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CITY OF TONKA BAY ITEM NO. 4B

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

June 4, 2015

Lindy Crawford, City Administrator
City of Tonka Bay

Re: City Planner Transition

Dear Ms. Crawford:

As you know, Kelsey Johnson, the City Planner for Tonka Bay, has been on maternity leave since mid-April. Erin Perdu, another AICP certified planner in the Community Planning and Economic Development Group, has been filling in for Kelsey during her leave. We originally anticipated that Kelsey would be on leave through June. However, Kelsey has made the decision to not return to WSB at the end of her leave, instead choosing to stay at home with her two children.

To maintain a consistent level of service for the City of Tonka Bay, we are proposing that Erin Perdu replace Kelsey Johnson as the appointed City Planner. We would also propose that Addison Lewis, another of our planners, serve as Erin's assistant to Tonka Bay. This team approach has served several of our other clients well, providing a back-up in case the primary planner is away and ensuring that you get the timeliest response to any inquiries that arise.

Both Erin and Addison are familiar with the City of Tonka Bay's ordinances and procedures and are equipped to provide a seamless transition. It is regretful that we are losing Kelsey, but feel confident that our proposed personnel can provide the same high level of service that Tonka Bay is accustomed to from WSB.

I will be in attendance at your June 9, 2015 City Council meeting to respond to any questions regarding this matter.

Sincerely,

WSB & Associates, Inc.

A handwritten signature in black ink, appearing to read "Justin Messner", written over a horizontal line.

Justin Messner
Client Advocate and City Engineer