



**Department of
Public Works**
Steven A. Kotke, P.E.
City Engineer
Director

350 South 5th Street - Room 203
Minneapolis MN 55415

Office 612 673-2352
Fax 612 673-3565
TTY 612 673-2157

October 7, 2013

Item 4E.
BCWMC 11-20-13

Bassett Creek Watershed Management Organization
c/o Laura Jester, Administrator, Keystone Waters, LLC (via mail and email)
16145 Hillcrest Lane
Eden Prairie MN
55346

Subject: INVOICE #C-35628-1
Cooperative Agreement for Bassett Creek Main Stem Restoration
Minneapolis Contract # C-35628

Dear Ms. Jester:

In reference to the Cooperative Agreement for Bassett Creek Main Stem Restoration between the Bassett Creek Watershed Management Commission and the City of Minneapolis (City), please issue payment to the City for \$30,718.11. This is reimbursement for Advertising and Publication, and Engineering Fees, as itemized below. Supporting documentation is enclosed.

Advertising and Publication	\$ 1,863.61
Ace Mailing \$1533.61 (postage)	
Ace Mailing \$ 330.00 (printing)	
Engineering Fees	\$28,854.50
WSB & Associates, Project 01165-820, Invoice numbers:	
1 935.00	
2 1,179.00	
3 9,838.00	
4 4,962.50	
5 4,010.50	
6 4,979.50	
7 2,950.00	
28,854.50	

Total this invoice	\$30,718.11
Total to date	\$30,718.11

Please make check payable to Minneapolis Finance, and mail to:

City of Minneapolis
Lois Eberhart, Water Resources Administrator
309 South Second Avenue, Room 300
Minneapolis MN 55401



Sincerely,

Lois Eberhart, Water Resources Administrator
Public Works Surface Water & Sewers Division
309 South Second Avenue, Room 300
Minneapolis MN 55401

phone 612-673-3260, email lois.eberhart@minneapolismn.gov

Actual Charges	Project	Activity	Fund	Dept	Account	Acctg Date	Journal ID	Descr	Voucher	BU Amount	PO No.	Name	Trans Date	Date/Time
	910AP649	PC102	11500	7101252	502101	3/19/2013	AP00072786	MPRB CONTINGENCY FUND 03152013	00492010	1533.610	0000365365	MPRB CONTINGENCY FUND	3/15/2013	3/19/2013 22:12
	910AP649	PC102	14300	9101000	502101	4/4/2013	AP00073310	ACE MAILING #24519-313	00495577	330.000	0000367594	ACE MAILING, INC.	3/15/2013	4/4/2013 22:12
	910AP649	PC108	14300	9101000	507000	9/17/2013	AP00078565	PROFESSIONAL SERVICES FOR BASS	00537016	2950.000	0000390906	WSB AND ASSOCIATES, INC.	8/19/2013	9/17/2013 22:12
	910AP649	PC108	14300	9101000	507000	8/14/2013	AP00077533	PROFESSIONAL SERVICES FOR BASS	00528007	4962.500	0000390906	WSB AND ASSOCIATES, INC.	5/28/2013	8/14/2013 22:13
	910AP649	PC108	14300	9101000	507000	8/14/2013	AP00077533	PROFESSIONAL SERVICES FOR BASS	00528018	4010.500	0000390906	WSB AND ASSOCIATES, INC.	6/24/2013	8/14/2013 22:13
	910AP649	PC108	14300	9101000	507000	8/19/2013	AP00077641	PROFESSIONAL SERVICES FOR BASS	00529060	4979.500	0000390906	WSB AND ASSOCIATES, INC.	7/18/2013	8/19/2013 22:12
	910AP649	PC108	14300	9101000	507000	8/14/2013	AP00077533	PROFESSIONAL SERVICES FOR BASS	00527995	1179.000	0000390906	WSB AND ASSOCIATES, INC.	3/20/2013	8/14/2013 22:13
	910AP649	PC108	14300	9101000	507000	8/14/2013	AP00077533	PROFESSIONAL SERVICES FOR BASS	00527994	935.000	0000390906	WSB AND ASSOCIATES, INC.	2/27/2013	8/14/2013 22:13
	910AP649	PC108	14300	9101000	507000	8/14/2013	AP00077533	PROFESSIONAL SERVICES FOR BASS	00527996	9638.000	0000390906	WSB AND ASSOCIATES, INC.	4/18/2013	8/14/2013 22:13
										30718.110				



MPRB Contingency Fund

[Print Form](#)

Petty Cash Account #

Total	\$2,251.91
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Petty Cash Balance: \$10,000.00

Processes in Finance by: _____ Date: _____

MINNEAPOLIS PARK & RECREATION BOARD

[Reset Form](#)FINANCE DEPARTMENT
2117 W. River Rd | Mpls., MN 55411

Page 1 of 1

Revised: 01/31/2011

Check Request Form



Check Request Form

[Print Form](#)Amount \$1,533.61 Request Date 03/14/2013 Due Date 03/15/2013Vendor Name Ace Mailing Vendor# 16274Address 1600 Marshall Street NE. Minneapolis, Mn. 55413☒ Contingency Check☒ Do Not Mail

Check one:

☐ Receipt returned to Finance after purchase#☒ Receipt attached to request

VE#	_____	PO#	_____
UT ACCT #	_____	CODE	_____
VO #	_____	DATE	_____
AP CLERK	_____	LOC #	_____
	_____	SPC	_____
	_____	DATE PD	_____

Description/ reason for check request

Mailing for Bassett Creek/ Wirth to 6,550 residents in a 3 block radius of the project.

Return check to:

Employee Name Crystal FlintDepartment/Location Planning

Department Coding:

Fund

11500

Dept

7101252

Account

502101
~~611011~~

Task

910AP649

Project

Activity

PC102

Department Manager Signature

Finance Manager Signature

(Required for contingency check)

Mpls Parks 24519-313

Bassett Creek/Wirth

Post Office: Note Mail Arrival
Date & Time (Do not Round Stamp)

Use this form for First-Class Mail and First-Class Package Service.

Mailer

Entry Point: (1) SCF-MINNEAPOLIS, MINNEAPOLIS, MN 55401-2002
Presort: (1) 1C, Automation Letters ATM (DMM 235.6)

Permit Holder's Name, Address and Email Address, if Any Ace Mailing Inc 1600 Marshall st ne Minneapolis, MN 55413 CAPS Cust Ref No CRID	Telephone 612-623-4281	Name and Address of Mailing Agent (if other than permit holder) Ace Mailing Inc 1600 Marshall st ne Minneapolis, MN 55413 CRID	Telephone 612-623-4281	Name and Address of Individual or Organization for which Mailing is Prepared (If other than permit holder) Mpls Park and Recreation Board 2117 W River Rd N Minneapolis, MN 55411-2227 CRID
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Mailing

Post Office of Mailing MINNEAPOLIS MN 55401-2002	Fed Agency Cost Code	Statement Sequence No. 0001	No. and Type of Containers
Mailer's Mailing Date 03/15/2013	Permit No. 92431	Combined Mailing ☐ Single Class	Weight of a Single PC 0.0059 pounds
Type of Postage ☒ Permit Imprint ☐ Precanceled Stamps ☐ Metered ☒ Letters ☐ Flats ☐ Parcels	Total Pieces 6550		Total Weight 38.6450
Parcels Only Hold for Pickup (HFPD) No. of Pieces	For Mail Enclosed within Another Class ☐ Periodicals ☐ Standard Mail ☐ Bound Printed Matter ☐ Library Mail ☐ Media Mail ☐ Parcel Post		
Cust Generated Electronic Lbls ☐ DelCon ☐ SigCon For Auto Price Pieces, Enter Date of Addr Matching and Coding 03/13/2013			
Move Update method: ☐ Ancillary service endorsement ☐ NCOA Link ☐ ACS ☐ Alternative method ☐ Multiple ☒ n/a Alternative Address Format ☐ OneCode ACS			

Postage

Letter or Flat-size mailpieces contain: ☒ Reply card or reply envelope ☐ DVD/CD or other disk ☐ Round Trip ONLY: One DVD/CD or other disk	Parts Completed (Select all that apply) ☒ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ J ☐ S ☐ NSA
1 Subtotal Postage (Add parts totals)	\$ 1533.61
2 Price at which Postage Affixed (Check one) ☒ Correct ☐ Lowest ☐ Neither	pcs. x \$ = Postage Affixed \$
Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps.	
3 Incentive/Discount Flat Dollar Amount	- \$
4 Fee Flat Dollar Amount	+ \$
5 Permit No.	Net Postage Due (Line 1 +/- Lines 2,3,4) \$ 1533.61

USPS use Only

Additional Postage Payment (State reason)	Total Adjusted Postage Affixed	\$
For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.	Total Adjusted Postage Permit Imprint	\$
Postmaster: Report Total Postage in AIC 121		

Certification

Incentive/Discount Claimed _____ Type of Fee _____
The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.
Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

Signature of Mailer or Agent <i>Wendy Scott</i>	Printed Name of Mailer or Agent Signing Form Wendy Scott	Telephone
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USPS use Only - To be completed in non-PostalOne! sites

Weight of Single Piece _____ pounds	Are postage figures at left adjusted from mailer's entries? If yes, reason:	Round Stamp (Required) Payment Date
Total Pieces Total weight		
Total Postage		
Presort Verification performed? (if required) ☐ Yes ☐ No I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where req.); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if req.).	Date Mailer Notified Contact By (Initials) Time AM PM	
USPS Employee's Signature	Print USPS Employee's Name	

MINNEAPOLIS PARK AND RECREATION BOARD

CITY OF MINNEAPOLIS
CONTINGENCY FUND
2117 WEST RIVER RD
MINNEAPOLIS, MN 55411-2227

6854

22-7615/2960

DATE March 15, 2013

PAY
TO THE
ORDER OF

Ace Mailing

\$ 1,533.61

One Thousand-Five Hundred-Thirty Three Dollars and 61/100

DOLLARS



WINGS FINANCIAL
MINNEAPOLIS, MN 55415

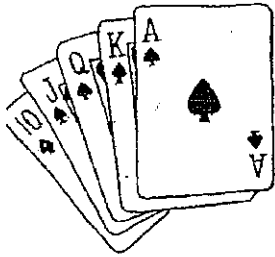
Julia M. Wernke

⑈00006854⑈ ⑆296076152⑆ 8105550753⑈

DETACH AND RETAIN THIS STATEMENT
THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED BELOW. IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED.

MINNEAPOLIS PARK AND RECREATION BOARD CITY OF MINNEAPOLIS CONTINGENCY FUND

DATE	DESCRIPTION	AMOUNT
3/15/13	mailing for Bassett Creek/Wirth to 6,550 residents in a 3-block radius of the project. 11500 7101252 611011 910AP649 PC102	\$ 1,533.61



ACE MAILING, Inc.

ADDRESSING YOUR DIRECT MAIL NEEDS

1600 N.E. Marshall Street
Minneapolis, MN 55413

Phone: (612) 623-4281
Fax: (612) 623-4268

Sold To:

Mpls Parks and Planning
2117 West River Road
Mpls Mn 55411

Invoice

24519-313
INVOICE NUMBER

DATE: 3/15/2013

JOB NO. Crystal Flint

CUST. P.O. NO.

PO# 241499
Created 3-29-2013

Please pay the amount on your invoice.

Statements are not sent.

Terms are 30 days Net

1.5% Service Charge Therafter

ATTENTION:

Crystal Flint

TERMS:

Quantity	Quantity	Description	Unit Price	Unit	Amount
	6,550	Bassett Creek Public open house			
		Import 1 data file NCOA bar code statement and tags			\$ 85.00
		Ink jet address sort tray	\$ 26.00	M	\$ 170.00
		1 machine setup 1 Delivery to PO			\$ 75.00
16274 24519-313 14300-9101000-502101-910AP649-PC102 11500-7101252-502101-710P77 service Mailing for PC# 440084 PO# 367594					
Total Due					\$ 330.00

SPECIAL INFORMATION:



& Associates, Inc.

Engineering ■ Planning ■ Environmental ■ Construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-8800
Fax: 763-541-7700

City of Minneapolis

Finance - Accounts Payable

350 S. 5th St Room 325M

Minneapolis, MN 55415-1315

wrong address

February 27, 2013

Project No: 01165-820

Invoice No: 1

RECEIVED JUN 03 2013

Main Stem of Bassett Creek Restoration Project

Professional Services from January 01, 2013 to January 31, 2013

Professional Personnel

	Hours	Rate	Amount
Project Management/Coordination			
Foster, Elizabeth	.50	62.00	31.00
Francis, Erick	8.00	75.00	600.00
Spencer, Ryan	2.00	69.00	138.00
Design			
Pittman, Bryan	2.00	83.00	166.00
Totals	12.50		935.00
Total Labor			935.00

Billing Limits	Current	Prior	To-Date
Total Billings	935.00	0.00	935.00
Limit			117,841.00
Remaining			116,906.00

Total this Invoice

\$935.00

Comments:

Approved by:

[Signature]

Reviewed by: Peter Willenbring
Project Manager: Erick Francis

*NEW Recd. May 29, 2013
OK to pay APC49*

7559 390906

RC 472613

DATE	
FOR #	SPC
PAID TO	



Engineering ■ Planning ■ Environmental ■ Construction

City of Minneapolis
Finance - Accounts Payable
350 S. 5th St Room 325M
Minneapolis, MN 55415-1315

March 20, 2013
Project No: 01165-820
Invoice No: 2

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

Main Stem of Bassett Creek Restoration Project
Professional Services from February 01, 2013 to February 28, 2013
Professional Personnel

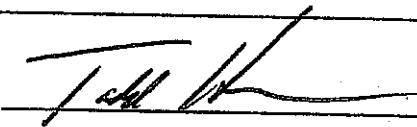
	Hours	Rate	Amount
Project Management/Coordination			
Francis, Erick	8.00	75.00	600.00
Design			
Francis, Erick	3.00	75.00	225.00
Research/Data Collection			
Bergen, Heather	1.00	76.00	76.00
Moffatt, Andrea	.50	142.00	71.00
Spencer, Ryan	3.00	69.00	207.00
Totals	15.50		1,179.00
Total Labor			1,179.00

Billing Limits	Current	Prior	To-Date
Total Billings	1,179.00	935.00	2,114.00
Limit			117,841.00
Remaining			115,727.00

Total this Invoice

\$1,179.00

Comments:

Approved by: 

Reviewed by: Peter Willenbring
Project Manager: Erick Francis

VE# 7559 PO# 390906

UT ACCT #	DATE	AP CLERK
INVT #	DATE	AP CLERK
VG #	DATE	AP CLERK
AP CLERK	DATE	AP CLERK
PO #	DATE	AP CLERK

LC #472614

ALW Recd May 29, 13
OK to pay NP699



Engineering ■ Planning ■ Environmental ■ Construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

City of Minneapolis
Finance - Accounts Payable
350 S. 5th St Room 325M
Minneapolis, MN 55415-1315

April 18, 2013
Project No: 01165-820
Invoice No: 3

Main Stem of Bassett Creek Restoration Project
Professional Services from March 01, 2013 to March 31, 2013
Professional Personnel

	Hours	Rate	Amount
General			
Keswin, Michael	.50	80.00	40.00
Project Management/Coordination			
Keswin, Michael	2.00	80.00	160.00
Design			
Francis, Erick	39.00	75.00	2,925.00
Meetings			
Francis, Erick	14.00	75.00	1,050.00
Research/Data Collection			
Bergen, Heather	11.00	76.00	836.00
Francis, Erick	30.00	75.00	2,250.00
Harwood, Alison	.50	75.00	37.50
Pittman, Bryan	1.50	83.00	124.50
Spencer, Ryan	35.00	69.00	2,415.00
Totals	133.50		9,838.00
Total Labor			9,838.00

Billing Limits	Current	Prior	To-Date
Total Billings	9,838.00	2,114.00	11,952.00
Limit			117,841.00
Remaining			105,889.00
Total this Invoice			\$9,838.00

Comments:

Approved by: *Peter Willenbring*

7559 390 906

Reviewed by:	Peter Willenbring
Project Manager:	Erick Francis
UT ACCT #	
INV #	DATE
VO #	LOC # SPC
AP CLERK	DATE PD

*ASW Rec'd May 29, 2013
OK to Pay AP 649*

*RC
472615*



Engineering ■ Planning ■ Environmental ■ Construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

City of Minneapolis
Finance - Accounts Payable
350 S. 5th St Room 325M
Minneapolis, MN 55415-1315

May 28, 2013
Project No: 01165-820
Invoice No: 4

Main Stem of Bassett Creek Restoration Project
Professional Services from April 01, 2013 to April 30, 2013
Professional Personnel

	Hours	Rate	Amount
Design			
Francis, Erick	4.00	75.00	300.00
Meetings			
Foster, Elizabeth	.25	62.00	15.50
Francis, Erick	14.00	75.00	1,050.00
Research/Data Collection			
Francis, Erick	20.00	75.00	1,500.00
Gurney, Steven	3.00	109.00	327.00
Permit Application			
Francis, Erick	16.00	75.00	1,200.00
Totals	57.25		4,392.50
Total Labor			4,392.50

Field Services Billing

1-Person Survey Crew

	5.0 Hours @ 114.00	570.00
Total Field Services		570.00

Billing Limits	Current	Prior	To-Date
Total Billings	4,962.50	11,952.00	16,914.50
Limit			117,841.00
Remaining			100,926.50

Total this Invoice

\$4,962.50

Comments:

Approved by: *[Signature]*

Reviewed by: Peter Willenbring
Project Manager: Erick Francis

RC472616
390906

VI # **7559**
PO # _____
DATE _____
SPO _____
CITY _____

VE # _____
UT # _____
DATE _____
LOC # _____ SPI _____
DATE PD _____



& Associates, Inc.

Engineering ■ Planning ■ Environmental ■ Construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

City of Minneapolis
Finance - Accounts Payable
350 S. 5th St Room 325M
Minneapolis, MN 55415-1315

June 24, 2013

Project No: 01165-820

Invoice No: 5

RECEIVED JUL 02 2013

Main Stem of Bassett Creek Restoration Project

Professional Services from May 01, 2013 to May 31, 2013

Professional Personnel

	Hours	Rate	Amount
Project Management/Coordination			
Foster, Elizabeth	.25	62.00	15.50
Design			
Francis, Erick	37.00	75.00	2,775.00
Research/Data Collection			
Francis, Erick	10.00	75.00	750.00
Miller, Anthony	5.00	49.00	245.00
Permit Application			
Francis, Erick	3.00	75.00	225.00
Totals	55.25		4,010.50
Total Labor			4,010.50

Billing Limits	Current	Prior	To-Date
Total Billings	4,010.50	16,914.50	20,925.00
Limit			117,841.00
Remaining			96,916.00

Total this Invoice

\$4,010.50

Comments:

Ok to Pay ASK

Approved by:

Peter Willenbring

Bassett Creek
AP 649

Reviewed by: Peter Willenbring
Project Manager: Erick Francis

7559 390906 RC# 472618

VI #	7559	PI #	390906
UT ACCT #			
INV #		DATE	
VO #		LOC #	SPC
AP CLERK		DATE PD	



& Associates, Inc.

Engineering ■ Planning ■ Environmental ■ Construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

City of Minneapolis
Finance - Accounts Payable
350 S. 5th St Room 325M
Minneapolis, MN 55415-1315

July 18, 2013

Project No: 01165-820

Invoice No: 6

Main Stem of Bassett Creek Restoration Project

Professional Services from June 01, 2013 to June 30, 2013

RECEIVED JUL 25 2013

Professional Personnel

	Hours	Rate	Amount
Design			
Foster, Elizabeth	1.75	62.00	108.50
Francis, Erick	17.00	75.00	1,275.00
McKinney, Samantha	3.50	56.00	196.00
Meetings			
Francis, Erick	12.00	75.00	900.00
Totals	34.25		2,479.50
Total Labor			2,479.50

Consultants

Other Consultants

6/30/2013	Blondo Consulting LLC	Invoice No. 07022013	2,500.00
Total Consultants			2,500.00

Billing Limits

	Current	Prior	To-Date
Total Billings	4,979.50	20,925.00	25,904.50
Limit			117,841.00
Remaining			91,936.50

Total this Invoice **\$4,979.50**

Comments:

Asw OK K Pay
AP 649

Approved by:

Reviewed by: Peter Willenbring
Project Manager: Erick Francis

390906

VE #	
UT ACCT #	
INV #	DATE
VO #	SPC
AP CLERK	DATE PD



& Associates, Inc.

engineering · planning · environmental · construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416

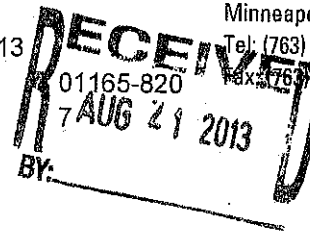
Tel: (763) 541-4800
Fax: (763) 541-1700

City of Minneapolis
C/O Andrea Weber
Finance - Accounts Payable
350 S. 5th St Room 325M
Minneapolis, MN 55415-1315

August 19, 2013

Project No:

Invoice No:



Main Stem of Bassett Creek Restoration Project
Professional Services from July 01, 2013 to July 31, 2013
Professional Personnel

	Hours	Rate	Amount
Design			
Francis, Erick	16.00	75.00	1,200.00
McKinney, Samantha	7.00	56.00	392.00
Meetings			
Francis, Erick	13.00	75.00	975.00
Research/Data Collection			
Francis, Erick	4.00	75.00	300.00
Pittman, Bryan	1.00	83.00	83.00
Totals	41.00		2,950.00
Total Labor			2,950.00

Billing Limits	Current	Prior	To-Date
Total Billings	2,950.00	25,904.50	28,854.50
Limit			117,841.00
Remaining			88,986.50

Total this Invoice

\$2,950.00

Comments:

APG49 ABW
WIRTH-BASSETT

Approved by:

[Signature] **RG#478006**

Reviewed by: Peter Willenbring
Project Manager: Erick Francis

VE#	PO#	390906
UT ACCT #		
INV #	DATE	
VO #	LOC #	SPC
AP CLERK	DATE PD	

8/30/13

St. Cloud • Minneapolis • St. Paul
Equal Opportunity Employer
wehann.com