

Steven L. Lillehaug, P.E., P.T.O.E.

7575 Walnut Curve
Chanhassen, Minnesota 55317
(612)799-6216
slillehaug@msn.com

Work Experience

City of Brooklyn Center, Brooklyn Center, MN

City Engineer/Director of Public Works

October 2008 to present

- Provide leadership and strategic direction to the Public Works Department with six operating divisions (Engineering, Streets, Parks, Utilities, Central Garage – fleet management, and Capital Facility/Building Maintenance Planning); 37 full-time and 21 part-time employees; \$12 million annual operating budget; and \$15-30 million annual Capital Improvement Program budget.
- Provide the management for the day-to-day operation, maintenance and long-range planning of the City's infrastructure.
- Manage the overall direction of the Public Works Department.
- Interpret, develop and implement council/manager direction, strategies and practices including the City's "inclusion and diversity" initiatives.
- Determine operation performance goals and objectives.
- Review, prioritize, direct and approve departmental operation plans.
- Develop, maintain, control and direct all aspects of the department budget.
- Develop, manage and implement the City's 15-year Capital Improvement Program including the short- and long-term financing.
- Administer the design, construction and maintenance of the City's infrastructure.
- Manage the City's central garage and fleet including approximately 300 vehicles and pieces of equipment.
- Provide the review and guidance for private development for conformance to City ordinances and other applicable guidelines and requirements.

City of Minnetonka, Minnetonka, MN

Assistant City Engineer

September 2006 to October 2008

- Planned, organized and supervised the Engineering Department operational activities and staff.
- Planned, coordinated and implemented the development, design, easement acquisition and assessment of public improvement projects.
- Prepared, managed and monitored project budgets, the department's budget and the Capital Improvements Program.
- Coordinated activities with other departments, consultants, utility companies and other governmental agencies.
- Managed and coordinated all activities related to water resources (FEMA's National Flood Insurance Program, MPCA NPDES Phase II, four watershed districts, Water Resources Management Plan, erosion control, grading permits and wetland alteration permits).
- Presented complex and technical information and reports to the City Council, Commissions, neighborhood groups and professional organizations.
- Provided the transportation planning and responsible for the traffic regulations, engineering and safety for the City.
- Managed CAD, GIS, Cityworks, Pictometry and LOGIS activities.
- Managed and processed the City's Municipal State Aid for streets.
- Served as technical liaison to the Planning Department and Planning Commission.

City of Edina, Edina, MN

Assistant City Engineer / Traffic Engineer

March 2004 to September 2006

- Managed and supervised the Engineering Department activities and staff.
- Planned, coordinated and implemented public works improvement projects, both within the Engineering Department and using consulting engineers.
- Prepared, managed and monitored project budgets.
- Directed the preparation and implementation of plans, specifications, bidding, contracts, assessments, feasibility studies and preliminary reports.
- Presented complex and technical information and reports to the City Council, Commissions, neighborhood groups and professional organizations.
- Managed, coordinated and conducted all staff liaison duties for the Transportation Commission.
- Collaborated with and kept the Public Works Director/City Engineer and Department staff informed of important developments in order for them to effectively participate and perform their duties and responsibilities.
- Provided the transportation planning and responsible for the traffic regulations, engineering and safety for the City.
- Assisted with the preparation of the Engineering Department's budget and Public Works Capital Improvements Program.
- Provided development and subdivision review.

SRF Consulting Group, Inc., Minneapolis, MN

Engineer/Associate

May 1998 to March 2004

- Managed and supervised municipal and transportation project design teams.
- Designed, prepared, and reviewed highway and municipal construction plans and specifications, cost estimates, feasibility studies and engineering reports for municipal, county and Mn/DOT projects.
- Prepared and monitored project budgets.
- Coordinated agency project review, approval and Municipal State Aid funding applications.
- Provided advice, training and guidance to peers and engineering technicians in advanced and complex highway engineering design principles, design procedures and practices, accepted industry standards and best management practices.
- Performed contract administration and managed highway and municipal construction projects.
- Inspected construction projects and solved design problems in the field.

**Other
Experience**

Planning Commission, City of Chanhassen, MN

Planning Commissioner

March 2002 to March 2005

- Maintained the City Comprehensive Plan and advised the City Council on matters regarding the implementation of the plan.
- Served on the Chanhassen Alternative Urban Areawide Review task force.
- Reviewed site plans, preliminary plats, conditional use permits and special studies.
- Made recommendations on proposed changes affecting zoning and land uses within the City.
- Conducted public hearings and made recommendations to the City Council for final action.
- Acted as the board of appeals and adjustments for zoning variances.

Steven L. Lillehaug, P.E., P.T.O.E.

Kansas Department of Transportation, Marion, KS

Inspector - Summer Intern

Summer 1997

- Inspected new highway construction (concrete and asphalt) and bridge construction.
- Performed construction material inspections and tests.

Dept. of Civil Engineering, Kansas State University, Manhattan, KS

Research Assistant

January 1996 to May 1998

- Supported laboratory and field research and design remediating contaminated soils.

U.S. Army, numerous locations

Helicopter Electrical/Weapons System Technician

June 1988 to January 1995

- Supervised, managed, motivated and trained the personnel who maintained 18 Apache helicopters along with the support equipment.
- Inspected, repaired and performed troubleshooting of electrical and weapon systems on the Apache, Cobra and OH-58 helicopters.
- Prepared and implemented long and short range inspection, maintenance and safety programs.
- Completed Airborne and Air Assault training.

Education

B.S. Civil Engineering

Kansas State University, Manhattan, KS

May 1998

Registrations

Professional Engineer (PE), State of Minnesota

Professional Traffic Operations Engineer (PTOE)

Memberships

- City Engineers Association of Minnesota (CEAM)
- American Public Works Association (APWA)
- Institute of Transportation Engineers (ITE)
- Minnesota Surveyors and Engineers Society (MSES)
- American Legion Post 580

Other

Notables

- Local Technical Assistance Panel Steering Committee Member, 2009 to present
- City Engineer's Traffic Safety Committee Member, 2011 to present
- Municipal State Aid Screening Board Member (West Metro), 2016 to present
- Shingle Creek/West Mississippi Watershed Management Commission Technical Advisory Committee Member, 2008 to present
- CEAM Winter Annual Meeting Planning Committee Member, 2008 to 2013
- CEAM Executive Committee Member, 2008
- State Speed Limit Task Force Member, 2007-2009
- Mn/DOT Cooperative Agreement Selection Committee Member, 2004 and 2005
- Association of Metropolitan Municipalities (AMM) Transportation Policy Committee Member, 2005 and 2006
- NC-ITE Pedestrian and Traffic Safety Committee Member, 2005 to 2006
- Hennepin County SW Transit (LRT) Alternative Analysis Technical Advisory Board Member, 2005 to 2006

Honors

- Humanitarian Service Medal and Southwest Asia Service Medal (Army)



Mr. Steve Lillehaug
7575 Walnut Curve
Chanhassen, MN 55317

May 24, 2017

Re: Conditional Offer of Employment

Dear Steve:

Congratulations on being selected for the City Engineer/Public Works Director position with the City of Shakopee. I am pleased to extend this conditional offer of employment dependent upon the successful completion of a pre-employment physical/drug test. As mentioned, this offer will need to be approved by City Council.

Salary: This is a full-time, salaried position, that is exempt per the federal Fair Labor Standards Act. Your annual salary will be \$134,644, which is Step A of Grade 12 of the City's 2017 Non-Union Pay Plan. You will be eligible for future cost-of-living adjustments based on City Council action.

Probation: Your initial probationary period is 12 months in duration. Continued employment with the City of Shakopee is contingent upon continually meeting the standards for your position.

Vacation: We are offering vacation accrual at a rate of 160 hours or 4 weeks per year. Vacation leave balances can be carried over from year-to-year up to a maximum of 240 hours.

Holidays: Full time employees receive eleven (11) paid holidays per year (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving; Christmas Eve and Christmas Day.

Sick Leave: Full time employees earn up to twelve (12) days of sick leave per year. Sick leave balances can be carried over from year-to-year. You may begin to use sick leave immediately.

Healthcare: You will be eligible for benefits and City paid contributions towards the cost of medical, dental, and life insurance plans effective the first of the month, after your first 30 days with the organization. You have a menu of medical and dental insurance options, with the exact cost to you and your dependents upon your selections.

Pension: Enrollment in the Public Employees Retirement Association (PERA) Coordinated Plan is automatic. Currently the City's contribution rate is 7.50% and the employee's rate is 6.50%.

We will meet on your first day to provide you with helpful information, to answer your questions, and to complete some necessary paperwork. It is your responsibility to present documents to verify your eligibility to work in the United States per the list provided on the I-9 documents. You can find a list of these documents at <http://www.uscis.gov/files/form/I-9.pdf>.

If you have any questions regarding the position or the salary and benefits package, please don't hesitate to contact me at 952.233.9312. If you are in agreement with the terms as stated above, please return a signed copy of this letter to me as soon as possible. We will have your approval slated for the June 6th City Council Meeting, with an anticipated start date on or about July 10th, 2017 as determined by mutual consent.

We are looking forward to having you join the city staff!

Sincerely,

Jennifer Gabbard
Human Resources Manager

ACCEPTANCE:

Signed: Steve L. Lillehaug

Date: 5/30/17