Royalton Road, Braham, MN 55006

Duane Swanson, Town Clerk - 320-396-2982

Wright County – 10 - 2<sup>nd</sup> Street NW, Buffalo, MN 55313

Barry Rhineberger, Planning and Zoning Administrator - 763-682-8947

## Consultant Assurances (Appendix A)

The Consultant hereby assures and certifies:

1. That the individual signing the assurance form on behalf of the individual, partnership, company, or corporation named in the proposal possesses the legal authority to execute a contract for the proposed work.
2. That the Consultant agrees to comply with all applicable federal, state, and local compliance requirements.
3. That the Consultant is adequately insured to do business and perform the services proposed (attached Exhibit A).

### Rum River Consultants

Name of Consultant



Authorized Signature

Andy Schreder

Printed Name

Owner

Title

February 14, 2022

Date



Rental Housing Services  
Consultant Information Sheet  
(Appendix B)

1. Trade Name of Business:

Db a Rum River Consultants and Rum River Construction Consultants

2. Legal Name of Business (if the Trade Name is an Assumed Name):

Rum River Ventures, LLC

3. Business Address:

23306 Cree St. NW, Suite 103, St. Francis, MN 55070

4. Business Telephone (Please list all applicable phone numbers in which you can be reached regarding this application):

Office: 763-331-7722

Andy Schreder Cell: 763-291-3704

Carri Levitski Cell: 763-464-8798

5. Name(s) of Person(s) Authorized to Represent the Business:

Andy Schreder, Owner

Name, Title



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Chris Stauner(131135G) 629 Lake St S  Forest Lake MN 55025-2631		<b>CONTACT</b> NAME: Chris Stauner  PHONE (A/C, NO, EXT): 651-209-1811 FAX (A/C, NO): 651-464-3190  E-MAIL ADDRESS: cstauner@farmersagent.com															
<b>INSURED</b>  RUM RIVER VENTURES LLC DBA Rum River Consultants 23306 Cree Street NW, Ste #103 St. Francis MN 55070		<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Truck Insurance Exchange</td> <td>21709</td> </tr> <tr> <td>INSURER B: Farmers Insurance Exchange</td> <td>21652</td> </tr> <tr> <td>INSURER C: Mid Century Insurance Company</td> <td>21687</td> </tr> <tr> <td>INSURER D: Hiscox</td> <td>10200</td> </tr> <tr> <td>INSURER E: Hartford</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Truck Insurance Exchange	21709	INSURER B: Farmers Insurance Exchange	21652	INSURER C: Mid Century Insurance Company	21687	INSURER D: Hiscox	10200	INSURER E: Hartford		INSURER F:	
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INSURER E: Hartford																	
INSURER F:																	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDTL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			UDC-207302-CGL-21	09/28/2021	09/28/2022	EACH OCCURRENCE \$ 2000000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$ 100000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 2000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG %/ZT Gen.Agg \$
	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			606630663	07/13/2021	07/13/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE DED RETENTION \$			606630661	07/13/2021	07/13/2022	EACH OCCURRENCE \$ 1000000 AGGREGATE \$ \$
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	E	13WECAB2RHP2	02/23/2021	02/23/2022	PER STATUTE OTHER \$ E.L. EACH ACCIDENT \$ 1000000 E.L. DISEASE - EA EMPLOYEE \$ 1000000 E.L. DISEASE - POLICY LIMIT \$ 1000000
	<input type="checkbox"/> <b>Professional Liability</b>			UDC-2073028-EO-21	09/28/2021	09/28/2022	1000000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

31-1769 11-15

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Accuracy - Efficiency - Uniformity

City of Osseo

February 2022

RFP Rental Inspection Services

Proposals Received:

1. MNSPECT, LLC, Waconia
2. Rum River Consultants, St. Francis

MNSPECT, LLC Proposal Highlights:

- Inspections conducted between 8:00-4:30 pm Monday-Friday, unless workload demands otherwise
- Compensation:  
80% if the rental license fee (\$50 minimum); \$75/hour plus postage for enforcement letters; no hourly rate given.
- City to provide two-part inspection forms.
- MNSPECT utilizes SAFEbuilt's CommunityCore Solutions software for electronic review and cloud-based storage.

Rum River Consultants Proposal Highlights:

- Office hours 8:00 a.m.-4:30 p.m. Monday – Friday; Inspections conducted between 7:00 a.m. -5:00 p.m. Monday- Friday
- Owners submit rental applications via their website, or US Mail. Rum River will send out renewals to owners.
- Records are available for City staff via shared web-based platform.
- City required to process payments; Rum River will provide a link on their website.
- Compensation:  
75% of the rental license fee; 100% of re-inspection fees; on-call and as-needed general inspection services (with City Administrator approval) during normal business hours billed at \$85/hour; outside of businesses hours billed at \$120/hour, 2 hours minimum.
- No additional charge to attend up to two meetings per calendar year to provide updates. Additional meetings billed at \$85/hour plus travel time, if required, if conducted virtually, no travel time will be billed.

\*Both Companies additionally offer building inspections and other related services.